

MINUTES

Trinity County Board of Education Special Board Meeting October 12, 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)
Steve Canale, Area V (by Zoom from 13361 Mad River Rd
Mad River, CA 95552)

COUNTY OFFICE: Fabio Robles, Deputy Superintendent (by Zoom from
15642 Mountain Shadow Drive Redding, CA 96003 or
from 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: Sally Aldinger, Area III
Melissa Nielsen, Area IV

1.0 Formal Opening

1.1 Call to Order Special Board Meeting at 4:57 p.m.

2.0 Information Items

2.1 Trinity County Board of Supervisors Resolution No. 2021-102. Authorizing Remote Teleconference Meetings of the Legislative Bodies of Trinity County Pursuant to Brown Act Provisions as a Result of a Local Emergency.

3.0 Action Items

3.1 Board to determine that meeting in person would present imminent risks to the health/safety of attendees. For Board Meeting scheduled for October 12, 2021 at 5:00 p.m. as per California Governor's Executive Order AB 361

MOTION: Motion was made by Randy Spencer, 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 October 12, 2021 at 5:00 p.m. per California Governor's Executive Order AB 361 Motion passed unanimously. Aye- 3 (Canale, Myers, Spencer), No-0, Absent-2 (Aldinger, Nielsen), Abstain-0

4.0 Adjournment

The meeting adjourned at 4:58 p.m.

This meeting may be tape-recorded

Respectfully submitted,

Sarah E. Supahan, Ex-Officio Secretary
Trinity County Office of Education

dm

MINUTES

Trinity County Board of Education Public Hearing Board Meeting October 12, 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)
Steve Canale, Area V (by Zoom from 13361 Mad River Rd
Mad River, CA 95552)

COUNTY OFFICE: Gretchen Deichler, Assistant Superintendent of Business
Services (by Zoom from 1751 Manhattan Avenue, Grover
Beach, CA 93433)
Fabio Robles, Deputy Superintendent (by Zoom from
15642 Mountain Shadow Drive Redding, CA 96003 or
from 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: Sally Aldinger, Area III
Melissa Nielsen, Area IV

1.0 Formal Opening

- 1.1 Call to Order
Steve Canale called the meeting to order at 5:02 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.

3.0 Accept Open Session Agenda

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

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 – September 15, 2021
- 4.2 Warrants – September 2021
- 4.3 Payroll – September 2021
- 4.4 BP/AR 5136 Gangs – Second Reading
- 4.5 BP/AR 6174 Education for English Learners – Second Reading
- 4.6 BP 0460 Local Control and Accountability Plan – Second Reading
- 4.7 BB/E 9321 Closed Session – Second Reading
- 4.8 BP 5117.1 Interdistrict Attendance Appeals – 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- 3(, Canale, Myers, Spencer), No-0, Absent-2 (Aldinger, Nielsen), Abstain-0.

5.0 Public Hearing

- 5.1 Open Public Hearing
The Public Hearing opened at 5:04 p.m.
- 5.2 Discussion of Sufficiency of Instructional Materials for the 2021-2022 School Year (No back-up)
There was no public comment.
- 5.3 Close Public Hearing
The Public Hearing closed at 5:05 pm.

6.0 Reports

- 6.1 Financial Report and Oversight Update (*back-up to follow electronically*)
Gretchen Deichler provided the Financial Report and Oversight Update
 - 6.1.1 School Facilities Report from Jeff MorrisThe 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 (*No back-up*) Trinity Co-Op and Trinity Teachers Newsletter
Fabio Robles provided his Deputy Superintendent Report and LCAP updates.
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
- 6.3 Ad Hoc Committee (*No report*)

7.0 Correspondence

- 7.1 California Department of Education – Approval of 2021-2022 Budget

8.0 Action Items

- 8.1 Board to determine that meeting in person would present imminent risks to the health/safety of attendees For Board Meeting scheduled for November 17, 2021 at 1:00 p.m. as per California Governor's Executive Order AB 361.(No back-up)

MOTION: Motion was made by Michelle Myers with a second by Randy Spencer to approve That meeting in person would present imminent risks to the health/safety of attendees For Board Meeting scheduled for November 17, 2021 at 1:00 p.m. as per California Governor's Executive Order AB 361. Motion passed unanimously. Motion passed unanimously. Aye- 3(, Canale, Myers, Spencer), No-0, Absent-2 (Aldinger, Nielsen), Abstain-0.

Steve Canale asked the board to Approve Items 8.2 through 8.5 with one Motion.

- 8.2 Approve Resolution #21-22-04 Sufficiency of Instructional Materials for R.I.S.E. Academy
- 8.3 Approve Resolution #21-22-05 Adopting GANN Limit for 2020-2021 and Projected Limit for 2021-2022
- 8.4 Approve Resolution #21-22-06 Designation of the Official Representative to the Shasta-Trinity Schools Insurance Group (STSIG)
- 8.5 Approve Resolution #21-22-07 Designation of Applicant's Agent For Non-State Agencies

MOTION: Motion was made by Randy Spencer with a second by Michelle Myers to approve Resolution #21-22-04 Sufficiency of Instructional Materials for R.I.S.E. Academy, Resolution #21-22-05 Adopting GANN Limit for 2020-2021 and Projected Limit for 2021-2022, Resolution #21-22-06 Designation of the Official Representative to the Shasta-Trinity Schools Insurance Group (STSIG), and Resolution #21-22-07 Designation of Applicant's Agent For Non-State Agencies Motion passed unanimously. Aye- 3(, Canale, Myers, Spencer), No-0, Absent-2 (Aldinger, Nielsen), Abstain-0.

9.0 Information Items

- 9.1 Summary of Complaints per Williams Uniform Complaint Procedures (July 1 through September 30, 2021)
- 9.2 BP 0420.42 Renewal of County Charter Schools- First Reading
- 9.3 BP 0420.43 Revocation of County Charter Schools – First Reading
- 9.4 BP 2121 Superintendent's Contract – First Reading
- 9.5 BP/AR 5125 Student Records – First Reading
- 9.6 BP/AR 5141.21 Administering Medication and Monitoring Health Conditions – First Reading
- 9.7 BP 6186 Juvenile Court Schools – First Reading

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

- 9.8 Trinity County Office Unaudited Actuals for Year Ending June 30, 2021 (*information to be provided separately*)

Unaudited Actuals for Year Ending June 30, 2021 was tabled until the November 17, 2021 Board Meeting.

10.0 Superintendent's Report

10.1 Sarah Supahan was unable to attend the board meeting, as she was to attend a Site Council meeting in Junction City in hopes to dispel inaccurate information and support them on the controversy around masking and vaccines. Because of the same reason, Fabio and Sarah will be attending the MVUSD board meeting on Wednesday.

Fabio Robles read her report to the Board.

10.2 Trinity County Office of Education has put out a Q and A on Facebook and on our webpage about some of the things we are seeing discussed on Facebook. There is a lot of misinformation that is being circulated as fact. The FAQ was an attempt to set the record straight and cite appropriate sources for the information.

10.3 Trinity County Office of Education will start to circulate our "Report to the Community", a resource guide about TCOE and the services we provide. We will be presenting the report to the Burnt Ranch Board this week and will leave copies for the staff. Members of the TCOE management team will be presenting to the different boards throughout the county in October and November.

10.4 Trinity County Office of Education will host their annual Back to School meeting on Friday October 22, 2021 outside at the Highland Art Center or spread out at TAPAC if it rains. We now have 49 employees! The largest staff in many years and we are looking forward to getting everyone together to meet and spend some time together.

11.0 Closed Session

Closed Session opened at 5:17 p.m.

11.1 Public Employee - Appointment per Government Code 54957
Superintendent Contract

Closes Session closed at 5:19 p.m.

12.0 Adjournment

This meeting may be tape-recorded

The meeting adjourned at 5:19 p.m.

Respectfully submitted,

Sarah E. Supahan, Ex-Officio Secretary
Trinity County Office of Education

dm

Register 000768 - 10/06/2021

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5230332	01	Check Amt	150.00	Status	Printed	Sarah Sharp (Sarah Sharp - Payee)			
SSHARPEXPENSE	S Sharp History Day Training			01. 0000.	0. 8600. 2100. 5200. 825. 2552.				150.00
Check # 5230333	01	Check Amt	190.00	Status	Printed	Beans, Sheree E (000378 - Emp)			
SBEANSRNLICENSE	RN License Renewal			01. 0000.	0. 8600. 3140. 5800. 825.				190.00
Check # 5230334	01	Check Amt	90.00	Status	Printed	Rebelo, Stephanie S (000421 - Emp)			
BRSED FOOD HANDLERS	Burnt Ranch Food Handlers			01. 6520.	0. 5760. 1120. 4300. 826.				90.00
Check # 5230335	01	Check Amt	883.95	Status	Printed	Hiscock, Steven R (000451 - Emp)			
PBIS HOTELPARKING	PBIS Conference 9/13-9/15			01. 4035.	0. 8600. 3130. 5200. 825. 7813.				754.95
SHISCOCKTSHIRT	MR. Brown T shirts Liaisons			01. 0000.	0. 8600. 3130. 4300. 825. 7813.				129.00
Check # 5230336	01	Check Amt	85.55	Status	Printed	Burger, Erin E (000502 - Emp)			
EBURGEREXPENSE	Label Maker, Food Handlers Card			01. 0245.	0. 3500. 1000. 4300. 829.				37.82
EBURGERPRIZES	Classroom Incentives RISE			01. 0245.	0. 3500. 1000. 4300. 829.				47.73
Check # 5230337	01	Check Amt	1,147.61	Status	Printed	ACSA Foundation For Educational Adm (000008/1)			
ROBLESACSA21-22	21/22 ACSA Membership - Robles			01. 6500.	0. 5001. 2200. 5300. 826. 650				1,147.61
Check # 5230338	01	Check Amt	68.74	Status	Printed	Amazon Capital Services, Inc (001252/1)			
11N3-3GD4-3MJY	Tie Down Anchors for new Ford Van			01. 0000.	0. 0000. 8100. 4300. 825.				21.44
1HKV-4MGF-67NJ	Myra Bag Nursing Staff			01. 0000.	0. 8600. 3140. 4300. 825.				47.30
Check # 5230339	01	Check Amt	190.00	Status	Printed	CSFC (001224/1)			
147752	CSFC 2021 Conference			01. 0000.	0. 8600. 7200. 5200. 825.				190.00
Check # 5230340	01	Check Amt	1,000.00	Status	Printed	Com-Pair Services (001086/1)			
335	Com-Pair Oct 21			01. 0000.	0. 8600. 7700. 5920. 825.				1,000.00
Check # 5230341	01	Check Amt	89.22	Status	Printed	Complete Industrial Supply (001334/1)			
13007	Ratcheting Cargo Strap			01. 0000.	0. 0000. 8100. 4300. 825.				89.22
Check # 5230342	01	Check Amt	352.99	Status	Printed	Fastenal Company (000137/2)			
CARE171875	Battery, Filter, Gloves			01. 0000.	0. 0000. 8100. 4300. 825.				352.99
Check # 5230343	01	Check Amt	394.68	Status	Printed	Hawthorne Educational Svc (000617/1)			
560997	ADD Eval Scale 5th Ed. Complete kit			01. 6500.	0. 5001. 3120. 4300. 826. 650				394.68
Check # 5230344	01	Check Amt	422.00	Status	Printed	John W. Kizziar, DDS, INC (001234/1)			
LB 09082021	Trinity Smiles LB 9/8/21			01. 0033.	0. 8600. 3140. 5800. 825.				286.00
TV 09142021	Trinity Smiles TV 9/14/21			01. 0033.	0. 8600. 3140. 5800. 825.				136.00
Check # 5230345	01	Check Amt	504.85	Status	Printed	Jones Electric (001021/1)			
JONESELECTRIC9132021	Generator Electrical Outlet Installation			01. 0000.	0. 0000. 8100. 5800. 825.				504.85
Check # 5230346	01	Check Amt	2,792.50	Status	Printed	Lozano Smith (000441/1)			
2144239	County Construction Oversight			01. 0000.	0. 0000. 7100. 5850. 825.				390.00
2144240	S Supahan legal analysis			01. 0000.	0. 0000. 7100. 5850. 825.				2,402.50

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Register 000768 - 10/06/2021

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5230347	01	Check Amt	577.16	Status	Printed	Mendes Supply Co. (000233/1)			
R053544		Air fresh, white towel, TP			01. 0000. 0. 0000. 8100. 4300. 825.			503.51	
R053545		trash can liners			01. 0000. 0. 0000. 8100. 4300. 825.			73.65	
Check # 5230348	01	Check Amt	49.57	Status	Printed	North State Grocery, Inc (001247/1)			
006404157160		CPI Refreshments			01. 6500. 0. 5050. 3120. 4300. 826.		650	30.41	
006404162012		CPI Refreshments			01. 6500. 0. 5050. 3120. 4300. 826.		650	19.16	
Check # 5230349	01	Check Amt	12.86	Status	Printed	O'Reilly Automotive, Inc. (001373/1)			
4919-362279		Perfect Match Spray Paint			01. 0000. 0. 0000. 8100. 4300. 825.			12.86	
Check # 5230350	01	Check Amt	389.45	Status	Printed	Office Depot (000261/4)			
186842555001		Business Office supplies			01. 0000. 0. 0000. 7200. 4300. 825.			92.36	
188348941001		RISE Classroom Supplies			01. 0245. 0. 3500. 2700. 4300. 829.			26.48	
188356543001		RISE Classroom Supplies			01. 0245. 0. 3500. 2700. 4300. 829.			259.38	
188356545001		RISE Classroom Supplies			01. 0245. 0. 3500. 2700. 4300. 829.			11.23	
Check # 5230351	01	Check Amt	60.06	Status	Printed	NCS Pearson, Inc. (000275/3)			
16126027		BASC-3 TRS Adolescent Record Forms #30805			01. 6500. 0. 5001. 3120. 4300. 826.		650	60.06	
Check # 5230352	01	Check Amt	424.54	Status	Printed	Plotzke Ace Hardware (000280/1)			
358828		electrical fuse fasteners			01. 0000. 0. 0000. 8100. 4300. 825.			33.60	
359128		Gorilla Tape Pickleball Lines TUPE			01. 6685. 0. 8600. 2150. 4300. 825.			32.14	
359531		Respirator			01. 0000. 0. 0000. 8100. 4300. 825.			53.61	
359542		21/22 maintenance supplies Battery Charger			01. 0000. 0. 0000. 8100. 4300. 825.			80.43	
359751		Gorilla Tape Pickle Ball Court			01. 6685. 0. 8600. 2150. 4300. 825.			64.29	
359957		21/22 maintenance supplies Spraymastr & sponge			01. 0000. 0. 0000. 8100. 4300. 825.			13.49	
359975		Surge Protector			01. 0000. 0. 0000. 8100. 4300. 825.			25.73	
K59858		Battery, keys			01. 0000. 0. 0000. 8100. 4300. 825.			111.62	
K59859		21/22 maintenance supplies Battery credit			01. 0000. 0. 0000. 8100. 4300. 825.			9.66	
K59871		21/22 maintenance supplies Toilet Plunger			01. 0000. 0. 0000. 8100. 4300. 825.			19.29	
Check # 5230353	01	Check Amt	1,381.81	Status	Printed	Ray Morgan Company (001178/1)			
3448955		MPC5501 maint contract & usage			01. 0000. 0. 0000. 7200. 5600. 825. 2752.			1,381.81	
Check # 5230354	01	Check Amt	56.42	Status	Printed	School Nurse Supply (001047/1)			
0855932-IN		Nurse supplies Near vision card, KCRHN Chart			01. 0000. 0. 8600. 3140. 4300. 825.			56.42	
Check # 5230355	01	Check Amt	45.35	Status	Printed	Schoolyard Communications (000683/1)			
21-710468		Additional Parent's Rights Handbooks			01. 0000. 0. 8600. 7200. 4300. 825.			45.35	
Check # 5230356	01	Check Amt	464.82	Status	Printed	Trinity Co Dept Of Transport (000389/1)			
CA21-003		Fuel July 2021			01. 0000. 0. 0000. 8100. 4300. 825. 4300.			104.47	
CA21-032		Fuel August 21			01. 0000. 0. 0000. 8100. 4300. 825. 4300.			360.35	
Check # 5230357	01	Check Amt	157.12	Status	Printed	BlueTarp Credit Services (000397/2)			

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Register 000768 - 10/06/2021

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5230357	01	Check Amt	157.12	Status	Printed	BlueTarp Credit Services (000397/2) - continued	
G14189	Supplies for Ironside Internet Site			01. 0000.	0. 0000.	2420. 4300. 825.	157.12
Check # 5230358	01	Check Amt	2,135.16	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2)	
020763-1	G Deichler Adobe Acro Subs			01. 0000.	0. 0000.	2420. 5800. 825.	14.99
022920-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	11.54
027939-1	TCOE Crisis Hotline			01. 6546.	0. 8600.	3130. 5920. 825.	1,193.82
046226-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	97.55
093836-1	21-22 FYS Wireless Service			01. 0000.	0. 8600.	3130. 5920. 825. 7366. 099	65.30
286150-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	.64-
407770-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	.64-
426298-1	Temtop M10 Air Quality Monitor			01. 0000.	0. 0000.	8100. 4300. 825.	193.02
438763-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	2.16-
440215-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	.83-
534813-1	S Supahan Adobe Acro Subs			01. 0000.	0. 0000.	2420. 5800. 825.	14.99
645988-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	16.74-
687886-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	16.74-
708801-1	TCOE Zoom Annual Renewal			01. 0000.	0. 8600.	2420. 5800. 825.	149.90
733812-1	FS COM			01. 0000.	0. 8600.	2420. 4300. 825.	27.02
782543-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	159.73
927734-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	96.51
996441-1	Coffee Creek QCNS			12. 6127.	0. 0001.	2150. 4300. 825. 0302.	148.54
Check # 5230359	01	Check Amt	28.70	Status	Printed	NAPA Weaverville Auto Parts (000423/2)	
381335	lucas red tacky GRS			01. 0000.	0. 0000.	8100. 4300. 825.	28.70

Number of Items

28

14,145.11

Totals for Register 000768

2022 FUND-OBJ Expense Summary / Register 000768

01-4300	3,696.27	
01-5200	1,094.95	
01-5300	1,147.61	
01-5600	1,381.81	
01-5800	1,296.73	
01-5850	2,792.50	
01-5920	2,259.12	
01-9110*		13,668.99-
Totals for Fund 01	13,668.99	13,668.99-
12-4300	476.12	

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Register 000768 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000768 (continued)

12-9110*		476.12-
Totals for Fund 12	476.12	476.12-
Totals for Register 000768	14,145.11	14,145.11-

* denotes System Generated entry

Net change to Cash 9110	14,145.11-Credit
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Register 000769 - 10/13/2021

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5230475	01	Check Amt	110.04	Status	Printed	Plotzke Ace Hardware (000280/1) - continued	
K60310	Socket Adapter			01. 0000.	0. 0000.	8100. 4300. 825.	12.86
Check # 5230476	01	Check Amt	1,250.00	Status	Printed	Shasta Co Office Of Education (000324/1)	
INV22-01193	21/22 Nor Cal Personnel & Labor Law			01. 0000.	0. 8600.	7200. 5300. 825.	750.00
INV22-01215	21-22 Tier II Admin CredProgram - BR			01. 0000.	0. 8600.	7100. 5800. 825. 0301.	500.00
Check # 5230477	01	Check Amt	7,749.39	Status	Printed	Sheree Beans (001286/1)	
SBEANSBESTBUY	Mac Book Pro, iPad Pro, iPad Magic Keyboard			01. 7815.	0. 8600.	3140. 4400. 825.	7,749.39
Check # 5230478	01	Check Amt	981.13	Status	Printed	SHI (001200/2)	
B14024757	Ruckus Wireless Access Point RISE Classroom			01. 0000.	0. 0000.	2420. 4400. 825.	562.13
B14177349	Adobe Creative Cloud License Quote#21003717			01. 0000.	0. 8600.	2420. 5800. 825.	419.00
Check # 5230479	01	Check Amt	699.00	Status	Printed	State Of Cal Dept Of Justice (000353/1)	
536025	Fingerprint Fees Sept 21			01. 0000.	0. 8600.	7200. 5840. 825.	699.00
Check # 5230480	01	Check Amt	1,148.05	Status	Printed	Trinity Co Dept Of Transport (000389/1)	
CA21-063	Fuel Sept 21			01. 0000.	0. 0000.	8100. 4300. 825. 4300.	1,148.05
Check # 5230481	01	Check Amt	903.45	Status	Printed	Trinity Co. Solid Waste (000394/1)	
20012 SEPT 21	solid waste fees Sept 2021			01. 0000.	0. 0000.	8100. 5550. 825.	903.45
Check # 5230482	01	Check Amt	340.43	Status	Printed	NAPA Weaverville Auto Parts (000423/2)	
381759	Gauge, Door upholstery tool			01. 0000.	0. 0000.	8100. 4300. 825.	59.72
381772	21/22 NAPA Battery, Core deposit			01. 0000.	0. 0000.	8100. 4300. 825.	101.90
381828	Battery, Core deposit			01. 0000.	0. 0000.	8100. 4300. 825.	159.50
381849	21/22 NAPA Core Deposit			01. 0000.	0. 0000.	8100. 4300. 825.	19.31
Check # 5230483	01	Check Amt	28.00	Status	Printed	Weaverville CSD (000424/1)	
10839OCT21	water service Oct21			01. 0000.	0. 0000.	8100. 5560. 825.	28.00
Check # 5230484	01	Check Amt	28.00	Status	Printed	Weaverville Sanitary District (000426/1)	
1926OCT21	sewer service Oct 21			01. 0000.	0. 0000.	8100. 5550. 825.	28.00

Number of Items

22

17,826.41

Totals for Register 000769

2022 FUND-OBJ Expense Summary / Register 000769

01-4300	1,809.80
01-4400	8,577.43
01-5200	1,177.41
01-5300	750.00
01-5550	931.45
01-5560	28.00
01-5600	458.48

Selection: Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/1/2021, Ending Check Date = 10/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000769 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000769 (continued)

01-5800	2,207.48	
01-5840	789.00	
01-5910	490.34	
01-5920	607.02	
01-9110*		17,826.41-
Totals for Register 000769	17,826.41	17,826.41-

* denotes System Generated entry

Net change to Cash 9110 17,826.41-Credit

Register 000769 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000769 (continued)

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Register 000770 - 10/20/2021

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5230614	01	Check Amt	26.80	Status	Printed	Holmes, Melanie R (000298 - Emp)			
MHOLMESMOUSE		M. Holmes Amazon Wireless Mouse			01. 0000.	0. 0000. 2420. 4300. 825.			26.80
Check # 5230615	01	Check Amt	42.56	Status	Printed	Spencer, Randy D (000443 - Emp)			
101221TCBOE		Mileage October 2021			01. 0000.	0. 0000. 7110. 5200. 825.			42.56
Check # 5230616	01	Check Amt	79.73	Status	Printed	Smith, Alison E (000486 - Emp)			
ASMITHMCK-V		McK-V shoes, lunch			01. 5630.	0. 8600. 2150. 4300. 825.			79.73
Check # 5230617	01	Check Amt	83.44	Status	Printed	Bunce, MaryAnn (000488 - Emp)			
MBUNCEMILEAGE		MBunceMileage			01. 7815.	0. 8600. 3140. 5200. 825.			83.44
Check # 5230618	01	Check Amt	42.69	Status	Printed	Hayes, Rachel D (000494 - Emp)			
RHAYESPHONESEPT		RHayes Sept Phone reimbursement			01. 0000.	0. 0000. 8100. 5920. 825.			42.69
Check # 5230619	01	Check Amt	122.44	Status	Printed	Palmer, Jason (000501 - Emp)			
JPALMERRISEMATERIALS		RISE Classroom Materials & Books			01. 0245.	0. 3500. 1000. 4300. 829.			122.44
Check # 5230620	01	Check Amt	180.09	Status	Printed	Burger, Erin E (000502 - Emp)			
EBURGEREXODUS		Exodus Field Trip			01. 0245.	0. 3500. 1000. 4300. 829.			128.38
EBURGERRISEPRIZES		RISE Prizes			01. 0245.	0. 3500. 1000. 4300. 829.			51.71
Check # 5230621	01	Check Amt	985.60	Status	Printed	Office Depot (000261/4)			
192998147001		Business Office Chairs			01. 0000.	0. 0000. 7200. 4300. 825.			736.55
202528660001		Business Office Supplies			01. 0000.	0. 0000. 7200. 4300. 825.			217.08
202528662001		Business Office Wireless Keyboard			01. 0000.	0. 0000. 7200. 4300. 825.			31.97
Check # 5230622	01	Check Amt	57.89	Status	Printed	Plotzke Ace Hardware (000280/1)			
360428		gloves			01. 0000.	0. 0000. 8100. 4300. 825.			32.16
K60363		Tie Down			01. 0000.	0. 0000. 8100. 4300. 825.			25.73
Check # 5230623	01	Check Amt	16,408.00	Status	Printed	ProCare Therapy (001345/1)			
20217602		Behavioral Specialist Service 9/13-9/17			01. 7425.	0. 8600. 3120. 5800. 825.			4,200.00
20219688		Behavioral Specialist Service 9/20-9/24			01. 7425.	0. 8600. 3120. 5800. 825.			4,200.00
20225743		Behavioral Specialist Service 9/27-10/1			01. 7425.	0. 8600. 3120. 5800. 825.			4,200.00
20231507		Behavioral Specialist Service 10/4-10/8			01. 7425.	0. 8600. 3120. 5800. 825.			3,808.00
Check # 5230624	01	Check Amt	120.46	Status	Printed	S.J. Denham, Inc. (000300/1)			
98487		Caravan Regulator			01. 0000.	0. 0000. 8100. 4300. 825.			120.46
Check # 5230625	01	Check Amt	8,861.58	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2)			
000618		T Nordstrom-Desk for Wayne			01. 0000.	0. 0000. 7200. 4400. 825.			361.43
006410		S Supahan Monthly Adobe Acrobat			01. 0000.	0. 0000. 2420. 5800. 825.			14.99
047620		CASH 2021 Fall Conference Flight			01. 0000.	0. 8600. 7200. 5200. 825.			317.80
050746		FYS Wireless Service Sept 21			01. 0000.	0. 8600. 3130. 5920. 825.	7366. 099		65.30
065229		RingCentral Order Adjustment			01. 6546.	0. 8600. 3130. 5920. 825.			.05
205908		T Nordstrom Webcam for R Hayes			01. 0000.	0. 0000. 2420. 4300. 825.			38.60

Selection: Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/1/2021, Ending Check Date = 10/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000770 - 10/20/2021

Bank Account COUNTY - County

Payment Id	Comment	Check Amt	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2) - continued
Check # 5230625	01	8,861.58			
231102	R Jackson- QTH TCOE Domain Renewal		01.0000	0.0000	2420.5800.825. 21.83
236280	G Deichler \$20		01.0000	0.0000	7200.4300.825. 20.00
329648	T Nordstrom-USB Charger for AQI Monitor		01.0000	0.0000	2420.4300.825. 11.42
335766	CASBO Business Executives Leadership Program		01.0000	0.8600	7200.5200.825. 5,400.00
547117	R Jackson- LES Domain Renewal		01.0000	0.8600	2420.5800.825.0306. 17.44
565097	F Robles-ZOOM		11.6391	0.4110	2150.5800.825. 149.90
613639	T Nordstrom Desk Mat Julie Wayne		01.0000	0.0000	7200.4300.825. 128.68
682724	CASH 2021 Fall Conference Registration		01.0000	0.8600	7200.5200.825. 975.00
683175	USPS Postage		01.0000	0.0000	7200.5910.825. 6.34
711979	T Nordstrom R Hayes Codestack Virtual Conf		01.0000	0.8600	7200.5200.825. 150.00
735771	CASH 2021 Fall Conference Hotels.com		01.0000	0.8600	7200.5200.825. 1,167.81
883199	G Deichler Monthly Adobe Acrobat		01.0000	0.0000	2420.5800.825. 14.99
Check # 5230626	01	64.24			NAPA Weaverville Auto Parts (000423/2)
382181	Nitrile Gloves		01.0000	0.0000	8100.4300.825. 64.24

Number of Items 13 27,075.52 Totals for Register 000770

2022 FUND-OBJ Expense Summary / Register 000770

01-4300	1,835.95	
01-4400	361.43	
01-5200	8,136.61	
01-5800	16,477.25	
01-5910	6.34	
01-5920	108.04	
01-9110*		26,925.62-
Totals for Fund 01	26,925.62	26,925.62-
11-5800	149.90	
11-9110*		149.90-
Totals for Fund 11	149.90	149.90-
Totals for Register 000770	27,075.52	27,075.52-

* denotes System Generated entry

Net change to Cash 9110 27,075.52- Credit

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/1/2021, Ending Check Date = 10/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000771 - 10/27/2021

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5230754	01	Check Amt	7,350.00	Status	Printed	Edgenuity Inc (001330/2)	
842445		Edgenuity Digital Libraries and License		01. 0245.	0. 3500. 1000. 5800. 829.		7,350.00
Check # 5230755	01	Check Amt	114.82	Status	Printed	Fastenal Company (000137/2)	
CARE172561		Air Filter		01. 0000.	0. 0000. 8100. 4300. 825.		114.82
Check # 5230756	01	Check Amt	682.20	Status	Printed	Flaghouse/Special Populations (000139/1)	
V023829000017		Plinko		01. 0000.	0. 8600. 3130. 4300. 825. 7813.		299.50
V023829000025		Easy Read Bingo Card set		01. 0000.	0. 8600. 3130. 4300. 825. 7813.		125.72
V023829000033		Board Game Set Bingo		01. 0000.	0. 8600. 3130. 4300. 825. 7813.		256.98
Check # 5230757	01	Check Amt	46.55	Status	Printed	Frontier Communications (001182/1)	
032097-5 OCT21		Business line 032097-5 Oct		01. 0000.	0. 0000. 8100. 5920. 825.		46.55
Check # 5230758	01	Check Amt	28.15	Status	Printed	Frontier Communications (001182/1)	
091196-5 OCT21		Phone 091196-5 Expenses Oct		01. 0000.	0. 0000. 8100. 5920. 825.		28.15
Check # 5230759	01	Check Amt	90.31	Status	Printed	Lingo (001302/1)	
608803993		Long Distance Sept 21		01. 0000.	0. 0000. 8100. 5920. 825.		90.31
Check # 5230760	01	Check Amt	4,047.00	Status	Printed	Lozano Smith (000441/1)	
2146526		General Facilities & Business		01. 0000.	0. 0000. 7100. 5850. 825.		1,167.00
2146527		Legal Services use of ESSER funds		01. 0000.	0. 0000. 7100. 5850. 825.		300.00
2146528		General Student		01. 0000.	0. 0000. 7100. 5850. 825.		2,580.00
Check # 5230761	01	Check Amt	863.13	Status	Printed	Navigate360 LLC (001336/1)	
67152		eLearning ALICE Training thru 10-22		01. 0000.	0. 0000. 7200. 5800. 825.		863.13
Check # 5230762	01	Check Amt	49.69	Status	Printed	North State Grocery, Inc (001247/1)	
006404177635		CPI Refreshments		01. 0000.	0. 8600. 3120. 4300. 825.		33.71
006404178170		CPI Refreshments		01. 0000.	0. 8600. 3120. 4300. 825.		15.98
Check # 5230763	01	Check Amt	20.13	Status	Printed	O'Reilly Automotive, Inc. (001373/1)	
4919-364312		O'Reilly Battery Cleaner/Brush		01. 0000.	0. 0000. 8100. 4300. 825.		20.13
Check # 5230764	01	Check Amt	70.95	Status	Printed	Office Depot (000261/4)	
202520765001		Business Office Proj Folders		01. 0000.	0. 0000. 7200. 4300. 825.		15.00
205911354001		Calendar		01. 0000.	0. 0000. 7200. 4300. 825.		55.95
Check # 5230765	01	Check Amt	8,450.45	Status	Printed	On Point (001262/1)	
5713		RISE 3-6 Classroom Furniture		01. 7425.	0. 3500. 1000. 4400. 829.		5,349.68
5714		RISE 7-12 Classroom Furniture		01. 7425.	0. 3500. 1000. 4400. 829.		3,100.77
Check # 5230766	01	Check Amt	2.78	Status	Printed	Plotzke Ace Hardware (000280/1)	
360714		Cup hook brass		01. 0000.	0. 0000. 8100. 4300. 825.		2.78
Check # 5230767	01	Check Amt	1,697.35	Status	Printed	PresenceLearning, Inc (000925/5)	
INV46154		Speech Services June & August 21		01. 3315.	0. 5730. 3150. 5800. 826.		65.28

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/1/2021, Ending Check Date = 10/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Generated for April Angelone (AANGELONE). Oct 29 2021 2:16PM

Register 000771 - 10/27/2021

Bank Account COUNTY - County

Payment Id	Comment	Check Amt	Status	Printed	Wells Fargo Vendor Fin Serv (001187/2)
Check # 5230782	01	432.22			
5017233282	TASKalfa 5052ci contract Oct21		01. 0000. 0. 0000. 7200. 5600. 825. 2753.		432.22

Number of Items 41 89,873.10 Totals for Register 000771

2022 FUND-OBJ Expense Summary / Register 000771

01-4300	2,681.38	
01-4400	9,155.07	
01-5200	729.68	
01-5600	956.13	
01-5800	19,461.30	
01-5850	4,047.00	
01-5890	60.00	
01-5920	187.97	
01-9110*		89,873.10-
01-9580	52,594.57	
Totals for Register 000771	89,873.10	89,873.10-

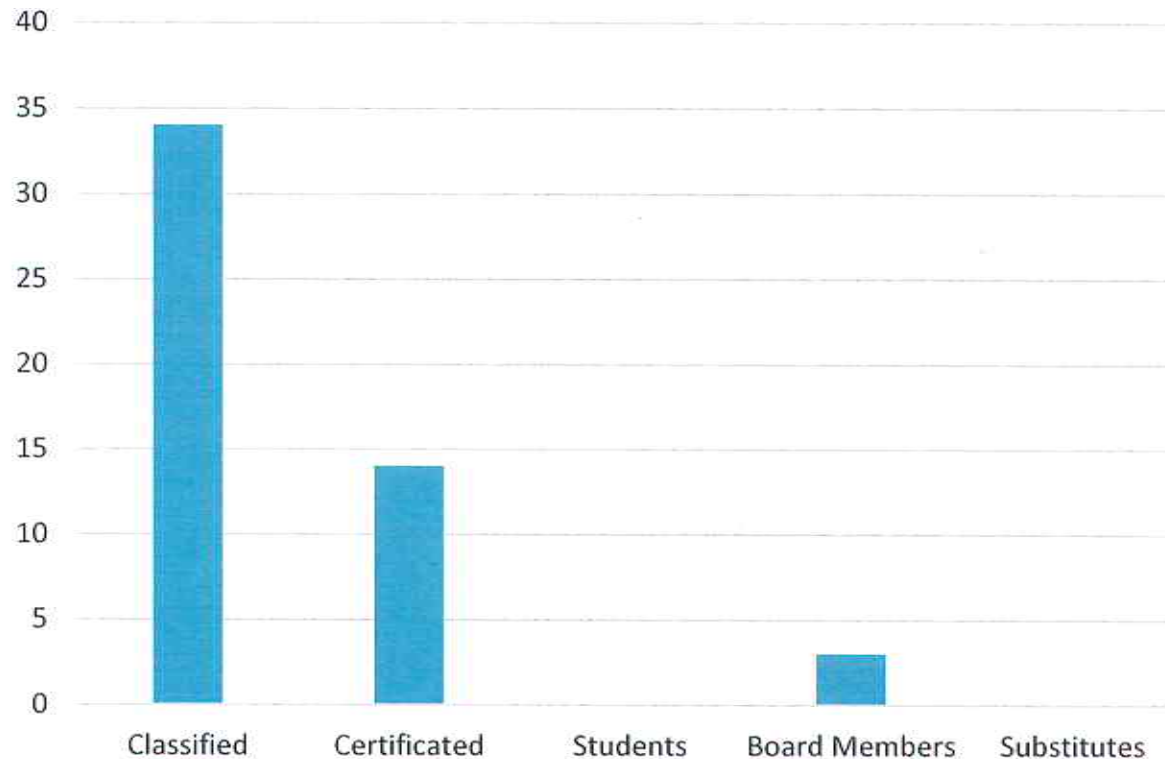
* denotes System Generated entry

Net change to Cash 9110 89,873.10-Credit

Number of Items	104	148,920.14	Totals for Org 309 - Trinity County Office of Education
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Trinity County Office of Education

10/1/2021 - 10/30/2021



Employee Salaries= \$267,647.16

District Liabilities= \$104,350.97

Total Payroll= \$371,998.13

4.4

RENEWAL OF COUNTY CHARTER SCHOOLS

The County Board of Education believes that the ongoing operation of a charter school should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the County Board shall review the petition thoroughly and in a timely manner, consistent with the timelines set out in the Education Code. The County Board shall only consider renewal petitions of charters originally authorized by the County Board or renewal petitions that have been denied by a district board and for which the charter school has submitted an appeal to the County Board.

No charter school that submits a renewal petition shall be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

When a charter school, concurrently with its renewal petition, proposes to expand operations to one or more additional sites or grade levels, the charter school shall request a material revision to its charter. The material revision may be made only with the approval of the County Board and in accordance with the standards and criteria in Education Code 47605 for material revisions. (Education Code 47607)

The County Board recommends that a charter school submit its petition for renewal to the County Board sufficiently early before the expiration of the term of the charter to allow the County Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

A petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed.
(Education Code 47607; 5 CCR 11966.5)

Criteria for Granting or Denying Renewal

Renewals of all County Board-approved charters shall generally be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. However, charter renewal shall not be denied based on the fiscal impact of the charter school on the county office of education or a finding that the charter school is unlikely to serve the interests of the entire community in which the school is located, as described in Education Code 47605. (Education Code 47607)

The signature requirement for new petitions is not applicable to petitions for renewal. (Education Code 47607)

The County Board shall consider both schoolwide performance and the performance of numerically significant student subgroups on the state and local indicators included in the California School Dashboard, giving greater weight to performance on measurements of academic performance. If the Dashboard indicators are not yet available for the most recently completed academic year before renewal, the County Board shall consider verifiable data provided by the charter school related to the Dashboard indicators, such as data from the California Assessment of Student Performance and Progress or any successor system, for the most recent academic year. The County Board shall only consider data from sources approved by SBE. (Education Code 47607, 47607.2)

A renewal of the charter petition may be granted in accordance with a three-tiered system based on school performance, as follows:

1. Renewal of Five to Seven Years

- a. A charter school that is not eligible for technical assistance pursuant to Education Code 47607.3 shall be granted renewal for a period of five to seven years when, for two consecutive years immediately preceding the renewal decision, or for two of the three years immediately preceding the renewal for any renewal submitted in the 2020-21 or 2021-22 school year, the charter school achieved either of the following: (Education Code 47607)

4.5

- i. Received the two highest performance levels schoolwide on all the state indicators included in the Dashboard for which the charter school receives performance levels, provided the charter school has schoolwide performance levels on at least two measurements of academic performance per year in each of the two years
 - ii. For all measurements of academic performance, received performance levels schoolwide that are the same or higher than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are higher than the state average, provided that the charter school has performance levels on at least two measurements of academic performance for at least two subgroups
- b. If the charter school satisfies the above criteria, it shall only be required to update the renewal petition to include a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed and, as necessary, to reflect the current program offered by the charter school. (Education Code 47607)

2. Renewal of Five Years

- a. A renewal shall be granted for five years if clear and convincing evidence, demonstrated by verified data, shows either of the following: (Education Code 47607.2)
 - i. Measurable increases in academic achievement, as defined by at least one year's progress for each year in school
 - ii. Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers
- b. For any such charter school, the County Board may deny a charter renewal petition upon making written factual findings that the charter school has failed to meet or make sufficient progress toward meeting standards that provide a benefit to the students of the school, that the closure of the charter school is in the best interest of students, and that the County Board's decision provided greater weight to performance on measurements of academic performance. (Education Code 47607.2)

3. Denial/Two-Year Renewal

- a. The County Board shall generally not renew a charter if, for two consecutive years immediately preceding the renewal decision, or for two of the three years immediately preceding the renewal for any renewal submitted in the 2020-21 or 2021-22 school year, either of the following applies: (Education Code 47607.2)
 - i. The charter school has received the two lowest performance levels schoolwide on all the state indicators included in the Dashboard for which it receives performance levels, provided the charter school has schoolwide performance levels on at least two measurements of academic performance per year in each of the two years.
 - ii. For all measurements of academic performance, the charter school has received performance levels schoolwide that are the same or lower than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are lower than the state average, provided that the charter school has performance levels on at least two measurements of academic performance for at least two subgroups.
- b. However, a charter school that meets one of these criteria may be granted a two-year renewal if the County Board makes written factual findings, setting forth specific facts to support the findings, for both of the following: (Education Code 47607.2)
 - i. The charter school is taking meaningful steps to address the underlying cause(s) of low performance, and those steps are reflected, or will be reflected, in a written plan adopted by the governing body of the charter school.

- ii. There is clear and convincing evidence, demonstrated by verified data, showing achievement of

the criteria specified in item #2a above.

In addition to all the grounds stated above for denial of a charter renewal, the County Board may deny renewal of a charter upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors or a finding that the school is not serving all students who wish to attend. The County Board may deny renewal of a charter school for such reasons only after it has provided at least 30 days' notice to the charter school of the alleged violation and provided the charter school with a reasonable opportunity to cure the violation, including a corrective action plan proposed by the charter school. The County Board may deny the renewal for these reasons only upon a finding that either the corrective action proposed by the charter school has been unsuccessful or that the violations are sufficiently severe and pervasive as to render a corrective action plan unviable. Any finding that a school is not serving all students who wish to attend shall specifically identify the evidence supporting the finding. (Education Code 47607)

A charter school that qualifies for the state's Dashboard Alternative School Status shall not be subject to any of the above criteria. Instead, in determining whether to grant a charter renewal for such a charter school, the County Board shall consider, in addition to the charter school's performance on the state and local indicators included in the Dashboard, the charter school's performance on alternative metrics applicable to the charter school based on the student population served. The County Board shall meet with the charter school during the first year of the charter school's term to mutually agree to discuss alternative metrics to be considered and shall notify the charter school of the alternative metrics to be used within 30 days of this meeting. The County Board may deny a charter renewal only upon making written findings, setting forth specific facts to support the findings, that the closure of the charter school is in the best interest of students. (Education Code 47607)

Timelines for County Board Action

Within 60 days of the receipt of the renewal petition, the County Board shall hold a public hearing to review documentation submitted by the charter school, determine the level of support for the petition, and obtain public input. A petition is deemed received on the day the petitioner submits a petition to the COE office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605, 47605.6)

The County Board shall either grant or deny the petition within 90 days of receiving the petition. The date may be extended by an additional 30 days if both the petitioner and the County Board agree to the extension. (Education Code 47605, 47605.6)

At least 15 days before the public hearing at which the County Board will grant or deny the charter petition, the County Board shall publish all staff recommendations, including the recommended findings, regarding the petition. During the public hearing, petitioners shall have equal time and opportunity to present evidence and testimony to respond to the staff recommendations and findings. (Education Code 47605, 47605.6)

The County Board shall notify CDE within 10 calendar days of granting or denying the renewal of the charter. (Education Code 47604.32; 5 CCR 11962.1)

If the County Board denies the petition for the renewal, the charter school may appeal to SBE, except that the County Board's denial of the renewal of a countywide charter is final and may not be appealed to SBE. (Education Code 47607, 47607.5; 5 CCR 11966.5)

If the petitioner appeals to SBE and requests a documentary record, including transcripts of the public hearing at which the County Board denied the renewal, the documentary record shall be provided no later than 10 business days after the request. (Education Code 47605)

School Closure

If a charter is not renewed and the charter school ceases operation, the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962 shall be implemented. (Education Code 47604.32, 47605)

(1/20) 3/21

Board

Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE CA

REVOCATION OF COUNTY CHARTER SCHOOLS

The County Board of Education expects any charter school it authorizes to provide a sound educational program that promotes student learning and to carry out its operations in a manner that complies with law and the terms of its charter.

The County Board may immediately revoke a charter when the County Board determines, in writing, that a charter school has committed a violation under Education Code 47607 that constitutes a severe and imminent threat to the health or safety of students. In such a case, the County Board shall approve and deliver to the charter school's governing body and the California Department of Education (CDE) a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety. (Education Code 47607; 5 CCR 11968.5.3)

In addition, the County Board may, using the procedures described below, revoke a charter if it makes a written factual finding specific to that charter school and supported by substantial evidence that the charter school has done any of the following: (Education Code 47607)

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
2. Failed to meet or pursue any of the student outcomes identified in the charter
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
4. Violated any law

The County Board shall also consider revoking the charter of any charter school for which the California Collaborative for Educational Excellence (CCEE) has provided advice and assistance pursuant to Education Code 47607.3 if CCEE has issued either of the following findings: (Education Code 47607.3)

1. That the charter school has failed or is unable to implement the recommendations of CCEE
2. That the inadequate performance of the charter school, as based on California School Dashboard, is so persistent or acute as to require revocation of the charter

In determining whether to revoke a charter, the County Board shall consider increases in student academic achievement for all numerically significant groups of students served by the charter school, as defined in Education Code 52052. (Education Code 47607.3)

Revocation Procedures

If the County Board is considering a revocation of a charter school, it shall take action to approve and deliver a Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

1. The charter school's alleged violation(s).
2. All evidence relied upon by the County Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that each alleged violation is both material and uncured and that it occurred within a reasonable period of time before the Notice of Violation is issued.
3. The period of time that the County Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the County Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

At least 72 hours prior to any meeting at which the County Board will consider issuing a Notice of Violation, the County Board shall provide the charter school with notice and all relevant documents related to the proposed action. (5 CCR 11968.5.2)

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the County Board a detailed written response and supporting evidence addressing each identified violation, including, as applicable, a refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

At the conclusion of the remedy period specified in the Notice of Violation, the County Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body
2. Continue revocation of the charter, by issuing a Notice of Intent to Revoke to the charter school's governing body within 60 calendar days of the conclusion of the remedy period, if there is substantial evidence that the charter school has failed to remedy a violation identified in the Notice of Violation or to refute a violation to the County Board's satisfaction. All evidence relied upon by the County Board for the decision shall be included in the Notice of Intent to Revoke.

If the County Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the County Board and the charter school, the County Board shall issue a final decision on the revocation of the charter.
(Education Code 47607; 5 CCR 11968.5.2)

If the County Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the final decision, the County Board shall provide a copy of the decision to CDE.
(Education Code 47604.32; 5 CCR 11968.5.2)

Appeals

If the County Board revokes a charter, the charter school may appeal the revocation to the State Board of Education within 30 days of the County Board's final decision. However, a revocation based upon the findings of CCEE pursuant to Education Code 47607.3 may not be appealed. (Education Code 47607, 47607.3; 5 CCR 11968.5.3-11968.5.5)

School Closure

If a charter school ceases operation due to revocation, the County Board and/or the charter school shall implement the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962. (Education Code 47603.32)

SUPERINTENDENT'S CONTRACT

BP 2121 (a)

The County Board believes that the Superintendent's employment contract should outline the framework through which the County Board and County Superintendent will work together as a governance team to achieve County Office goals and objectives. When approving the Superintendent's employment contract, the County Board shall consider the value of stability in County Office administration, the best use of County Office resources, and the Board's duty to ensure accountability to the public for the performance of the district's schools.

The contract shall be reviewed by the district's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position, including a statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the County Board
4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with County Board policies, regulations, and guidelines applicable to other professional administrative staff
The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the use of a personal vehicle.
5. Vacation, illness and injury leave, and personal leaves
6. Professional development
7. General duties and responsibilities of the position
8. Criteria, process, and procedure for annual evaluation of the County Superintendent
9. A statement that there shall be no automatic renewal or extension of the contract, although the County Board can enter into a new contract with the County Superintendent prior to the expiration of the existing contract
10. Timeline for providing written notice to the County Superintendent if the County Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the County Superintendent to remind the County Board in writing and in a timely manner of the requirement to give notice
11. Conditions and process for termination of the contract, including the maximum cash settlement that the County Superintendent may receive if the contract is terminated prior to its expiration date
12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the County Superintendent in the Superintendent's official capacity in the performance of employment-related duties

The County Board may deliberate about terms of the contract in closed session at a regular meeting. However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the County Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception"), for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective County Superintendent. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

The County Board may consult with County Office legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective County Superintendent.

Terms of the contract shall remain confidential until the ratification process commences.

The County Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled County Board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the County Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953)

Termination of Contract

Prior to the expiration of the contract, the County Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

In such an event, the maximum cash settlement that the County Superintendent may receive upon termination of the contract shall not exceed the Superintendent's monthly salary multiplied by the number of months left on the contract or the Superintendent's monthly salary multiplied by 12, whichever is less. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the County Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the County Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

In addition, if the County Superintendent is convicted of a crime involving an abuse of office or position, the County Superintendent shall reimburse the County Office for payments received as paid leave salary pending investigation or as cash settlement upon termination, and for any funds expended by the County Office in defending the County Superintendent against a crime involving the Superintendent's office or position. (Government Code 53243-53243.4, 53260)

(12/15) 12/19

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

Students

STUDENT RECORDS

BP 5125(a)

The County Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The County Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

The County Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The County Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the County Superintendent. The County Superintendent shall report the request to the County Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

The County Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

Student Records from Social Media

The County Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

Contract for Digital Storage, Management, and Retrieval of Student Records

The County Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(3/09) 5/18

Board

Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

4.8

Students

STUDENT RECORDS

AR 5125(a)

Definitions

Student means any individual who is or has been in attendance at the County Office and regarding whom the County Office maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, video conference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the County Office that are directly related to an identifiable student and maintained by the County Office, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the County Office. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the County Office, subject to 34 CFR 99.8
4. Records created or received by the County Office after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family

4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the County Office reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the County Office, whether routine or as a result of special circumstances, require access to information contained in student records.

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the County Office, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Contractor or consultant is anyone with a formal written agreement or contract with the County Office regarding the provision of services or functions outsourced by the County Office. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Custodian of records is the employee responsible for the security of student records maintained by the County Office and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above

(Education Code 49076; 34 CFR 99.31)

4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the County Office and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)
5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the County Office may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the County Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
12. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and

Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the County Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)
In such cases, the judge or probation officer shall certify in writing to the County Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the County Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)
14. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076) Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the County Office (Education Code 49069.3)
15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)
16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the County Office provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)
When disclosing such records, the County Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)
19. Designated peace officers or law enforcement agencies in cases where the County Office is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the County Office, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)
In such cases, the County Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school County Office in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the County Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the County Office, in writing, that such an agreement has been made. (Education Code 49061)

Discretionary Access

At the discretion of the County Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the County Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the County Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The County Office enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the County Office, excluding volunteers or other parties (Education Code 49076)
7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such

students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

When disclosing records for the above purposes, the County Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the County Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the County Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the County Office discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the County Office shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the County Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the County Superintendent or designee shall prevent the alteration, damage, or loss of records

during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining County Office-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the County Office may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No additions or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49062.5, 49070; 5 CCR 437)

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the County Office shall update the former student's records to reflect the updated legal name and/or gender. Upon request by the former student, the County Office shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. The County Office is not required to modify records that the former student has not requested for modification or reissuance. (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records.

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another County Office, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the County Office. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
2. A log identifying persons or organizations who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge

5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this County Office from any other school County Office or a private school, the County Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this County Office from another district, the County Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion. (Education Code 48201)

When a student transfers from this County Office to another school district or to a private school, the County Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this County Office. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a County Office school, the County Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the

student or parent/guardian. (5 CCR 438)

If the County Office is withholding grades, diploma, or transcripts from the student because of damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the County Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the County Office speak a single primary language other than English, then the County Office shall provide these notices in that language. Otherwise, the County Office shall provide these notices in the student's home language insofar as practicable. The County Office shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. County Office criteria for defining school officials and employees and for determining legitimate educational interest
5. County Office policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the County Office to comply with 20 USC 1232g
13. A statement that the County Office forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the County Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the County Office contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the County Office, the student, or the student's parent/guardian
 - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the County Office notifies the third party that the student has turned 18 years of age or is no longer enrolled in the County Office, whichever occurs first

(12/14) 12/19

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

Students

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

BP 5141.21(a)

The County Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

For the administration of medication to other students during school or school-related activities, the County Superintendent or designee shall develop protocols which shall include options for allowing parents/guardians to administer medication to their child at school, designate other individuals to do so on their behalf, and, with the student's authorized health care provider's approval, request the district's permission for the student to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The County Superintendent or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The County Superintendent or designee shall make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the County Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

The County Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer

medications to students in accordance with law, County Board policy, administrative regulation, and, as applicable, the

written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

The County Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS(continued) BP 5141.21(b)

The County Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

(11/11) 12/19

**Board
Approved:**

**TRINTIY COUNTY OFFICE OF EDUCATION
Weaverville, CA**

Students

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

AR 5141.21(a)

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the County Office, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

At the beginning of each school year, the County Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

In addition, the County Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the County Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)
3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When County Office employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized County Office representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how County Office employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the County Office and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the County Office to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

When any County Office employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)
6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
7. Possible side effects of the medication
8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the County Office shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon.

(Education Code 49423.1)

District Responsibilities

The County Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take the medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance
14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors

The County Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the County Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the County Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

A school nurse or other qualified supervisor of health, or a County Office administrator if the County Office does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the County Office for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

The County Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

Emergency Medication for Opioid Overdose

The County Office may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the County Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the County Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the County Office does not have a qualified supervisor of health, a County Office administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or County Office administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the County Office for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The County Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created.

(Business and Professions Code 4119.8)

(12/13) 12/19

**Board
Approved:**

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

JUVENILE COURT SCHOOLS

The County Board of Education shall provide for the administration and operation of a juvenile court school that meets the needs of students who are under the protection or authority of the county juvenile justice system and have been placed in juvenile halls, juvenile homes that house 25 or more children, day centers, ranches, camps, or regional youth education facilities. (Education Code 48645)

OPTION 1: The County Superintendent of Schools shall be responsible for the administration of juvenile court schools. (Education Code 48645.2)

OPTION 2: Administration of juvenile court schools shall be performed in accordance with the contract between the County Board and the governing board of the school district in which the juvenile court school is located. (Education Code 48645.2)

The juvenile court administrator may, in accordance with Education Code 48646, enter into a memorandum of understanding or other agreement with the county chief probation officer to establish a process for communication, decision making, mutual goals, and conflict resolution to support the needs of students who are receiving their education in juvenile court schools. (Education Code 48646)

School Calendar

The County Board shall adopt an annual school calendar identifying holidays and staff in-service days for juvenile court schools as presented by the County Superintendent. (Education Code 48645.3)

Unless otherwise provided by law, the minimum school day shall be 240 minutes. (Education Code 48645.3)

Educational Programs

Juvenile court schools shall offer a curriculum that meets state academic standards and a course of study that prepares students for a high school diploma or high school equivalency certificate, career entry, and college admission. The County Board shall adopt a course of study for juvenile court schools as presented by the County Superintendent and shall regularly evaluate the educational program established.

The prescribed courses of study shall be kept on file for public inspection. (Education Code 51040)

Students enrolled in a juvenile court school shall participate in physical education courses unless exempted by law, including, but not limited to, an exemption for students whose school is located in a juvenile home, ranch, or camp where students are otherwise scheduled for recreation and exercise. (Education Code 51241)

Any student who completes the graduation requirements of the student's school district of residence while attending juvenile court school shall receive a diploma from the school last attended in the district of residence or from the County Superintendent. (Education Code 48645.5)

School Facilities

Any plans for the construction of juvenile court school classrooms, offices, or any other school structures in any juvenile hall, juvenile home, day center, juvenile ranch, or juvenile camp shall be approved by the County Board and the County Board of Supervisors. The cost of such construction shall be charged against county funds. (Education Code 48645.6)

Joint Transition Planning

The County Board shall ensure that the county office of education (COE) and the county department of probation have a joint transition planning policy for the purposes of improving communication regarding dates of release and educational needs of students who have had contact with the juvenile justice system, coordinating immediate school

placement and enrollment, and ensuring that probation officers in the community have the information they need to support the return of students who are being transferred from juvenile court schools to public schools in their communities. The transition planning policy shall include the assignment of transition oversight responsibilities to COE personnel who will work in collaboration with the county probation department, as needed, and relevant local educational agencies to facilitate: (Education Code 48647)

1. The transfer of complete and accurate education records, including the student's individualized education program (IEP) or Section 504 plan, if applicable, when a student enters the juvenile court school
2. Access to information about postsecondary academic and vocational opportunities, including college financial aid programs
3. The implementation of the student's transition plan, if one exists
4. The transition of a student from a juvenile court school to a public school in the community, including procedures for the student's immediate enrollment, transfer of course credits, placement in appropriate courses based on completed coursework, and the transfer of complete and accurate education records, including any IEP or Section 504 plan, within 72 hours of the student's release from the juvenile detention facility

Individualized Transition Plan

As needed, each student detained for more than 20 consecutive school days shall have an individualized transition plan developed by the COE in collaboration with the county probation department in accordance with Education Code 48647. (Education Code 48647)

For any student detained for 20 consecutive school days or fewer, a copy of the student's individualized learning plan, if one exists, shall be made available by the COE to the student upon the student's release, if possible.
(Education Code 48647)

(6/16) 1/20

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

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA