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

HAPPY VALLEY UNION SCHOOL DISTRICT Est. 1954

Happy Valley Elementary School District
Board of Trustees

Regular Board Meeting Agenda

January 14, 2026
Happy Valley Elementary School Cafeteria – Open Session - 6:00 p.m.
17480 Palm Avenue, Anderson, CA 96007

OPEN SESSION – 6:00 PM Elementary Cafeteria

1.0 Call to Order

2.0 Roll Call

3.0 Pledge of Allegiance

4.0 Approval of Open Session Agenda

5.0 Presentation – Students/Staff

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

6.1 Community/Staff/District

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

7.0 Communication to the Board – Annual Certification Regarding Workers' Compensation (Pg.3)

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

8.1 Public Comment Session Opened
8.2 Items on the Agenda
8.3 Items not on the Agenda
8.4 Public Comment Session Closed

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

9.1	Minutes for Regular Board Meeting December 10, 2025	(Pg.4)
9.2	Warrants Dec. 06, 2025 – Jan. 9, 2026	(Pg.9)
9.3	Williams Quarterly Report – Oct. – Dec. 2025	(Pg.16)
9.4	Personnel Action Report (nothing to report this month)	
9.5	Con-App Mid-Year Reports	(Pg.17)

10.0 Discussion/Action Items

10.1	Discussion/Action: Approval of Items Removed from the Consent Agenda	
10.2	Discussion/Action: Approve 2025/2026 (SARC) School Accountability Report Card (Elem., Prim., CDS)	(Pg.)
10.3	Discussion/Action: **Review** and Approve 2026/27 School Year Calendar	(Pg.34)
10.4	Discussion/Action: Approve Resolution #26-12 Lincoln's Birthday Observance	(Pg.35)
10.5	Discussion/Action: Approve Resolution #26-13 – Participation in Self-Insured Schools of California (SISC III) for District Insurance	(Pg.36)
10.6	Discussion/Action: Approve 2024/25 Annual Developer Fee Resolution #26-14 & Report	(Pg.38)
10.7	Discussion/Action: Date Change for April Board Meeting Due to Spring Break	
10.8	Discussion/Action: Approve Surplus of Washer & Dryer from Family Center	(Pg.45)
10.9	Discussion/Action: Approve Updated Board Policies – September 2025 (Please refer to policies in the November board packet)	
10.10	Discussion: Updated Board Policies – November 2025 (1st read)	(Pg.46)

11.0 Superintendent Update

12.0 Business Manager Update

13.0 Enrollment Update as of January 9, 2026: 460 - Grades TK – 8 (includes CDS) (Pg.269)

14.0 Next Meetings

February 11, 2026
March 11, 2026
April – Meeting will need to be changed due to Spring Break
May 13, 2026

Board Meeting Times:
5:15 p.m. – 5:20 p.m. – Open Session – Community Comments on Closed Session – Elem. Cafeteria
5:20 p.m. – 6:00 p.m. – Closed Session – Elementary Room 201
6:00 p.m. – Open Session – Regular Board Meeting – Elementary Cafeteria

15.0 Adjourn Open Session

SHASTA-TRINITY SCHOOLS
INSURANCE GROUP
Serving Schools Since 1980

MEMORANDUM

DATE: January 1, 2026
TO: WORKERS' COMPENSATION PROGRAM MEMBERS
FROM: Brooks Rice, Executive Director
SUBJECT: ANNUAL CERTIFICATION (EC42141) REGARDING WORKERS' COMPENSATION

Pursuant to EC 42141, each member district shall advise its Governing Board if there is an estimated unfunded liability for Workers' Compensation.

STATEMENT

The Shasta-Trinity Schools Insurance Group JPA has total assets sufficient to pay the Workers' Compensation self-insured claims and, therefore, has no unfunded liabilities.

Please advise your Governing Board of Compliance with the Education Code by reporting the above statement.

If you have any questions, please do not hesitate to contact the JPA at 530-221-6444.

Thank you,

Brooks Rice
Executive Director

HAPPY VALLEY UNION SCHOOL DISTRICT Est.1954

Happy Valley Elementary School District
Board of Trustees

Regular Board Meeting Minutes

December 10, 2025
Happy Valley Elementary School Cafeteria – Open Session – 5:00 p.m.
Happy Valley Elementary School Room 201 – Closed Session – 5:05 p.m.
Happy Valley Elementary School Cafeteria – Open Session - 6:00 p.m.
17480 Palm Avenue, Anderson, CA 96007

OPEN SESSION – 5:00 PM Elementary Cafeteria

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

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

3.0 Approval of Closed Session Agenda –

On a motion by Cheryl Best, seconded by Jacque Brousseau the board voted 5-0 to approve the Closed Session agenda.

4.0 Public Comment on Closed Session

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

4.1 Public Comment Session Opened @ 5:00 p.m.
4.2 Person wishing to address the Board – None
4.3 Public Comment Session Closed @ 5:01 p.m.

5.0 Adjourn Open Session & Convene Closed Session

On a motion by Cheryl Best, seconded by Jacque Brousseau, the board voted 5-0 to adjourn Open Session and convene Closed Session at 5:01 p.m.

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

6.0 Closed Session

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

7.0 Adjourn Closed Session and Convene Open Session

On a motion by Erin Ciapponi, seconded by Cheryl Best, the board voted 5-0 to adjourn Closed Session and convene Open Session at 5:34 p.m.

OPEN SESSION – 6:00 PM Elementary Cafeteria

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

9.0 Pledge of Allegiance – Led by Jodi Shearman

10.0 Report from Closed Session

Nothing to report

11.0 Approval of Open Session Agenda –

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

12.0 Presentation – Students & Staff

Students: Scarlett Hauberg, Diego Soto-Patino, Asher Milner, Marcus Corona Herrera, Braxton Knighton, Kimber Papcke, Gabriel Anderson
Staff: Priscilla McDonald, Lindsey Fitzgerald-Pena, Aubree Stotka, Shelly Kuwahara, Diane Kimball, Paige Salcido

13.0 Information/Discussion Items

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

a) Community – None
b) Certificated Staff – None
c) Classified Staff – None
d) Board Members – Cheryl Best reported 4-H has had several donations of Christmas ornaments and two Christmas Trees.
e) Primary Site Update – Gina Murphy reported that there is an increased level of excitement as the school approaches the holiday season. She shared that the annual Thanksgiving Feast for staff and students was a success, and commended Larra and her team for doing an excellent job preparing the meal. She also noted that next week students and staff will participate in Spirit Week, a school rally, and Storytime activities. In addition, she recognized the instructional aides for their outstanding support and willingness to step in where needed.
f) Elementary Site Update – Chris Nelson reported the Pennies for Pups fundraiser raised $1,600 for Haven Humane, and the Pink Out game raised over $500. He shared the Staff vs. Student volleyball game was well attended and enjoyable, and the Trimester Assembly was held, during which more than 200 certificates were presented to students. He also noted the Polar Pals Christmas Shoppe was a positive experience for students. In addition, the 7th and 8th grade girls' teams won their championships. He reported that many staff and students participated in both the Anderson and Redding Christmas parades through separate events,

and there has been discussion about participating as a district in the Anderson parade next year.

14.0 Communications to the Board – Anderson Union HSD – Public Hearing: Accounting of Developer Fees

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

15.1 Public Comment Session Opened @ 6:30 p.m.
15.2 Items on the Agenda – None
15.3 Items not on the Agenda – None
15.4 Public Comment Session Closed @ 6:30 p.m.

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

16.1 Approval of Minutes for Regular Board Meeting November 12, 2025
16.2 Approval of Warrants Nov. 8 – Dec. 5, 2025

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

17.0 Personnel:

17.1 Approve Personnel Action Report

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

After the vote it was mentioned the personnel action report did not have to be its own separate item on the agenda and could go under the consent agenda items. The board members were asked if they were opposed to moving it in January. There was no opposition to the request.

18.0 Discussion/Action Items

18.1 Discussion/Action: Approve Items Removed from Consent Agenda

None

18.2 Discussion/Action: Approve 2025/26 First Interim Budget

Larrisa Schwab gave an overview of the budget to the board members and asked they approve the 2025/26 First Interim Budget with a positive certification.

On a motion by Cheryl Best, seconded by Erin Ciapponi, the board voted 5-0 to approve the 2025/26 First Interim Budget with a positive certification.

18.3 Discussion/Action: Approve Extended School Year (ESY) Waiver

On a motion by Cheryl Best, seconded by Jacque Brousseau, the board voted 5-0 to approve the Extended School Year (ESY) Waiver.

18.4 Discussion/Action: Approve Resolution #26-10 Interim Borrowing

On a motion by Erin Ciapponi, seconded by Cheryl Best, the board voted 5-0 to Approve Resolution #26-10.

18.5 Discussion/Action: Approve AR 5145.3, BP 5145.6, E (1) 5145.6, BP 6145.2, AR 6145.2

The board reviewed the updated Board Policies (BP) and Administrative Regulations (AR) and made recommendations for each, including the tabling of BP 5145.6 and suggested additions, deletions or approval as written for the others.

On a motion by Cheryl Best, seconded by Erin Ciapponi, the board voted 5-0 to approve the updated board policies and administrative regulations.

18.6 Discussion: Updated September 2025 Board Policies (2nd read) (please refer to the policies included in your November board packet)

Board members will be reading the updated board policies over break and be prepared to adopt them in January.

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19.0 Superintendent Update – Gina Murphy reported that the TK/K facility is expected to be completed by mid-January. She shared that discussions will take place to determine whether it is feasible for classes to move into the new rooms after President's Week. She also noted that the LCAP update and the Dashboard will be presented to the Site Council next week. In addition, the greenhouse panels have arrived, and one of the school buses has been painted. With the addition of a new occasional bus driver, the district will be able to provide its own special education transportation. Finally, teachers are currently working on the math adoption.

20.0 Business Manager Update – Larissa Schwab reported that work related to the audit is ongoing and that she attended the CBO Conference just prior to Thanksgiving break.

21.0 Enrollment Update as of December 5, 2025 – 461 Students including Community Day School

22.0 Next Meetings

January 2026 (Pending based on Organizational Meeting in December)

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

23.0 ORGANIZATIONAL MEETING:

A. Nomination/Election of Officers

Cheryl Best nominates Jodi Shearman for Board President. Erin Ciapponi seconds the nomination. By a vote of 5-0, the board approves Jodi Shearman as Board President.

Cheryl Best nominates Erin Ciapponi for Board Vice-President. Jacque Brousseau seconds the nomination. By a vote of 5-0, the board approves Erin Ciapponi as Board Vice-President.

Erin Ciapponi nominates Cheryl Best for Board Clerk. Jacque Brousseau seconds the nomination. By a vote of 5-0, the board approves Cheryl Best as Board Clerk.

Jodi Shearman nominates Gina Murphy as Board Secretary. Cheryl Best seconds the nomination. By a vote of 5-0, the board approves Gina Murphy as Board Secretary.

B. Board Meeting Date, Time, and Place – Approve Resolution #26-11 Fixing Date, Time, Location of Regular Meetings

On a motion by Cheryl Best, seconded by Jacque Brousseau, the board voted 5-0 to approve Resolution #26-11 Fixing the Date, Time, and Location of Regular Meetings as follows: Meetings to be held the second Wednesday of each month, at 6:00 p.m. in the Elementary School cafeteria.

24.0 Adjourn Open Session

On a motion by Cheryl Best, seconded by Erin Ciapponi, the board voted 5-0 to adjourn open session @ 7:17 p.m.

Approved January 14, 2025

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Clerk of the Board

Checks Dated 12/06/2025 through 01/09/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011061217	12/11/2025	ACCU-PRINT	01-5801	FINGERPRINTING		18.00
9011061218	12/11/2025	ACE PAYMENT PROCESSING	01-4510	PRIMARY ALARM BATTERIES	183.03	
				PRIMARY IRRIGATION	170.96	353.99
9011061219	12/11/2025	Amazon Capital Services	01-4310	ELOP INSRUCTIONAL OBJ 4310	117.96	
				J. KERR -RSP/SPED SUPPLIES	207.61	
			01-4510	A. STOTKA 1ST YR INK	33.86	
				C. NELSON MATERIALS	31.29	
				ES GYM SUPPLIES	95.52	
				ES KEYBOARD FOR PRICE CREDIT	7.50-	
				K SANDERS 1ST YR INK	40.94	
				M. ROACH - 1ST YR INK	80.68	
				PIAZZA CLSRM & HARVEST. FSTV CREDIT	67.32-	
				PS CAMPUS/OFFICE NEEDS	26.28	
				PS LIBRARY SUPPLIES	122.60	681.92
9011061220	12/11/2025	APPLE ONLINE STORE	01-4510	IPAD - CDS PRIMARY TEACHER		356.85
9011061221	12/11/2025	BUSWEST, LLC	01-4510	BUS #24, 110, 219 PARTS		369.52
9011061222	12/11/2025	CALIF SAFETY - ANNA SCHWA RTZ	01-5801	HVUESD ALARM MONITORING		570.00
9011061223	12/11/2025	CERAMI & BROWNING CONSTRUCTION	35-6210	RETENTION PMT NO. 8		28,441.99
9011061224	12/11/2025	CERAMI & BROWNING CONSTRUCTION	35-6210	TK CONSTRUCTION THRU 11/30/25		540,397.38
9011061225	12/11/2025	CHEM MARK OF NORTHERN CA	13-4510	CAFETERIA DISHWASHER SUPPLIES		328.19
9011061226	12/11/2025	CLEAR CREEK COMMUNITY SERVICE	01-5550	NOV 25 BUS BARN WATER SERVICES	21.09	
				NOV 25 ELEM. BALL PARK WATER SERVICES	104.94	
				NOV 25 ELEMENTARY WATER SERVICES	312.54	
				NOV 25 PRIMARY WATER SERVICES	153.12	591.69
9011061227	12/11/2025	FIERY GINGER FARM LLC	13-4710	STUDENT MEAL SUPPLY		259.52
9011061228	12/11/2025	GARCIA, SANDRA	01-4510	ELEM. AR REWARD PARTY		104.73
9011061229	12/11/2025	GRAINGER	01-4510	ELEM/PRIM. SUPPLIES		339.72
9011061230	12/11/2025	HAPPY STOP MARKET	01-4601	BUS/TRANSPORTATION FUEL	2,913.87	
			13-4510	BUS/TRANSPORTATION FUEL	37.72	2,951.59
9011061231	12/11/2025	HAPPY VALLEY FRESH FTS	13-4710	25/26 FOOD SERVICES - FRUIT		209.00
9011061232	12/11/2025	HERITAGE LANDSCAPE SUPPLY	01-4510	BASEBALL FIELD SUPPLIES		272.15
9011061233	12/11/2025	KINSEY, REGINNA E	13-8634	LUNCH PAYMENT REIMBURSEMENT		2.75
9011061234	12/11/2025	LINDE GAS & EQUIPMENT INC.	01-5610	MAINTENANCE CYLINDER RENTAL		25.60
9011061235	12/11/2025	MCEVOY, KATIE M	13-8634	LUNCH PAYMENT REIMBURSEMENT		9.25
9011061236	12/11/2025	MOUNTAIN VALLEY SPED JPA	01-5101	ERICS CLASS	364.78	
				K-8 ALL SDC	25,655.95	
				OT SERVICES	6,546.35	

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

Checks Dated 12/06/2025 through 01/09/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011061236	12/11/2025	MOUNTAIN VALLEY SPED JPA	01-5101	PRESCHOOL MOD SEVERE	3,577.95	
				PSYCH SVCS - 50/50	4,231.34	
				PSYCH SVCS- 50/50	4,231.34	
				SPEECH SERVICES	17,938.43	
			01-5805	ERMHS COUNSELOR	1,022.09	
				FACILITY FEE	265.09	
				NURSING SVCS - 50/50	1,335.92	
				NURSING SVCS- 50/50	1,335.91	
				SPECIAL ED ADMIN COSTS	2,795.61	
				STUDENT SUPPORT - BCBA	846.73	
			01-7221	ADA PASS THRU	1,559.70-	68,587.79
9011061237	12/11/2025	NAPA OF ANDERSON	01-4510	TRANSPORTATION BUS PARTS		96.91
9011061238	12/11/2025	PG&E	01-5515	PRIMARY ELECTRIC SERVICES 10/24-11/22/25		21.93
9011061239	12/11/2025	Professional Exterminators	01-5510	PRIMARY PEST TREATMENT		70.00
9011061240	12/11/2025	PROPACIFIC FRESH	13-4710	25/26 FOOD SERVICES - MEAL SUPPLIES		1,264.63
9011061241	12/11/2025	SHASTA CO OFFICE OF EDUCATION	01-5630	OCT25 VEHICLE MAINTENANCE		51.31
9011061242	12/11/2025	SWRCB ACCOUNTING OFFICE ATTN:WATER QUALITY FEES	01-5801	25/26 ANNUAL PERMIT - PRIMARY		4,439.00
9011061243	12/11/2025	SYSCO - SACRAMENTO	13-4710	25/26 STUDENT MEALS & SUPPLIES		1,003.55
9011061244	12/11/2025	U.S. BANK CORP PAYMENT SYSTEMS	01-4510	ELOP - RUGBY LUNCH	129.16	
				ELOP - RUGBY SUPPLIES	79.44	
				ES & PS TECH SUPPLIES	499.79	
				ES - AR REWARD FIELD TRIP	650.00	
				ES - STUDENT INCENTIVE - B. BURGER	384.46	
				GYM SUPPLIES	24.54	
				MAIN/PRIM/ELEM SUPPLIES	353.40	
				MAINTENANCE TOOLS	511.58	
				UFLI INTERCENTION POSTERS	468.39	
			01-5210	CBO CASBO CONFERENCE	270.00	
				CBO SYMPOSIUM HOTEL COST	695.48	
				J. SANFORD HOTEL COST	426.22	
			01-5310	AMAZON PRIME SUBSCRIPTION	16.08	
			01-5801	1 YR SAM RENEWAL - FEDERAL FILING	498.00	
			01-5805	PS - LICENSE RENEWAL	159.00	
			01-5930	USPS CERTIFIED MAIL	10.48	
			13-4510	STUDENT MEAL & CAFE SUPPLIES	33.24	
			13-4710	ES/PS - HOLIDAY STUDENT MEALS	107.82	

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Checks Dated 12/06/2025 through 01/09/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011061244	12/11/2025	U.S. BANK CORP PAYMENT SYSTEMS	13-4710	STUDENT MEAL & CAFE SUPPLIES	6.69	
				STUDENT MEAL SUPPLIES	62.99	
			13-5210	L. SNYDER HOTEL CONF. COST	593.60	5,980.36
9011061245	12/11/2025	US OMNI & TSACG COMP SERVICES	01-5801	NOV 25 RETIREMENT PLAN SERVICES		15.00
9011061246	12/11/2025	WCP SOLUTIONS	01-4510	PRIM/ELEM. POLISH PADS - JANITORIAL	430.14	
				TK/K CLASSROOM SUPPLIES	1,229.64	1,659.78
9011061247	12/11/2025	WILD TOAD, INC	01-4510	BASEBALL FIELD SUPPLIES		2,984.00
9011062497	12/18/2025	Amazon Capital Services	01-4310	B. COOK - TITLE ONE FUNDS	62.72	
				ELOP BRAIN BUSTER SUPPLIES	10.08	
				ELOP BRAIN BUSTERS MATERIALS	123.44	
				ELOP SNACKS/SUPPLIES	127.67	
				ELOP SUPPLIES	655.55	
				FIRST 5 SHASTA PLAY GROUP	1,432.09	
				H. DUNCAN - CDS SUPPLIES	82.12	
				J. HUTCHISON MATH MATLS	46.64	
				LCAP BOOKS	49.95	
				PHOTOGRAPHY ELECTIVE SUPPLIES	298.07	
				PS LIBRARY	116.96	
				S THOMAS LIBRARY SUPPLIES	233.67	
				SEWING ELECTIVES BLANKETS	104.55	
				TK H. DUNCAN BASIC MTLS.	33.70	
			01-4510	1ST YR. PRINTER INK - SPENCER	47.06	
				1ST YR. PRINTER INK -D. KIMBALL	78.81	
				A. CUMPSTON BASIC MTLS.	159.94	
				B. COOK - CLASSROOM FUNDS	18.03	
				B. COOK 1ST YR PRINTER INK	14.49	
				B. COOK CLASSROOM FUNDS	37.60	
				B. NICKENS 1ST YR INK	33.86	
				BONNIE CLASSROOM FUNDS	24.70	
				D,O. PRINTER INK	39.93	
				D.O. BASKET HOLDERS	27.07	
				D.O. CARDSTOCKS & SUPPLIES	73.14	
				D.O. ENVELOPE MOISTENER	9.71	
				D.O. NEEDS	51.70	
				DO SUPPLIES 9/10/25	66.35	
				ELEM. STUDENT OF MONTH AWARDS	128.64	
				ELEMENTARY SOCCER SUPPLIES	191.73	

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Checks Dated 12/06/2025 through 01/09/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011062497	12/18/2025	Amazon Capital Services	01-4510	ELOP SNACKS/SUPPLIES	64.32	
				ELOP SUPPLIES	370.52	
				ES - C. NELSON SUPPLIES	42.81	
				ES - MORGAN SOUND DEVICE	214.36	
				ES - REPAIR KIT - CLR PRINTER	210.79	
				ES - RM 15 TOUCH DISPLAY S/U	74.98	
				ES - SECRETARY KEYBOARD	64.31	
				ES - STOP SIGN REPLACEMENT	50.40	
				ES D. BROWN REPLACE. KEYBOARD	44.37	
				ES D. WEEKLEY & OFFICE INK	1,427.40	
				ES OFFICE	57.91	
				ES OFFICE CREDIT/REFUND	43.42-	
				ES OFFICE NEEDS	235.13	
				ES- 65 WATT CHARGER FOR CBs	42.84	
				ES- CB HINGE COVERS	465.36	
				ES- CHROMECAST RM 15 FOR CAST	84.07	
				H DUNCAN 1ST PRINTER INK	61.81	
				H. JELLISON CDS SUPPLIES	39.77	
				J. HUTCHISON BASIC MTLS	54.36	
				J. SANFORD RM 4 CLASSROOM FUNDS	99.24	
				KP - CLASSROOM/HARVEST FESTIVAL	80.12	
				PRIMARY LIBRARY SUPPLIES	169.81	
				PRIMARY OFFICE SUPPLIES	225.45	
				PS - RADIO EARPIECES	85.75	
				PS OFFICE/CAMPUS NEEDS	210.76	
				PS PLAYGROUND SUPPLIES	48.11	
				PS/ES - RACEWAY KITS (CABLING)	144.36	
				SPORTS APPRECIATION GIFTS	67.52	
				SPORTS AWARD MEDALS	42.11	
				STUDENT ATTENDANCE PARTIES	314.76	
			13-4510	FOOD SERVICES	37.47	9,467.52
9011062498	12/18/2025	AT&T	01-5910	12/5-1/4/26 HVUESD PHONE SERVICES		729.06
9011062499	12/18/2025	BOBAN, JESSICA D	01-5211	NOV & DEC 25 H&H		78.40
9011062500	12/18/2025	CAMPBELL, MELISSA M	01-5211	NOV 25 READING GROUPS	46.20	
				OCT 25 READING GROUPS	88.20	
				PRIM. READING GROUPS	4.20	
				SEPT 25 READING GROUPS	29.40	168.00

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

Checks Dated 12/06/2025 through 01/09/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011062501	12/18/2025	CINTAS	01-5801	ZOLL 3 AED AUTO AGREEMENT		643.50
9011062502	12/18/2025	COMPLIANCE ASSOCIATES INC.	01-5801	2026 BUS DRIVER CONTRACT RENEWAL		1,050.00
9011062503	12/18/2025	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5801	FINGERPRINT APPLICATIONS		32.00
9011062504	12/18/2025	Famand Inc dba Indoor Environmental Svcs	01-6220	CALSHAPE GRANT		34,248.32
9011062505	12/18/2025	JACK SCHREDER & ASSOC., INC.	25-5801	NOV 25 SCHOOL ACTIVITES	1,691.25	
			35-6245	JUNE 25 TK ACTIVITIES	277.50	1,968.75
9011062506	12/18/2025	KRISTINA COOK	01-5211	NOV 25 SPED PARENT GAS REIMB.	280.00	
				OCT 25 SPED PARENT GAS REIMB.	420.00	700.00
9011062507	12/18/2025	LAUNDRY WORLD	01-4510	PRIM/ELEM JANITORIAL SUPPLIES		2,534.68
9011062508	12/18/2025	MMA Happy Valley Power, L.P. c /o EDPR NA Distr. Gen	01-5515	PRIMARY 11/1-11/30/25 SOLAR POWER		614.48
9011062509	12/18/2025	PG&E	01-5515	ELEMENTARY 10/31-12/2/25 ELECTRIC SERVICES	81.22	
				FAMILY CENTER 11/30-12/1/25 NEM	13,063.80	
				HVUESD 11/3-12/4/25 NEM	16,623.81	29,768.83
9011062510	12/18/2025	PITNEY BOWES	01-5620	10/1-12/31/25 POSTAGE LEASE		297.56
9011062511	12/18/2025	POULTON, KARA A	01-5211	NOV25 MILEAGE REIMBURSEMENT	37.52	
				OCT 25' MILEAGE REIMBURSEMENT	93.80	131.32
9011062512	12/18/2025	PRODUCERS DAIRY FOODS, INC.	13-4710	25/26 STUDENT MEALS		1,644.77
9011062513	12/18/2025	SEMINGSON ARCHITECTS INC.	35-6211	TK/K SITE REDESIGN REVISED GRADING		15,848.00
9011062514	12/18/2025	SETPOINT REFRIGERATION & HVAC	01-5630	PRIMARY RM 4 UNIT FAIL		460.00
9011062515	12/18/2025	SHASTA TRINITY SCHLS INS GROUP	01-9552	JAN 26 VISION	855.00	
			01-9559	JAN 26 VISION	67.50	922.50
9011062516	12/18/2025	SHEARMAN, JODI	01-8699	REISSUE CK# 8010228005 STALE DATE 3/10/25	83.11	
				REISSUE CK#8010226675 STALE DATE 1/10/25	83.11	
				REISSUE CK#8010227334 STALE DATE 2/10/25	83.11	
				REISSUE CK#8010228696 STALE DATE 4/10/25	83.11	332.44
9011062517	12/18/2025	SYSCO - SACRAMENTO	13-4510	25/26 STUDENT MEALS & SUPPLIES	71.64	
			13-4710	25/26 STUDENT MEALS & SUPPLIES	1,433.90	1,505.54
9011062518	12/18/2025	TPX COMMUNICATIONS	01-5910	25/26 PHONE SERVICES		472.33
9011062519	12/18/2025	WASTE MANAGEMENT ANDERSON COTTONWOOD DISPOSAL	01-5545	ELEMENTARY 12/1-12/31/25 GARBAGE SERVICES	1,783.24	
				PRIMARY 12/1-12/31/25 GARBAGE SERVICES	903.80	2,687.04
9011063063	12/30/2025	BLUE STAR GAS	01-5525	PRIMARY PROPANE REFILL X2		2,230.43

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Checks Dated 12/06/2025 through 01/09/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011063064	12/30/2025	CALIFORNIA'S VALUED TRUST ATTN: FIN DEPT	01-9550	NOV25 H&D	49,010.00	
			01-9551	NOV25 H&D	3,975.73	
			01-9559	NOV25 H&D	982.57	53,968.30
9011063065	12/30/2025	CAMPBELL, MELISSA M	01-5211	READABLE ENGLISH GROUP MILEAGE REIMB	50.40	
				SCOE CURRIC & READABLE ENGLISH GRP	27.30	77.70
9011063066	12/30/2025	FRANCESCUT, COREY	01-4510	PE ACTIVITIES - CLASSROOM FUNDS		84.73
9011063067	12/30/2025	GAYNOR TELESYSTEMS INC.	01-5910	NEW PHONE IMPLEMENTATION FEES		1,733.12
9011063068	12/30/2025	HAPPY VALLEY FRESH FTS	13-4710	25/26 FOOD SERVICES - FRUIT		152.00
9011063069	12/30/2025	LOZANO SMITH	01-5810	TITLE IX INVESTIGATION THRU 11/30/25		1,828.50
9011063070	12/30/2025	MID PACIFIC ENGINEERING	01-5801	HAPPY VALLEY ES SCOREBOARD	836.30	
			35-6291	GEOTECH ENGINEERING TK/K PROJECT	3,870.84	4,707.14
9011063071	12/30/2025	MOUNTAIN VALLEY SPED JPA	01-5101	HVSD- REPORTS - T. CARDIFF/T.CAMPBELL LUND		481.26
9011063072	12/30/2025	PRODUCERS DAIRY FOODS, INC.	13-4710	25/26 STUDENT MEALS		1,647.45
9011063073	12/30/2025	PROPACIFIC FRESH	13-4710	25/26 FOOD SERVICES - MEAL SUPPLIES		488.92
9011063074	12/30/2025	SAVVAS LEARNING COMPANY LLC	01-4140	PREK THEME KITS- REMAIN. BALANCE		32.15
9011063075	12/30/2025	SEMINGSON ARCHITECTS INC.	35-6211	TK/K CLASSROOMS		10,125.00
9011063076	12/30/2025	SHASTA CO OFFICE OF EDUCATION	01-5630	NOV25 VEHICLE MAINTENANCE		349.18
9011063077	12/30/2025	SYSCO - SACRAMENTO	13-4710	25/26 STUDENT MEALS & SUPPLIES		824.29
9011063078	12/30/2025	TIFFANY COLLVER	01-8699	CLASSROOM FEASTS/MEALS - HARVEST FSVL REIMB		210.46
9011063452	01/08/2026	ACCU-PRINT	01-5801	FINGERPRINTING		36.00
9011063453	01/08/2026	ACE PAYMENT PROCESSING	01-4510	CUSTODIAL/MAINT. SUPPLIES	31.19	
				MAINT & ELEM. SUPPLIES	118.49	
				PRIMARY DRAIN MAINT. SUPPLIES	99.29	
				PRIMARY PUMP HOUSE MAINT. SUPPLIES	7.53	
				TRANSPORTATION & ELEM. MAINT SPLY	76.44	332.94
9011063454	01/08/2026	BLUE STAR GAS	01-5525	ELEMENTARY GYM/CLSSRMS PROPANE REFILL	3,983.02	
				ELEMENTARY PROPANE REFILL	549.80	
				ELEMENTARY TANK RENTAL	2.14	
				PRIMARY PROPANE REFILL	3,281.43	7,816.39
9011063455	01/08/2026	CALIF SAFETY - ANNA SCHWA RTZ	01-5801	JAN 26 ALARM MONITORING		570.00
9011063456	01/08/2026	CERAMI & BROWNING CONSTRUCTION	35-6210	RETENTION PAYMENT #09		18,166.16
9011063457	01/08/2026	CERAMI & BROWNING CONSTRUCTION	35-6210	TK CONSTRUCTION THRU 12/1-12/31/25		345,156.71
9011063458	01/08/2026	CLEAR CREEK COMMUNITY SERVICE	01-5550	DEC 25 BUS BARN WATER SERVICES	21.09	

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Checks Dated 12/06/2025 through 01/09/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011063458	01/08/2026	CLEAR CREEK COMMUNITY SERVICE	01-5550	DEC 25 ELEM. BALL PARK WATER SERVICES	75.82	
				DEC 25 ELEM. WATER SERVICES	449.18	
				DEC 25 PRIMARY WATER SERVICES	149.76	695.85
9011063459	01/08/2026	CSU CHICO ATTN: CASHIERS OFFICE	01-5805	INTERN SUPPORT FEES - FALL 2025		1,300.00
9011063460	01/08/2026	ELEVATOR TECHNOLOGY, INC	01-5630	SEMI ANNUAL PREVENTATIVE MAINTENANCE		419.00
9011063461	01/08/2026	FOSTER & FOSTER, INC	01-5805	GASB 75 FULL VALUATION - 1ST INSTALLMENT		1,800.00
9011063462	01/08/2026	HYDROTEC SOLUTIONS INC.	01-5630	PRIMARY TANK MAINTENANCE		410.00
9011063463	01/08/2026	JACKSON, SAMANTHA R	01-4310	ART ELECTIVE SUPPLIES		74.73
9011063464	01/08/2026	LINDE GAS & EQUIPMENT INC.	01-5610	MAINTENANCE CYLINDER RENTAL		27.70
9011063465	01/08/2026	MENDES SUPPLY COMPANY	01-4510	PRIM/ELEM. JANITORIAL SUPPLIES	937.05	
			01-5801	FINANCE CHARGE	3.95	941.00
9011063466	01/08/2026	MMA Happy Valley Power, L.P. c /o EDPR NA Distr. Gen	01-5515	PRIMARY SOLAR POWER		459.22
9011063467	01/08/2026	NAPA OF ANDERSON	01-4510	BUS PARTS		231.53
9011063468	01/08/2026	NELSON, CHRISTOPHER J	01-5930	PROFESSIONAL DEVELOP. BREAKFAST		46.00
9011063469	01/08/2026	PG&E	01-5515	PRIMARY ELECTRIC SERVICES 11/23-12/24/25		21.94
9011063470	01/08/2026	Professional Exterminators	01-5510	ELEMENTARY JAN 26 PEST TREATMENT	90.00	
				PRIMARY JAN 26 PEST TREATMENT	70.00	160.00
9011063471	01/08/2026	VALLEY ACE HARDWARE	01-4510	MAINTENANCE SUPPLIES		13.93
9011063472	01/08/2026	VALLEY SUPPLY ACE HARDWARE	01-4510	MAINTENANCE SUPPLIES		4.92
9011063473	01/08/2026	WILD TOAD, INC	01-5630	PRIMARY DRAINAGE MIXTURE RENTAL		160.68
				Total Number of Checks	**92**	**1,226,548.47**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General	72	252,354.25
13	CafeFoodSvc	16	10,219.39
25	CapitalFacilities	1	1,691.25
35	CountySchoolFacilities	8	962,283.58
	Total Number of Checks	**92**	1,226,548.47
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		**1,226,548.47**

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

Academic School Year 2025-2026

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Happy Valley Union Elementary School District

Form Completed By: Rhonda Grijalva Title: Executive Assistant

Quarterly Report Submission Date: *(Please check one)*

- ☐ October 2025
- ☐ April 2026
- ☑ January 2026
- ☐ July 2026

Date for information to be reported publicly at governing board meeting: 01/14/2026

Please check the box that applies:

☑ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignments	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

Gina Murphy

Print Name of District Superintendent

Signature of District Superintendent

01/14/2026

Date

Submit by the 15th of the month to: Barbara Erlei at berlei@shastacoe.org

2025–26 Federal Transferability

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and/or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Fund Use Authority (AFUA) governed by ESEA Section 5211.

Note: Funds utilized under Title V, Part B AFUA are not to be included on this form.

CDE Program Contact:

Lisa Fassett, Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963
Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

Title II, Part A Transfers

2025–26 Title II, Part A allocation	$20,737
Transferred to Title I, Part A	$0
Transferred to Title I, Part C	$0
Transferred to Title I, Part D	$0
Transferred to Title III English Learner	$0
Transferred to Title III Immigrant	$0
Transferred to Title IV, Part A	$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	$0
Total amount of Title II, Part A funds transferred out	$0
2025–26 Title II, Part A allocation after transfers out	$20,737

Title IV, Part A Transfers

2025–26 Title IV, Part A allocation	$12,996
Transferred to Title I, Part A	$0
Transferred to Title I, Part C	$0
Transferred to Title I, Part D	$0
Transferred to Title II, Part A	$0
Transferred to Title III English Learner	$0
Transferred to Title III Immigrant	$0
Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant	$0
Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant	$0
Total amount of Title IV, Part A funds transferred out	$0
2025–26 Title IV, Part A allocation after transfers out	$12,996

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2025–26 Title I, Part A LEA Allocation and Reservations

To report LEA required and authorized reservations before distributing funds to schools.

CDE Program Contact:
Sylvia Hanna, Title I Policy, Program, and Support Office, SHanna@cde.ca.gov, 916-319-0948
Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

2025–26 Title I, Part A LEA allocation (+)	$167,281
Transferred-in amount (+)	$0
Nonprofit private school equitable services proportional share amount (-)	$0
2025–26 Title I, Part A LEA available allocation	$167,281

Required Reservations

Parent and family engagement (If the allocation is greater than $500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	$0
School parent and family engagement	$0
LEA parent and family engagement	$0
Local neglected institutions Does the LEA have local institutions for neglected children?	No
Local neglected institutions reservation	
Local delinquent institutions Does the LEA have local institutions for delinquent children?	No
Local delinquent institutions reservation	
Direct or indirect services to homeless children, regardless of their school of attendance	$167

Authorized Reservations

Public school Choice transportation	$0
Other authorized activities	$0
2025–26 Approved indirect cost rate	4.39%
Indirect cost reservation	$7,344
Administrative reservation	$0

Reservation Summary

Total LEA required and authorized reservations	$7,511
School parent and family engagement reservation	$0
Amount available for Title I, Part A school allocations	$159,770

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2025–26 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov , 916-323-4636
Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2025–26 Title II, Part A allocation	$20,737
Transferred-in amount	$0
Total funds transferred out of Title II, Part A	$0
2025–26 Total allocation	$20,737
Administrative and indirect costs	$910
Reservation for equitable services for nonprofit private schools	$0
2025–26 Title II, Part A adjusted allocation	$19,827
Funds available under Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA)	$20,737
Budgeted Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA)	$0

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2025–26 Title III Immigrant LEA Allocations and Reservations

The purpose of this data collection is to show the total allocation amount available to the local educational agency (LEA) for the Title III Immigrant student program and to report required reservations.

CDE Program Contact:

Annie Abreu Park, Language Policy and Leadership Office, AAbreuPark@cde.ca.gov, 916-319-9620
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Total Allocation

2025–26 Title III Immigrant student program allocation	$1,116
Transferred-in amount	$0
Repayment of funds	$0
2025–26 Total allocation	$1,116

Allocation Reservations

Authorized activities	$1,045
Direct administrative costs (amount should not exceed 2% of the student program allocation plus transferred-in amount)	$22
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	$49
Total allocation reservations	$1,116

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2025–26 Title III Immigrant YTD Expenditure Report, 6 Months

A report of year-to-date (YTD) expenditures by activity. Activity period covered is July 1, 2025 through December 31, 2025.

CDE Program Contact:

Annie Abreu Park, Language Policy and Leadership Office, AAbreuPark@cde.ca.gov, 916-319-9620
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Authorized Title III Immigrant student program activities

An eligible entity receiving funds under the Every Student Succeeds Act section 3114(d)(1) shall use the funds to pay for supplemental activities that provide enhanced instructional opportunities for immigrant children and youth.

Refer to the Program Information link above for authorized Immigrant student program activities.

Refer to the Data Entry Instructions link above for Expenditure Report Instructions.

2025–26 Title III immigrant student program allocation	$1,116
Transferred-in amount	$0
2025–26 Total allocation	$1,116
Object Code - Activity	
1000–1999 Certificated personnel salaries	$0
2000–2999 Classified personnel salaries	$1,045
3000–3999 Employee benefits	$0
4000–4999 Books and supplies	$0
5000–5999 Services and other operating expenditures	$0
Direct administrative costs (amount should not exceed 2% of the student program allocation plus transferred-in amount)	$22
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	$49
Total year-to-date expenditures	$1,116
2025–26 Unspent funds	$0

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2025–26 Title IV, Part A LEA Allocations

The purpose of this data collection is to calculate the allocation available to the local educational agency (LEA) and report reservations of Title IV, Part funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2025–26 Title IV, Part A LEA allocation	$12,996
Funds transferred-in amount	$0
Funds transferred-out amount	$0
2025–26 Title IV, Part A LEA available allocation	$12,996

Reservations

Indirect cost reservation	$571
Administrative reservation	$0
Equitable services for nonprofit private schools	$0
2025–26 Title IV, Part A LEA adjusted allocation	$12,425

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2025–26 Consolidation of Administrative Funds

A request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

CDE Program Contact:
Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

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2025–26 Title I, Part A School Student Counts

This data collection contains school-level student data. The information in this data collection will be used by the local educational agency (LEA) to calculate eligibility and ranking for Title I, Part A school allocations.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

School ranking options	Within the LEA
Select the highest to lowest school ranking method	
Select a low income measure	FRPM
Comment	
If composite is the low income measure selected, then an explanation must be provided detailing how the student count is derived.	

Explanation of Pre-populated Student Counts

The data fields in this form, containing total student enrollment counts and eligible low income students counts, were pre-populated with PRIOR year (Fiscal Year 2024–25) certified data from CALPADS Fall 1 data submission.

Note: The LEA may use prior year data or current year data to calculate eligibility and ranking for Title I, Part A school allocations. The LEA may choose to manually enter current year data in place of prior year data.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	Student Enrollment	Eligible Low Income Students
Happy Valley Community Day	0112656	K	8	1	5	5
Happy Valley Elementary	6050348	4	8	2	242	182
Happy Valley Primary	6097703	K	3	1	217	150

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2025–26 Title I, Part A Notification of Authorization of Schoolwide Program

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)
Happy Valley Community Day	0112656	Y	100.00	06/17/2003	
Happy Valley Elementary	6050348	Y	61.54	06/17/2003	
Happy Valley Primary	6097703	Y	60.09	06/17/2003	

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2025–26 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

LEA meets small LEA criteria.

A local educational agency (LEA) is defined as a small LEA if, based on the school list and the data entered in Title I, Part A School Student Counts, the LEA meets one or both of the following:
Is a single school LEA
Has enrollment total for all schools less than 1,000

If applicable, enter a Discretion Code. Use lower case only.

Allowable Discretion Codes
a - Below LEA average and at or above 35% student low income
d - Waiver for a desegregation plan on file
e - Grandfather provision
f - Feeder pattern

Low income measure	FRPM
Ranking Schools Highest to Lowest	Within the LEA
LEA-wide low income %	72.63%
Available Title I, Part A school allocations	$159,770
Available parent and family engagement reservation	$0

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	$ Per Low Income Student	TIA School Allocation	2024–25 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Happy Valley Community Day	0112656	1	5	5	100.00	*	*	1	474.09	2370.45			2370.45	
Happy Valley Elementary	6050348	2	242	182	75.21	*	*	2	474.09	86284.38			86284.38	

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2025–26 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	$ Per Low Income Student	TIA School Allocation	2024–25 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Happy Valley Primary	6097703	1	217	150	69.12	*	*	3	474.10	71115.00			71115.00	

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2023–24 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2023 through September 30, 2025.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov , 916-323-4636
Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2023–24 Title II, Part A allocation	$23,493
2023–24 Title II, Part A total apportionment issued	$23,493
Transferred–in amount	$0
Transferred–out amount	$0
2023–24 Total allocation	$23,493

Professional Development Expenditures

Professional development for teachers	$0
Professional development for administrators	$2,295
Consulting/Professional services	$18,900
Induction programs	$0
Books and other supplies	$0
Dues and membership	$0
Travel and conferences	$0

Personnel and Other Authorized Activities

Certificated personnel salaries	$0
Classified personnel salaries	$0
Employee benefits	$0
Developing or improving an evaluation system	$0
Recruitment activities	$0
Retention activities	$0
Class size reduction	$0

Program Expenditures

Direct administrative costs	$0
Indirect costs	$2,298
Equitable services for nonprofit private schools	$0
Total expenditures	$23,493
2023–24 Unspent funds	$0

*****Warning*****
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2023–24 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2023 through September 30, 2025.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov , 916-323-4636
Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

Note: CDE will invoice the LEA for the unspent 2023–24 total allocation	

*****Warning*****
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2023–24 Title III Immigrant YTD Expenditure Report, Closeout 27 Months

A report of year-to-date (YTD) expenditures by activity. Activity period covered is July 1, 2023 through September 30, 2025.

CDE Program Contact:

Annie Abreu Park, Language Policy and Leadership Office, AAbreuPark@cde.ca.gov, 916-319-9620
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Authorized Title III Immigrant student program activities

An eligible entity receiving funds under the Every Student Succeeds Act section 3114(d)(1) shall use the funds to pay for supplemental activities that provide enhanced instructional opportunities for immigrant children and youth.

Refer to the Program Information link above for authorized Immigrant student program activities.

Refer to the Data Entry Instructions link above for Expenditure Report Instructions.

2023–24 Title III immigrant student program allocation	$1,134
2023–24 Title III immigrant total apportionment issued amount	$1,134
Transferred-in amount	$0
2023–24 Total allocation	$1,134
Object Code - Activity	
1000–1999 Certificated personnel salaries	$0
2000–2999 Classified personnel salaries	$0
3000–3999 Employee benefits	$0
4000–4999 Books and supplies	$0
5000–5999 Services and other operating expenditures	$1,134
Direct administrative costs (amount should not exceed 2% of the total apportionment issued amount plus transferred-in amount)	$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	$0
Total year-to-date expenditures	$1,134
2023–24 Unspent funds Note: CDE will invoice the LEA for the unspent 2023–24 total allocation	$0

*****Warning*****
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2023–24 Title IV, Part A LEA Closeout Report

The purpose of this data collection is to report final expenditures, by activity, and calculate Title IV, Part A unspent funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2023–24 Title IV, Part A LEA allocation	$12,178
Transfered-in amount	$0
Transferred-out amount	$0
2023-24 Title IV, Part A LEA available allocation	$12,178

Final Expenditures

Administrative and indirect costs	$768
Well-Rounded Educational Opportunities activities	$11,188
Safe and Healthy Students activities	$222
Effective Use of Technology activities	$0
Technology Infrastructure	$0
Total expenditures	$12,178
Amount of unspent funds Note: CDE will invoice the LEA for the unspent funds	$0

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2024–25 Title I, Part A LEA Carryover

Report only expenditures and obligations made through September 30 for fiscal year 2024–25 allocation to determine funds to be carried over.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

Carryover Calculation

2024–25 Title I, Part A LEA allocation	$174,072
Transferred-in amount	$0
2024–25 Title I, Part A LEA available allocation	$174,072
Expenditures and obligations through September 30, 2025	$174,072
Carryover as of September 30, 2025	$0
Carryover percent as of September 30, 2025	0.00%

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2024–25 Title IV, Part A LEA Use of Funds and Carryover

The purpose of this data collection is to report year-to-date expenditures, by activity, and calculate Title IV, Part A carryover funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2024–25 Title IV, Part A LEA allocation	$13,565
Transferred-in amount	$0
Transferred-out amount	$0
2024–25 Title IV, Part A LEA available allocation	$13,565

Expenditures

Administrative and indirect costs	$769
Well-Rounded Educational Opportunities activities	$252
Safe and Healthy Students activities	$0
Effective Use of Technology activities	$9,620
Technology Infrastructure	$0
Total expenditures	$10,641
Carryover as of September 30, 2025	$2,924

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2026 - 2027 SCHOOL YEAR CALENDAR

July 2026

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2026

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14/14

September 2026

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21/35

October 2026

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22/57

November 2026

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15/72

December 2026

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14/86

Happy Valley Elementary School District
16300 Cloverdale Rd.
Anderson, CA 96007
530-357-2131 Primary 530-357-2111 Elementary
530-357-2134 District Office
Gina Murphy, Superintendent/Principal-Primary
Chris Nelson, Principal - Elementary

Aug. 7	Teacher Work Day
Aug. 10	Professional Development Day
Aug. 11	Teacher Work Day
Aug. 12	First Day of School
Aug. 25	Elementary Back to School Night
Aug. 27	Primary Back to School Night
Oct. 5 - 9	Parent/Teacher Conferences
Jan. 4	Professional Development Day
April 5	Professional Development Day
May 11	Elementary Open House
May 13	Primary Open House
June 2	8th Grade Graduation
June 3	Last Day of School
March 26	Emergency Day if Needed
June 4	Emergency Day if Needed

MINIMUM DAYS

Every Monday is a minimum day plus:

Aug. 25	Elementary Back to School Night
Aug. 27	Primary Back to School Night
Oct. 5 - 9	Parent/Teacher Conferences
Nov. 20	Beginning of Thanksgiving Break
Dec. 18	Beginning of Winter Break
Feb. 12	Beginning of President's Week
March 25	Beginning of Spring Break
May 11	Elementary Open House
May 13	Primary Open House
June 3	Last day of School

***Community Day School does not follow the Monday Minimum Day Schedule

January 2027

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

18/104

February 2027

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

15/119

March 2027

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19/138

April 2027

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19/157

May 2027

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20/177

June 2027

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3/180

HOLIDAYS (No School)

Sept. 7	Labor Day
Nov. 11	Veterans Day
Nov. 23 - 27	Thanksgiving Break
Dec. 21 - Jan. 4	Winter Break
Jan. 18	Martin Luther King Jr. Day
Feb. 15 - 19	President's Week

HOLIDAYS (No School)

March 26 - April 5	Spring Break
May 31	Memorial Day

TRIMESTER DATES

Nov. 6	1st Trimester Ends
March 12	2nd Trimester Ends
June 3	3rd Trimester Ends

Student Attendance Days - 180
Teacher Work Days - 185

School Closed
Minimum Days
School Events

Work Day/Prof. Development (no school for students)
Emergency Day if Needed

Parent Teacher Conferences
First & Last Day of School

Board approved:

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT
RESOLUTION #26-12
Lincoln's Birthday Observance

WHEREAS, Education Code §37220 authorizes the Board of Trustees, by resolution, to revise the date upon which the schools of the District close in observance of Lincoln's Birthday;

NOW, THEREFORE, be it resolved that the Governing Board of Happy Valley Elementary School District hereby revises the date upon which the schools of the District will close in observance of Lincoln's Birthday to February 16, 2027.

PASSED AND ADOPTED this 14th day of January 2026, by the Governing Board of the Happy Valley Elementary School District by the following vote:

Ayes:

Noes:

Absent:

_____

Clerk of the Governing Board of the Happy Valley Elementary School District

RESOLUTION #26-13

RESOLUTION OF THE GOVERNING BOARD OF HAPPY VALLEY UNION ELEMENTARY SCHOOL DISTRICT TO JOIN THE SHASTA-TRINITY SCHOOLS INSURANCE GROUP (STSIG) AND THE SELF-INSURED SCHOOLS OF CALIFORNIA (SISC III) MEDICAL, DENTAL, AND VISION SYSTEM

WHEREAS, this Board of Trustees is authorized by California Government Code Sections 53200 et seq. to provide health and welfare benefits for the benefit of its employees and eligible retired employees; and

WHEREAS, the Governing Board of the Happy Valley Union Elementary School District desires to provide comprehensive and cost-effective health and welfare benefits to its employees and eligible retired employees; and

WHEREAS, this Board of Trustees is authorized by California Government Code Chapter 5 Division 7, Sections 6500 et seq. to enter into agreements with one or more public agencies for the purpose of jointly exercising any power common to this school district and said public agency or public agencies; and

WHEREAS, this Board of Trustees has determined that participation in the **Shasta-Trinity Schools Insurance Group (STSIG)** and the **Self-Insured Schools of California (SISC III) Medical, Dental, and Vision System** will best meet the needs of the District and its employees; and

WHEREAS, the Governing Board intends to include the following employee groups in this transition:

- Certificated Staff
- Administration
- Confidential/Management Staff
- Eligible Retired Employees; and

WHEREAS, the effective date of coverage under STSIG and SISC III shall be **October 1, 2026**;

NOW, THEREFORE, BE IT RESOLVED by this Board of Trustees as follows:

1. That this Board of Trustees hereby agrees to abide by the terms and conditions of said Joint Powers Agreement and SISC III Bylaws, copies of which shall be attached to this resolution and filed herewith as a public record of this school district, and this Board of Trustees further agrees to abide by all reasonable and necessary decisions duly and properly made on its behalf by the SISC III Board of Directors in the course of the administration of the Joint powers agreement.

2. That the Governing Board of the Happy Valley Union Elementary School District hereby approves participation in the Shasta-Trinity Schools Insurance Group and the Self-Insured Schools of California (SISC III) Medical, Dental, and Vision System effective October 1, 2026, for the above-named employee groups.

3. That the Superintendent, or designee, is hereby authorized and directed to execute, on behalf of this Board, the SISC III Joint Powers Agreement dated October 1, 1979, for the purpose of establishing insurance programs.

PASSED AND ADOPTED by the Governing Board of the Happy Valley Union Elementary School District on this ___ day of _____, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
President of the Governing Board
Jodi Shearman

_____
Clerk of the Governing Board
Cheryl Frazer

RESOLUTION #26-14 OF THE GOVERNING BOARD OF THE
HAPPY VALLEY UNION ELEMENTARY SCHOOL DISTRICT
REGARDING ACCOUNTING OF DEVELOPMENT FEES
FOR 2024-25 FISCAL YEAR IN THE FOLLOWING FUND OR ACCOUNT:

Capital Facilities Fund (Fund 25)

1. Authority and Reasons for Adopting this Resolution

A. This District has levied school facilities fees pursuant to a resolution dated January 14, 2026 and is referred to herein as the "School Facilities Fee Resolution" and is hereby incorporated by reference into this Resolution. This resolution was adopted under the authority of Education Code section 17620 (formerly Government code section 53080). These fees have been deposited in the following fund or account: Capital Facilities Fund (the "Fund");

B. Government Code sections 66001 (d) and 66006(b) require this District to make an annual accounting of the Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year;

C. Government Code sections 66001(d) and 66006(b) require that the annual accounting of the Fund and those findings be made available to the public no later than 180 days following the close of the fiscal year, that this information be reviewed by this Board at its next regular scheduled board meeting held no earlier than 15 days after they become available to the public, and that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) be mailed at least 15 days prior to this meeting to anyone who has requested it.

D. The Superintendent has informed the Board that a draft copy of this Resolution (along with Exhibits A and B which are hereby incorporated by reference into this Resolution) was made available to the public on January 14, 2026. The Superintendent has further informed the Board that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) was mailed at least 15 days prior to this meeting to anyone who had requested it.

E. The Superintendent has also informed this Board that there is no new information which would adversely affect the validity of any of the findings made by this Board in its School Facilities Fee Resolution.

2. What This Resolution Does

This Resolution makes various findings and takes various actions regarding the Fund as required by and in accordance with government code sections 66001(d) and 66006(b).

3. Findings Regarding the Fund

Based on all findings and evidence contained in, referred to, or incorporated into this Resolution, as well as the evidence presented to this Board at this meeting, the Board finds each of the following with respect to the Fund for the 2024-25 Fiscal Year.

A. In reference to government code section 66006(b)(2), the information identified in section 1 above is correct;

B. In further reference to government code section 66006(b)(2), this board has reviewed the annual accounting for the Fund as contained in Exhibit A and determined that it meets the requirements set forth in Government Code section 66006(b)(1);

C. In reference to Government Code section 66001(d)(1), and with respect only to that portion of the Fund remaining unexpended at the end of the 2024-25 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to provide adequate school facilities for the student population, which facilities are more specifically identified in Exhibit B;

D. In reference to Government Code section 66001(d)(2), and with respect only to that portion of the Fund remaining unexpended at the end of the 2024-25 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fees and the purpose for which it is charged;

E. In reference to Government Code section 66001(d)(3), and with respect only to that portion of the Fund remaining unexpended at the end of the 2024-25 Fiscal Year, all of the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified as the use to which the fees are to be put is identified in Exhibit B;

F. In reference to Government Code section 66001(d)(4), and with respect only to that portion of the Fund remaining unexpended at the end of the 2024-25 Fiscal Year, the approximate dates on which the funding referred to in paragraph E above is expected to be deposited into the appropriate account or fund is designated in Exhibit B; and

G. In reference to the last sentence of Government Code section 66006(d), because all of the findings required by that subdivision have been made in the fees that were levied in paragraphs C-F above, the District is not required to refund any moneys in the Fund as provided in Government Code section 66001 (e).

4. Superintendent Authorized to Take Necessary and Appropriate Action

The Board further directs and authorizes the Superintendent to take on its behalf such further action as may be necessary and appropriate to effectuate this Resolution.

5. Certificate of Resolution.

I, Gina Murphy, Secretary of the Governing Board of the Happy Valley Union Elementary School District of Shasta County, State of California, certify that this Resolution was duly passed and adopted by the Board, at an official and public meeting this 14th day of January, 2026, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

_____
Superintendent and Secretary of the Board
Happy Valley Union Elementary School District
of Shasta County, California

EXHIBIT A
TO RESOLUTION REGARDING
ACCOUNTING OF DEVELOPMENT FEES
FOR FISCAL YEAR 2025-26
FOR THE FOLLOWING FUND OR ACCOUNT:

Capital Facilities Fund (Fund 25) (the "Fund")

Per Government Code section 66006(b)(1)(A-H) as indicated:

A. A brief description of the type of fee in the Fund:

Statutory school facilities fees

B. The amount of the fee.

$5.17 per square foot of assessable space of residential construction; $.84 per square foot of covered and enclosed space of commercial/industrial construction; $.02 per square foot of mini-storage; and $.26 per square foot for agriculture category; but subject to the district's determination that a particular project is exempt from all or part of these fees. Pursuant to Education Code section 17623 and an agreement with the district(s) sharing territory with the district, generally only 60% of the maximum fee specified above is distributed to this district.

C. The beginning and ending balance of the Fund.

See Attachment A

D. The amount of the fees collected and the interest earned.

See Attachment A

E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

See Attachment A

F. (i) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001, and the public improvement remains incomplete.

N/A, the District has not made this determination.

(ii) An identification of each public improvement identified in a previous report pursuant to clause (i) and whether construction began on the approximate date noted in the previous report.

N/A, the District has not made any such interfund transfers or loans

(iii) For a project identified pursuant to clause (ii) for which construction did not commence by the approximate date provided in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction.

G. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan:

N/A, the District has not made any such interfund transfers or loans.

H. The amount of refunds made pursuant to subdivision (e) of section 6600, the number of persons or entities identified to receive those refunds, and any allocations pursuant to subdivision (f) of section 66001:

N/A

EXHIBIT B
TO RESOLUTION REGARDING
ACCOUNTING OF DEVELOPMENT FEES
FOR FISCAL YEAR 2024-25
FOR THE FOLLOWING FUND OR ACCOUNT:

Capital Facilities Fund (Fund 25) (the "Fund")

Per Government Code section 66001(d)(1)-(4) as indicated:

A. With respect to only that portion of the Fund remaining unexpended at the end of the 2024-25 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to provide adequate school facilities to serve the district's student population, which facilities are more specifically identified as follows:

Unexpended funds will be used for projects to maintain adequate school facilities.

B. See section 3.D of the Resolution.

C. With respect to only that portion of the Fund remaining unexpended at the end of the 2024-25 Fiscal Year, the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified in paragraph A above are as follows:

N/A

D. With respect to only that portion of the Fund remaining unexpended at the end of the 2024-25 Fiscal Year, the following are the approximate dates on which the funding referred to in paragraph C above is expected to be deposited into the appropriate account or fund:

N/A

Happy Valley Union School District
Developer Fees Report
2024-25

Type of Fee:	**Statutory Developers Fees**	**Amount of Fee:**	**$3.10 Residential** **$.50 Commercial**

Beginning Balance 07/01/2024	$ 201,211
Revenue:	
Fees Collected	$ 10,524
Refunds	$ -
Interest	$ 5,947
Cash FMV Adjustment	$ -
Total Revenues	$ 16,471

		ADMIN.	**PROJ/ HV Primary**	**PROJ/ HV Elementary**	**TOTAL EXP's**
Date Project Started:		n/a	May-25	n/a	
Date Project Complete:		n/a	ongoing	n/a	
Other Sources to Complete this project:	Fund 35				
Expenditures:					
Salaries					$ -
Benefits					$ -
Supplies					$ -
Rents/Leases					$ -
Operating Services (Justification Study)		$ 144			$ 144
Admin. Fees					$ -
Capital Outlay					$ -
Debt Service					$ -
Total Expenditures		$ 144	$ -	$ -	$ 144
Transfers In					$ -
Transfers Out					$ -
Ending Balance 06/30/2024					$ 217,538

Gmail

Rhonda Grijalva <rgrijalva@hvusd.net>

Surplus

1 message

Robin Barrie <rbarrie@hvusd.net> Thu, Jan 8, 2026 at 10:41 AM
To: Rhonda Grijalva <rgrijalva@hvusd.net>

Good Morning,
Could you please put a washer and dryer for surplus on the agenda for the next board meeting. They are the old ones from the family center when Sandy and them got their new ones and they have been sitting outside since.

Thanks Robin

Policy 1000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 06/01/1985 **| Last Revised Date:** ~~10~~11/01/~~1996~~2025 **| Last Reviewed Date:** ~~10~~11/01/~~1996~~2025

The Governing Board desires to represent the community and provide leadership in addressing community ~~issues~~interests related to education. In order to ~~identify community concerns and enlist~~encourage support for the district and district schools, promote collaboration between the district, parents/guardians, community members, and local organizations, and to identify and respond to community priorities, the Board shall establish effective two-way communication systems between ~~schools~~the district and the community.

~~Schools, parents/guardians, community members and local organizations must continually collaborate as partners.~~ The Board and the Superintendent or designee shall work together with city ~~and~~, county, and other local agencies and organizations to promote and facilitate coordinated services for children, and ~~shall~~ seek to develop partnerships with local businesses and organizations.

The Board recognizes that district schools are an important community resource and encourages community members to make appropriate use of school facilities. Community members are also encouraged to attend Board meetings, participate in district and school activities, and take an active interest in issues that affect the district and its schools. The Board and the Superintendent or designee shall keep community members well informed about district programs, needs, and accomplishments and shall ensure that they have opportunities to share in ~~developing educational policies, programs and evaluation processes~~the development of district decisions, in accordance with Board Bylaw 9005 – Governance Standards.

The Board recognizes that its ability to fulfill the community's expectations for a high-quality educational program ~~depends on~~is dependent upon the level of ~~support~~funding provided by the state and federal government ~~as well as the~~ and community~~.~~ ~~The Board therefore~~ support. In an effort to provide the best educational experience for district students, the Board shall study legislative processes and issues, establish ongoing relationships with federal, state, and local leaders and the media, adopt positions on key issues, set priorities for advocacy, and collaborate with other organizations and coalitions in legislative and legal advocacy efforts.

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

State	Description

Ed. Code 35160	Authority of governing boards
Ed. Code 35172	Promotional activities

Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	**Description**
0100	Philosophy
0510	School Accountability Report Card
0510	School Accountability Report Card
1112	Media Relations
1150	Commendations And Awards
1160	Political Processes
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1240	Volunteer Assistance
1240	Volunteer Assistance
1330	Use Of School Facilities
1330	Use Of School Facilities
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
2120	Superintendent Recruitment And Selection
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
9000	Role Of The Board
9005	Governance Standards
9010	Public Statements

Policy 1114: District-Sponsored Social Media

Status: ADOPTED

Original Adopted Date: 07/01/2011 **| Last Revised Date:** ~~09~~11/01/~~2024~~2025 **| Last Reviewed Date:** ~~09~~11/01/~~2024~~2025

CSBA NOTE: The following optional policy is for use by districts that have created ~~an~~one or more official district (i.e., district-sponsored) social media ~~account~~accounts. "Social media" is defined in the accompanying administrative regulation as an online platform for collaboration, interaction, or active participation, or that allows users to post content, including social networking sites such as Instagram, TikTok, Facebook, X/Twitter, SnapChat, YouTube, or LinkedIn~~, etc~~.

District strategies for effective use of online social media may be incorporated into the district's comprehensive communications plan~~;~~. For more information related to informing the public, see BP 1100 - Communication ~~With The~~with the Public.

The Governing Board recognizes the value of social media to share district information with families and the community and promote community involvement and collaboration in district decisions. The purpose of any official district social media account shall be to further the district's vision and mission, to support student learning and staff professional development, and to enhance communication and engagement with students, families, staff, and community members. The Superintendent or designee shall ensure that the content posted by the district on an official district social media account is accessible to individuals with disabilities.

CSBA NOTE: To minimize liability to the district, it is important to clearly define ~~the official~~which social media accounts ~~which the~~are official district ~~sponsors~~social media accounts and to specify the standards, guidelines, and protocols for their use. Board policies and administrative regulations do not apply to personal social media accounts ~~that may be~~, such as those created by students, staff members, individual Governing Board members, or other individuals ~~which~~since those accounts are not sponsored by the district even though they may sometimes include discussion of district-related issues ~~but are not sponsored by the district~~. For more information, see BB 9010 - Public Statements, BB 9012 - Board Member Electronic Communications, and BB 9320 - Meetings and Notices.

The Superintendent or designee shall develop content guidelines and protocols for official district social media accounts to ensure public access, appropriate and responsible use, and compliance with law, ~~board~~Board policy, and administrative regulation.

Guidelines for Content

CSBA NOTE: Social media platforms typically allow users to post or reply to content posted on users' accounts, which is or can be made viewable to other users and even the public. This may create a "limited public forum," which grants individuals certain freedom of speech rights and limits

the district's ability to remove comments or posts. Any removal of content by the district should be based on viewpoint-neutral considerations to protect against possible legal challenges. This may include, but is not limited to, removing content that constitutes discrimination, harassment, or bullying, as specified in the accompanying administrative regulation, or that is unrelated to the purpose of the account. Additionally, in order to help maintain the district's ability to remove content, users should be informed of the purpose of the account(s) and the limited nature of the discussion. District staff should regularly monitor all such accounts so that materials are promptly removed as permitted by law. See the accompanying administrative regulation for language regarding removal of posts and monitoring of accounts. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel to ensure that any provisions related to removal of posts or discipline of students or staff are consistent with law.

Official district social media accounts shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. This policy is not intended to create an open public forum or otherwise guarantee an individual's right to free speech on any of the official district social media accounts even if one or more features on the account that permit interaction with and between members of the public are enabled.

The Superintendent or designee shall ensure that the limited purpose of official district social media accounts is clearly communicated to users. Each account shall contain a statement specifying the purposes of the account, that the account shall only be used for such purposes, and any other user expectations or conditions as specified in the accompanying administrative regulation.

~~Official district social media accounts may not contain content~~Content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation shall not be permitted on official district social media accounts.

CSBA NOTE: Staff and students who post prohibited content on official district social media accounts are subject to discipline in accordance with ~~board~~Board policies and administrative regulations. Pursuant to Education Code 48900(r), a student may be subject to suspension or expulsion if the student engages in an act of bullying by means of an electronic act, as defined ~~in Education Code 32261;~~. For more information on student suspension and expulsion, including when bullying is through an electronic act, see AR 5144.1 - Suspension and Expulsion/Due Process. Pursuant to Education Code ~~32261~~48900, an "electronic act" includes, but is not limited to, posts on a social networking site such as a social media platform.

When staff and students misuse the district's technological resources, they also may be subject to cancellation of user privileges in accordance with the district's Acceptable Use Agreement~~;~~. For more information regarding acceptable use of the district's technological resources, see BP/E 4040 - Employee Use of Technology and BP/E 6163.4 - Student Use of Technology.

Staff or students who post ~~prohibited content~~on, reply from, or otherwise ~~engage with~~use an official

district social media account in a manner that violates ~~board~~Board policies and administrative regulations shall be subject to discipline in accordance with ~~such~~ applicable policies and regulations.

Users of official district social media accounts, and anyone who posts on, replies to, or otherwise leaves a digital footprint on an official district social media account, should be aware of the public nature and accessibility of social media and that such information posted ~~or~~on, replied with, or otherwise left on an official district social media account may be considered a public record subject to disclosure under the Public Records Act.

Privacy

To the extent practicable, the Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media accounts.

As it pertains to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, official district social media accounts shall ~~operate in accordance~~comply with Board Policy 1113 - District and School Websites.

Social media and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.

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

State	Description
Bus. and Prof. Code 22588.2-22588.4	Youth Social Media Protection Act
Ed. Code 32260-32262	Interagency School Safety Demonstration Act of 1985
Ed. Code 35182.5	Contracts for advertising
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49061	Definitions; directory information
Ed. Code 49073	Release of directory information
Ed. Code 60048	Commercial brand names, contracts or logos

Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 54952.2	Brown Act; definition of meeting
Gov. Code 7920.000-7930.215	California Public Records Act

Federal	**Description**
17 USC 101-1101	Federal copyright law
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
29 USC 157	Employee rights to engage in concerted, protected activity
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Management Resources	**Description**
Court Decision	Lindke v. Freed (2024) 601 U.S. 187
Court Decision	Aaris v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112
Court Decision	Board of Education, Island Trees Union Free School District, et.al. v. Pico (1982) 457 U.S. 853
Court Decision	Page v. Lexington County School District (2008, 4th Cir.) 531 F.3d 275
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~~Facebook Publication~~	~~Facebook for Educators Guide, 2013~~
National Labor Relations Board Decision ~~18-CA-1908~~	Sears Holdings, Advice Memorandum 18-CA-1908, (December 4, 2009)
Website	Meta in Education
Website	CSBA District and County Office of Education Legal Services
Website	Facebook, privacy resources
Website	Bullying Resources (https://www.stopbullying.gov)
Website	California School Public Relations Association
Website	CSBA

Cross References

Code	Description
0000	Vision
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0441	Artificial Intelligence
0510	School Accountability Report Card
0510	School Accountability Report Card
1100	Communication With The Public
1112	Media Relations
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1160	Political Processes
1230	School-Connected Organizations
1230	School-Connected Organizations
1260	Educational Foundation
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1313	Civility
1325	Advertising And Promotion
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology

4118	Dismissal/Suspension/Disciplinary Action
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4119.21	Professional Standards
4119.21-E(1)	Professional Standards
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4132	Publication Or Creation Of Materials
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5125.1-E(1)	Release Of Directory Information

5131	Conduct
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
5144	Discipline
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5145.2	Freedom Of Speech/Expression
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5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
6020	Parent Involvement
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6145.5	Student Organizations And Equal Access
6145.5	Student Organizations And Equal Access
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
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6163.4-E(1)	Student Use Of Technology
9010	Public Statements
9012	Board Member Electronic Communications
9320	Meetings and Notices

Regulation 1114: District-Sponsored Social Media

Status: ADOPTED

Original Adopted Date: 07/01/2011 **| Last Revised Date:** ~~09~~11/01/~~2024~~2025 **| Last Reviewed Date:** ~~09~~11/01/~~2024~~2025

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice and the types of social media accounts used by the district.

Definitions

Social media means any online platform for collaboration, interaction, or active participation, or that allows users to post content, including, but not limited to, social networking sites such as Instagram, TikTok, Facebook, X/Twitter, SnapChat, YouTube, and LinkedIn.

CSBA NOTE: To minimize liability to the district, it is important ~~that~~ ~~the~~ ~~district~~ to clearly define ~~the~~ ~~official~~which social media accounts ~~over~~ ~~which~~ ~~it~~ ~~has~~ ~~control~~ are official district social media accounts and to specify the standards, guidelines, and protocols for their use. ~~The~~ ~~following~~ ~~definition~~ ~~may~~ ~~be~~ ~~revised~~ ~~to~~ ~~reflect~~ ~~district~~ ~~practice.~~ Board policies and administrative regulations do not apply to personal social media accounts ~~that~~ ~~may~~ ~~be~~such as those created by students, staff members, individual Governing Board members, or other individuals ~~which~~since those are not sponsored by the district even though they may sometimes include discussion of district-related issues ~~but~~ ~~are~~ ~~not~~ ~~sponsored~~ ~~by~~ ~~the~~ ~~district~~. For more information, see BB 9010 - Public Statements, BB 9012 - Board Member Electronic Communications, and BB 9320 - Meetings and Notices.

The following definition may be revised to reflect district practice.

An *official district social media account* is an account on a social media platform authorized by the Superintendent or designee.

An account that contains content related to the district or comments about district operations but that has not been created based on authorization or direction from the Superintendent or designee, such as an account created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal account, is not an official district social media account.

School-level employees such as teachers and coaches shall obtain authorization from the school principal before creating an official social media account.

CSBA NOTE: Business and Professions Code 22588.2-22588.4 (the Youth Social Media Protection Act), as added by AB 2481 (Ch. 832, Statutes of 2024), requires, beginning January 1, 2026, a large social media platform, as defined, to create a process to verify certain individuals as "verified

reporters," including a school principal and other district leaders, and to create a process by which a verified reporter can make a report of a social media-related threat or a violation of the platform's terms of service that poses a risk or a severe risk to the health and safety of a minor in the verified reporter's opinion. The following paragraph directs each school principal, or an individual in a position of similar responsibility, to register as a verified reporter and should be modified to include other district leaders to reflect district practice.

When directed by the Superintendent or designee, each school principal, or an individual in a position of similar responsibility, shall register as a verified reporter with each large social media platform on which the applicable school has an account in accordance with Business and Professions Code 22588.2-22588.4.

Guidelines for Content

Each official district social media account shall contain content that is useful and appropriate for all audiences.

CSBA NOTE: Federal copyright law (17 USC 107) and the courts have generally provided that teachers, students, and schools are allowed to make "fair use" of materials for instructional purposes in situations which are not likely to deprive a publisher or an author of income~~;~~. For more information regarding copyrights, including "fair use", see BP/AR 6162.6 - Use of Copyrighted Materials. However, as this is a fact-specific determination, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel.

District employees or agents in charge of posting or adding information to an official district social media account shall ensure that copyright laws are not violated in the use of material on official district social media accounts.

CSBA NOTE: Social media platforms typically allow users to post or reply to content on each other's accounts, which is or can be made viewable to other users and even the public. This may create a "limited public forum," which grants individuals certain freedom of speech rights and limits the district's ability to remove comments or posts. Any removal of content by the district should be based on viewpoint-neutral considerations to protect against possible legal challenges. This may include, but is not limited to, removing content that constitutes discrimination, harassment, or bullying, as specified in the accompanying ~~Bboard~~Board Policy, or that is unrelated to the purpose of the account. Additionally, in order to help maintain the district's ability to remove content, users should be informed of the purpose of the account(s) and the limited nature of the discussion. District staff should regularly monitor all such accounts so that materials are removed as permitted by law. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel to ensure that any provisions related to removal of posts or discipline of students or staff are consistent with law.

In *Sears*, the National Labor Relations Board (NLRB) advised caution when establishing policy related to employee use of electronic communications as it might interfere with an employee's right

to engage in protected, concerted activity granted by 29 USC 157. The NLRB has held that social media policies can prohibit the disclosure of confidential information and address legitimate concerns for managing the workplace, but cannot expressly or by implication prohibit employees from talking with each other about wages, hours, and other terms and conditions of employment.

Additionally, Education Code 48907 grants students the right to freedom of speech except for speech which is obscene, libelous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of lawful school regulations, or substantial disruption of the orderly operation of the school. ~~Also~~For more information, see BP/AR 5145.2 - Freedom of Speech/Expression and BP/AR 6145.5 - Student Organizations and Equal Access.

~~Furthermore~~In addition, if the district chooses to post advertising of a commercial nature on an official district social media account, then the ability to remove comments of a commercial nature posted by others may be limited as removing some commercial content and not others may constitute viewpoint discrimination. Districts should also be cautious about the use of district resources, such as its official district social media account, for political purposes~~;~~. For more information, see BP 1160 - Political Processes.

Pursuant to the U.S. Supreme Court's decision in *Lindke v. Freed*, a district official who limits or prevents critics from speaking, such as by blocking them on social media or deleting their posts, violates the First Amendment only if the official (1) has been granted the power to speak on behalf of the district and (2) claims to be actually exercising that power. Because the determination as to whether a public official's action meets these two conditions is a fact-specific undertaking, it is recommended that districts with questions regarding this issue consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The Superintendent or designee shall ensure that official district social media accounts are regularly monitored. Staff members responsible for monitoring content may remove posts or even suspend users from interacting with the account only based on viewpoint-neutral considerations, such as lack of relation to the account's purpose or violation of board policies or administrative regulations.

CSBA NOTE: While Business and Professions Code 22588.2-22588.4, beginning January 1, 2026, requires large social media platforms to create a process by which a verified reporter can make a report of a social media-related threat or a violation of the platform's terms of service as specified below, the following paragraph adds that the verified reporter is required to notify the Superintendent or designee of the threat or violation, and should be modified to reflect district practice.

If a verified reporter becomes aware of a social media-related threat or a violation of a social media platform's terms of service that, in the opinion of the reporter, poses a risk or severe risk to the health and safety of a minor who the reporter knows is enrolled in the reporter's school, the reporter shall inform the Superintendent or designee and report the threat or violation via the process created by the applicable social media platform as specified in Business and Professions Code 22588.2-22588.4.

Each official district social media account shall, as appropriate, prominently display a link to this regulation or a statement that includes Items #1-10, below:

1. The purpose(s) of the account, such as providing information to a class, school community, athletic team, or student club; engaging with the public regarding district decisions and Governing Board meetings; and sharing information regarding employment opportunities with the district

2. Users shall use the site only for those intended purposes

3. The account is regularly monitored and any inappropriate interaction will be promptly removed, blocked, or similarly addressed.

   Inappropriate interactions include, but are not limited to, interactions that:

   a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on district premises, violation of district or school rules, or substantial disruption to the district or school's orderly operation

   b. Are not related to the stated purpose of the account, including, but not limited to, threats, comments of a commercial nature, political activity, and comments prohibited by board policies and administrative regulations

4. Users are expected to communicate in a respectful, courteous, and professional manner and are personally responsible for their use of the account

5. The district is not responsible for the content posted by other users or how other users interact with the account

6. The views and comments expressed by other users on the account belong to those users and do not necessarily reflect the views of the district

7. Any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district

8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media accounts

CSBA NOTE: The Cyberbullying Protection Act (Business and Professions Code 22589-22589.4) requires a social media platform, as defined, to establish a mechanism that allows any individual,

including the district, to report cyberbullying or any content that violates the existing terms of service. Although not directly applicable to districts, it is good guidance for districts seeking to create a safe online space. For more information, districts may want to visit www.stopbullying.gov, which provides information from various government agencies related to bullying and includes a list of online platforms, with links, for the reporting of cyberbullying which violates the terms of service established by the online platforms.

9. Violations may be reported to the appropriate social media platform, law enforcement, or other third parties, as appropriate

CSBA NOTE: Item #10 details the length of and preconditions for a user's suspension and should be modified to reflect district practice.

10. A user may be suspended from interacting with the account for one month upon three prior violations and for six months upon two prior one-month suspensions

Appropriate Use by District Employees

~~CSBA NOTE:~~ CSBA NOTE: Pursuant to Government Code 7928.205, a district may not post a Board member's home address, telephone number, or, as amended by AB 1785 (Ch. 551, Statutes of 2024), both the name and assessor parcel number associated with the home address, without first obtaining the written permission of that individual. However, Government Code 7928.205 does not prohibit a district from publicly posting a legally required notice or publication of an elected or appointed official on the internet.

For policy language regarding appropriate employee communications and relationships with students, see BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4040 - Employee Use Of Technology.

District employees who participate in official district social media accounts shall adhere to all applicable board policies and administrative regulations, ~~including, but not limited to, professional standards related to interactions with students~~such as Board Policy 1313 – Civility and Board Policy/Administrative Regulation 4119.25/4219.25/4319.25 - Political Activities of Employees, and shall not share confidential information about students, employees, Board members, or district operations.

When appropriate, employees posting, replying, or otherwise interacting with the public outside of their professional duties or responsibilities on official district social media accounts shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media accounts.

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Ed. Code 49073	Release of directory information
Ed. Code 60048	Commercial brand names, contracts or logos
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 54952.2	Brown Act; definition of meeting
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Federal	Description
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20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
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Court Decision	Page v. Lexington County School District (2008, 4th Cir.) 531 F.3d 275
Court Decision	Perry Education Association v. Perry Local Educators' Association (1983) 460 U.S. 37
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5145.7	Sexual Harassment
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6162.6	Use Of Copyrighted Materials
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6163.4-E(1)	Student Use Of Technology
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Policy 2120: Superintendent Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 07/01/2001 **| Last Revised Date:** ~~03~~11/01/~~2002~~2025 **| Last Reviewed Date:** ~~03~~11/01/~~2002~~2025

CSBA NOTE: The following optional policy may be revised to reflect district practice. CSBA's California Consultants and Leadership search service provides guidance to districts recruiting and selecting a Superintendent.

The Governing Board recognizes that it ~~has a direct responsibility to select and employ~~is responsible for selecting and employing the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals

2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge

3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search

4. The salary range and benefits to be offered

5. Basic elements to be included in the Superintendent's contract

6. Whether to hire a professional adviser to facilitate the hiring and contract negotiation process and to ensure that verifications of the candidates' qualifications are obtained

7. How and when to involve the community in certain phases of the selection process

~~8. The best methods for advertising the vacancy and recruiting qualified candidates~~

~~9.~~ 8. The process for screening applications and determining how the screener(s) will be selected

~~10.~~ 9. Interview questions, processes, and participants

~~11. How and when candidates' qualifications will be verified through reference checks~~

~~12.~~ 10. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s~~)~~), if applicable, and the Board's own assessment of how candidates meet the criteria established by the Board.

CSBA NOTE: Pursuant to Government Code 54957, specified personnel matters, including interviews and deliberation of the appointment or employment of an employee, may be discussed in closed session as provided in the following paragraph. ~~See~~For more information regarding closed session meetings, see BB 9321 - Closed Session ~~Purposes and Agendas~~.

The Board shall interview ~~preliminary and final~~ candidates and select a final candidate in closed session ~~and determine the most likely match for the district.~~. (Government Code 54957)

CSBA NOTE: Government Code 54954 provides an exception to the requirement that meetings of the Governing Board be held within the district and authorizes a quorum of the Board to meet outside of the district to (1) interview members of the public about the potential employment of an applicant for superintendent, and (2) interview a potential employee from that district.

In general, if a quorum of the Board participates in an interview, the Brown Act open meeting laws apply. If less than a quorum of the Board participates in an interview, the Brown Act may not apply. Because this is a complex area of law with significant consequences for violations, it is recommended that Boards consult CSBA's District and County Office of Education Legal Services or district legal counsel prior to visiting a candidate's district.

For more information about what constitutes a Board meeting, see BB 9320 - Meetings and Notices.

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current place of employment, as appropriate.
Pursuant to Board Policy 2121 - Superintendent's Contract, the Board shall discuss and negotiate the Superintendent's contract in closed session, but shall vote to approve the contract in open session. (Government Code 53262, 54957, 54957.6)

The Board shall conduct any superintendent recruitment and selection process in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

As necessary, the Board may appoint an interim or acting superintendent, to manage the district when there is no permanent superintendent.

CSBA NOTE: Education Code 35029 authorizes the Board to waive the credential requirements of Education Code 35028. However, Education Code 35029.1~~, added by AB 96 (Ch. 135, Statutes of 2001),~~ prohibits a district from employing a superintendent whose credential has been revoked by the Commission on Teacher Credentialing.

The ~~selected candidate~~Superintendent shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

~~CSBA NOTE: Government Code 54954, as amended by SB 1771 (Ch. 257, Statutes of 2004), authorizes a quorum of the Board to meet in another district to (1) interview members of the public about the potential employment of an applicant for superintendent, and (2) interview a potential employee from that district. Previously, Government Code 54954 only authorized the Board to interview members of the public when the Board was considering hiring the superintendent from the other district. See BB 9320 - Meetings and Notices.~~

CSBA NOTE: Pursuant to Government Code 1021.5, as amended by SB 521 (Ch. 92, Statutes of 2025), if a public employee is convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of their official duties as a public employee, the public employee shall be disqualified for five years from any public employment, including, but not limited to, employment with a city, county, district, or any other public agency of the state. The five-year disqualification period begins on the later of either the date of final conviction or the date on which the public employee is released from any incarceration.

The Board shall not employ a person as Superintendent if, within the past five years, the candidate was convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of their official duties as a public employee. (Government Code 1021.5)

~~Because this is a complex area of law, it is strongly recommended that Boards consult with legal counsel prior to visiting a candidate's district.~~

~~Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.~~

~~The Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)~~

~~CSBA NOTE: Pursuant to Government Code 53262 and 54957, the Board may develop contract language in closed session, but the contract must be ratified in open session; see BP 2121 - Superintendent's Contract.~~

~~The Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.~~

~~As necessary, the Board may appoint an interim superintendent to manage the district during the selection process.~~

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Policy Reference Disclaimer:
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State	**Description**
2 CCR 11006-11086	Discrimination in employment
Ed. Code 220	Prohibition of discrimination
Ed. Code 35026	Employment of district superintendent by certain district
Ed. Code 35028	Qualifications for employment
Ed. Code 35029	Waiver of credential requirements
Ed. Code 35029.1	Superintendent credentials
Ed. Code 35031	Term of employment
Ed. Code 44420-44440	Revocation and suspension of credentials
Gov. Code 1021.5	Public employment disqualification
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 53260-53264	Employment contracts
Gov. Code 54954	Time and place of regular meetings
Gov. Code 54957	Closed session personnel matters
Gov. Code 54957.1	Closed session; public report of action taken
Gov. Code 54957.6	Open session; superintendent contract

Federal	**Description**
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.101-35.190	Americans with Disabilities Act
29 USC 794	Rehabilitation Act of 1973; Section 504

34 CFR 100.6	Title VI; Compliance information
34 CFR 106.9	Severability
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended

Management Resources	**Description**
CSBA Publication	CSBA Superintendent Contract Template (https://www.csba.org/-/media/CSBA/Files/Advocacy/LegalAdvocacy/201712SuperintendentContractTemplate_Sample.ashx?la=en&rev=157b420ccc124961b2158efeed00ef34&hash=FBB8A8CA628AFFDA7D44F07784A6910C)
Website	CSBA District and County Office of Education Legal Services
Website	CSBA California Consultants and Leadership (csba.org/ProductsAndServices/CSBAProductsandServices/CAConsultants#gsc.tab=0)
Website	Association of California School Administrators
Website	California Civil Rights Department
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	U.S. Equal Employment Opportunity Commission

Cross References

Code	**Description**
0000	Vision
0100	Philosophy
0200	Goals For The School District
1000	Concepts And Roles
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
2000	Concepts And Roles
2110	Superintendent Responsibilities And Duties

2111	Superintendent Governance Standards
2121	Superintendent's Contract
4032	Reasonable Accommodation
4111.2	Legal Status Requirement
4111.2	Legal Status Requirement
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4211.2	Legal Status Requirement
4211.2	Legal Status Requirement
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4311.2	Legal Status Requirement
4311.2	Legal Status Requirement
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
9000	Role Of The Board
9011	Disclosure Of Confidential/Privileged Information
9320	Meetings and Notices
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Regulation 3311.3: Design-Build Contracts

Status: ADOPTED

Original Adopted Date: 12/01/2016 **| Last Revised Date:** ~~09~~11/01/~~2023~~2025 **| Last Reviewed Date:** ~~09~~11/01/~~2023~~2025

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

As an alternative to the more traditional design-bid-build process (see BP/AR 3311 - Bids) or a lease-leaseback process (see AR 3311.2 - Lease-Leaseback Contracts), the district may~~, until January 1, 2025,~~ enter into a design-build contract for a public works project in excess of $1,000,000 pursuant to Education Code 17250.10-17250.~~55.~~52. Education Code 17250.55, which made this authorization inoperative on January 1, 2025, was deleted by SB 956 (Ch. 177, Statutes of 2024), thereby extending such authorization indefinitely. As defined by Education Code 17250.15, "design-build" means a project delivery process in which both the design and construction of a project are procured from a single entity. Additionally, pursuant to Education Code 17250.61, ~~as added by AB 185 (Ch. 571, Statutes of 2022),~~ the district may, until January 1, 2029, enter into an alternative design-build contract for a public works project in excess of $5,000,000. As defined by Education Code 17250.60, "alternative design-build" means a project delivery process in which both the design and construction of a project are procured from a single design-build entity based on its proposed design cost, general conditions, overhead, and profit as a component of the project price. Education Code 17250.15, 17250.25, 17250.60, and 17250.61 provide that such contracts may be awarded to either the low bid or best value, as defined.

~~Until January 1, 2025, the~~The Governing Board may approve a design-build contract with a single entity for both design and construction of any school facility in excess of $1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria~~.~~ ~~(Education Code 17250.20~~ including the minimum factors of price; technical design and construction experience; and life-cycle costs over 15 years or more. (Education Code 17250.20, Education Code 17250.25)

Additionally, until January 1, 2029, the Board may approve an alternative design-build contract with a single entity for both design and construction of any school facility in excess of $5,000,000. Such contracts may be awarded to the low bid or the best value. If the selection is based on best value, the Board shall evaluate competitive proposals, taking into consideration~~, at a~~ the minimum~~,~~ factors of design cost, general conditions, overhead, and profit as a component of the project price~~,~~; technical design and construction expertise~~,~~; and life-cycle costs over 15 or more years. The district's determination of price shall be based on the open book evaluation of construction subcontracts. The contract may be subject to further negotiations or amendment and may be terminated by the district if the district and the design-build entity are unable to reach an agreement. (Education Code 17250.61, 17250.62, 17250.65)

Design-build documents shall not include provisions for long-term project operations, but may include operations during a training or transition period. (Education Code 17250.25, 17250.62)

Procedures for Awarding the Contract

The procurement process for design-build and alternative design-build projects shall be as follows: (Education Code 17250.25, 17250.35, 17250.62, 17250.65; Public Contract Code 2600)

1. Performance ~~Specifications: The~~ specifications, which includes the district ~~shall prepare~~preparing a set of documents setting forth the scope and estimated price of the project~~.~~

   The documents may include, but are not limited to:

   a. The size, type, and desired design character of the project

   b. Performance specifications that cover the quality of materials, equipment, and workmanship

   c. Preliminary plans or building layouts

   d. Any other information deemed necessary to describe adequately the district's needs

   The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. Prequalification~~: The~~, which includes the district ~~shall prepare~~preparing and ~~issue~~issuing a request for qualifications in order to prequalify, or develop a short list of, the design-build entities whose proposals shall be evaluated for final selection~~.~~

   The request for qualifications shall include, but is not limited to, all of the following elements:

   a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity

   b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price-related factors

c. A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25 or 17250.62

~~CSBA NOTE: Public Contract Code 2600 adds a requirement to include in all bid documents and construction contracts, when applicable, a notice that the project is subject to the skilled and trained workforce requirements specified in Public Contract Code 2600-2603. Pursuant to Education Code 17250.25 and 17250.62, design-build contracts are subject to such requirements.~~

d. A notice that the project is subject to the skilled and trained workforce requirements specified in Public Contract Code 2600-2603

The district also may identify specific types of subcontractors that must be included in the statement of qualifications and proposal.

3. Request for Proposals~~: The~~ (RFP), which includes the district ~~shall prepare a request for proposals (RFP)~~preparing an RFP that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district~~.~~

The RFP shall include the information identified in Items #2a, 2b, and 2d above and the relative importance or weight assigned to each of the factors.

If the district uses a best value selection method for a project, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the ~~request for proposals~~RFPs and shall publish separately or incorporate into the ~~request for proposals~~RFPs applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.

4. Selection ~~Based~~based on ~~Low Bid: For~~low bid, which includes for those projects utilizing low bid as the final selection method, that the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder

5. Selection ~~Based~~based on ~~Best Value: For~~best value, which includes for those projects utilizing best value as a selection method, that the following procedures shall be used:

a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the ~~request for proposals.~~ RFPs

Criteria shall be weighted as deemed appropriate by the district. The proposal for a design-build project, as specified in Education Code 17250.25, shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years. The proposal for an alternative design-build project, as specified in Education Code 17250.62, shall, at a minimum, include design cost, general conditions, overhead, and profit as a

component of the project price, unless a stipulated sum for the project is specified; technical design and construction expertise; and life-cycle costs over 15 or more years.

b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked

c. The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public

d. The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award.

This statement and the contract file shall provide sufficient information to satisfy an external audit.

Skilled and Trained Workforce

CSBA NOTE: Education Code 17250.25 requires the district to obtain an enforceable commitment that the contractor will comply with the requirements to use a skilled and trained workforce, as defined, in accordance with Public Contract Code 2600-2603. Pursuant to Public Contract Code 2600.5, failure to provide the notice described in Items #2d and 3 above does not excuse the district from the requirement to obtain an enforceable commitment that a contractor or other entity will use a skilled and trained workforce to complete a contract or project.
Pursuant to Public Contract Code 2602, as amended by SB 1162 (Ch. 882, Statutes of 2024), the monthly compliance report is required to include the full name of, and identify the apprenticeship program name, location, and graduation date of, each worker relied upon to satisfy the apprenticeship graduation percentage requirements of Public Contract Code 2601.

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract. (Education Code 17250.25, 17250.62; Public Contract Code 2602)

Skilled and trained workforce means that all the workers performing the work are either skilled journeypersons or apprentices registered in a state-approved apprenticeship program. At least 60 percent of the skilled journeypersons employed to perform the work shall be graduates of an apprenticeship program for the applicable occupation or at least 60 percent of the hours worked by

skilled journeypersons shall be performed by graduates of an apprenticeship program, with the exception of ~~certain~~work performed in the following occupations ~~specified in Public Contract Code 2601~~, which are subject to a 30 percent threshold~~.~~ : (Public Contract Code 2601)

1. Acoustical installer
2. Bricklayer
3. Carpenter
4. Cement mason
5. Drywall installer or lather
6. Marble mason, finisher, or setter
7. Modular furniture or systems installer
8. Operating engineer
9. Pile driver
10. Plasterer, roofer, or waterproofer
11. Stone mason
12. Surveyor
13. Teamster
14. Terrazzo worker or finisher
15. Tile layer, setter, or finisher

If the contractor fails to provide the monthly report demonstrating compliance with the skilled and trained workforce requirements or provides an incomplete report, the district shall withhold further payments until a complete report is provided. If a report does not demonstrate compliance with the skilled and trained workforce requirements, the district shall withhold further payments until the contractor provides a sufficient plan to achieve substantial compliance with respect to the relevant apprenticeable occupation, prior to completion of the contract or project. ~~In addition~~Additionally, the district shall forward to the Labor Commissioner a copy of the monthly report, any plan to achieve compliance, and the district's response to that plan. (Public Contract Code 2602)

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Policy Reference Disclaimer:

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State	Description
Ed. Code 17250.10-17250.~~55~~52	Design-build contracts
Ed. Code 17250.60-17250.69	Alternative design-build contracts
Pub. Cont. Code 2600-2603	Skilled and trained workforce requirements

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	California Association of School Business Officials
Website	California Department of Education, School Facilities
Website	CSBA

Cross References

Code	Description
3311	Bids
3311	Bids
3312	Contracts
7000	Concepts And Roles
7110	Facilities Master Plan
7140	Architectural And Engineering Services
7140	Architectural And Engineering Services

Policy 3470: Debt Issuance And Management

Status: ADOPTED

Original Adopted Date: 12/01/2016 **| Last Revised Date:** 11/01/2025 **| Last Reviewed Date:** ~~12~~11/01/~~2016~~2025

CSBA NOTE: Government Code 8855~~, as amended by SB 1029 (Ch. 307, Statutes of 2016),~~ **mandates** that the Governing Board adopt a debt management policy prior to issuing any debt, such as general obligation bonds, tax and revenue anticipation notes (TRANs), and certificates of participation. The policy ~~must~~is required to include (1) the purposes for which the debt proceeds may be used~~;~~, (2) the types of debt that may be issued~~;~~, (3) the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable~~;~~, (4) policy goals related to the district's planning goals and objectives~~;~~, and (5) internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. ~~SB 1029 declares the intent of the Legislature~~It is recommended that~~, consistent with the recommendation of the Government Finance Officers Association (GFOA), local agencies adopt comprehensive written debt management policies that are reflective of local, state, and federal laws and regulations. Districts are encouraged to~~ districts consult CSBA's District and County Office of Education Legal Services or district legal counsel, and their financial advisor, in developing this policy. The following policy should be revised to reflect district practice.

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

CSBA NOTE: Article 16, Section 18 of the California Constitution contains the basic "debt limitation" ~~(i.e., the~~which places constraints on discretionary borrowing~~)~~ applicable to school districts. Under ~~so-called~~the "traditional authority," ~~a measure authorizing~~districts may authorize the issuance of general obligation bonds ~~may be~~if approved by two-thirds of the electorate~~; under~~. Under Proposition 39, ~~a measure authorizing~~the district may authorize the issuance of general obligation bonds ~~may be~~for the specific purpose of construction, reconstruction, rehabilitation, or replacement of school facilities if approved by 55 percent of the electorate ~~(see BP/AR 7214 - General Obligation Bonds).~~. Lease financings, such as certificates of participation, are not considered "indebtedness" for purposes of the Constitutional debt limitation and are not subject to voter approval. For ~~further~~more information regarding general obligation bonds, see BP/AR 7214 – General Obligation Bonds, and for public debt financing options, see the California Debt and Investment Advisory Commission's (CDIAC~~)~~), "California Debt Issuance Primer~~.~~."

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. ~~(California Constitution, Article 16, Section 18)~~

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, communication with the public, and marketing strategies.

CSBA NOTE: Pursuant to 15 USC 78o-4 (Section 15B of Securities Exchange Act of 1934), any financial advisor retained by the district ~~must~~is required to be duly registered with both the Securities Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) and ~~must also~~to additionally hold any certifications and/or licenses required by the SEC and/or MSRB.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and/or other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. ~~In addition~~Additionally, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

Goals

CSBA NOTE: Government Code 8855~~, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates~~ requires that the district's debt management policy ~~include~~includes policy goals related to the district's planning goals and objectives. The following section should be revised to reflect district goals.

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs

2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements

3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues

4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt

5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements

6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws

7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued

8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future

9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt

10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

Authorized Purposes for the Issuance of Debt

CSBA NOTE: Government Code 8855~~, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates~~ requires that the district's debt management policy include the purposes for which debt proceeds may be used. The following section should be revised to reflect purposes that the Board has determined may be appropriate purposes for issuing debt in the district.

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities

2. To refund existing debt

3. To provide for cash flow needs

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable

later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

CSBA NOTE: Government Code 8855~~, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates~~ requires that the district's debt management policy include the types of debt that may be issued. The following section should be revised to reflect the types of debt instruments authorized by the Board.

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt

    a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)

    b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)

    c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)

2. Long-Term Debt

CSBA NOTE: The California Constitution, Article 13A, Sections 1(b)(2) and 1(b)(3), Education Code 15100-15262 and 15264-15276, and Government Code 53506-53509.5 authorize the district to issue general obligation bonds requiring either two-thirds voter approval or 55 percent voter approval, subject to specific accountability requirements. Voter-approved general obligation bonds typically provide the lowest cost of borrowing and, by providing for the levy of additional ad valorem property taxes to service the debt, do not impact the district's general fund. ~~See BP/AR 7214 - General Obligation Bonds for~~For requirements pertaining to the issuance of general obligation bonds, see BP/AR 7214 - General Obligation Bonds.

    a. General obligation bonds for projects approved by voters ~~(California Constitution, Article 13A, Section 1;~~ (Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

CSBA NOTE: Districts may establish a community facilities district for school facility purposes in accordance with the Mello-Roos Community Facilities Act (Government Code 53311-53368.3). The boundaries of the Mello-Roos district may include the entire school district, but usually include only a portion of the district, such as an area with new housing developments. The bonds sold by the community facilities district are paid for by a special tax on the properties within that community facilities district's boundaries. ~~See~~For more information regarding community facilities districts, see BP 7212 - Mello-Roos Districts.

b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

3. Lease financing, including certificates of participation (COPs)

a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)

CSBA NOTE: Authority for lease financings is based in part on judicial rulings finding that leases that meet certain conditions do not constitute indebtedness subject to a vote of the electorate.

b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)

4. Special financing programs or structures offered by the federal or state government~~, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments,~~ when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs (Government Code 53700-53706)

5. Temporary borrowing or short-term transfers from other sources ~~such as~~, including the following: (Education Code 42620, 42621; Government Code 53820-53833, 53850-53858)

a. When the district lacks sufficient funds to meet its current expenses:

i. Transfers of funds from the County Treasurer up to 85 percent of the amount of money that will accrue to the district within the fiscal year

ii. Transfers of funds from the county school service fund up to 85 percent of the money accruing to the district at the time of transfer, to be repaid before June 30 of the current fiscal year

b. Temporary borrowing from other sources

CSBA NOTE: Government Code 8855~~, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates~~ requires that the district's debt management policy include the relationship of the debt

to, and integration with, the district's capital improvement program or budget, if applicable. The following section should be revised to reflect district practice.

COPs, TRANs, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

CSBA NOTE: Government Code 8855~~, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates~~ requires that the district's debt management policy ~~include~~includes the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable. The following section should be revised to reflect district practice.

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

CSBA NOTE: The following paragraph is optional.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

CSBA NOTE: Education Code ~~15106 limits the~~ 15102 and 15268 limit the principal portion of the district's total outstanding bonded debt ~~(i.e., the principal portion only)~~ to 1.25 ~~or~~percent of the assessed valuation of the taxable property of a non-unified district. Education Code 15106 and 15270 limit the principal portion of the district's total outstanding bonded debt to 2.5 percent of the assessed valuation of the taxable property of a ~~non-unified and~~ unified district~~, respectively.~~. Consequently, ~~Education Code 15106 limits~~ the issuance of new debt is limited when the district has total bonded indebtedness in excess of the applicable percentage of the assessed valuation in the district. TRANs and lease payment obligations in support of COPs generally do not count against this limit except as provided in Education Code 17422.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15102, 15106, 15268, and 15270.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. ~~(California Constitution, Article 16, Section 18;~~ (Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale ~~with~~which is most cost-effective, that has the potential to achieve the lowest financing cost, and/or ~~to generate~~generates other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost

2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates

3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

Before any sale of bonds, the Board shall adopt a resolution stating the Board's express approval of the method of sale and a statement of the reasons for the method of sale selected. (Education Code 15146

Investment of Proceeds

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

CSBA NOTE: Pursuant to Education Code 15146, the proceeds of the sale of bonds, exclusive of any premium received, ~~must~~are required to be deposited in the county treasury to the credit of the building fund of the district. ~~As amended by AB 2738 (Ch. 472, Statutes of 2016),~~Additionally, Education Code 15146 prohibits districts from withdrawing proceeds from the sale of bonds at any time for purposes of making investments outside the county treasury.

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

CSBA NOTE: The following section may be revised to reflect district practice. The ~~GFOA's Analyzing and Issuing~~Government Finance Officers Association's (GFOA), "Best Practices: Refunding Municipal Bonds," states that a test often used to assess the appropriateness of a refunding is the achievement of a minimum net present value savings. According to the GFOA, a common threshold is that the savings, as a percentage of the refunding bonds, should be at least 3-5 percent. However, the GFOA recognizes that it may be appropriate to approve refunding that results in lower anticipated savings in some circumstances, such as when interest rates are at low levels or the time remaining to maturity is limited and thus future opportunities to achieve greater savings are not likely to occur.

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing

bond.

Internal Controls

CSBA NOTE: Government Code 8855~~, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates~~ requires that the district's debt management policy include the internal control procedures that the district has implemented or will implement to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. Examples of internal control standards for the management of bond funds are contained in the U.S. Government Accountability Office's, "Standards for Internal Control ~~System Checklist.~~in the Federal Government." These include factors related to the internal control environment, risk assessment, control activities, information and communications, and monitoring. Because internal controls and accountability measures may be lengthy, districts may choose to develop an administrative regulation, exhibit, or other document that provides further details and that may be updated as needed. ~~Also~~For more information regarding the effective management of the district's assets and resources, see BP 3400 - Management of District Assets/Accounts. The following section should be revised to reflect district practice.

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

~~In addition~~Additionally, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

Records/Reports

CSBA NOTE: Government Code 8855 requires that the district report any proposed issuance of debt to the CDIAC at least 30 days prior to the sale of the debt issue. Typically, bond counsel will file the report on behalf of the district. ~~As amended by SB 1029 (Ch. 307, Statutes of 2016),~~

Government Code 8855 requires that the report ~~include~~includes a certification that the district has adopted a debt policy and that the issuance is consistent with that policy.

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

CSBA NOTE: ~~SB 1029 (Ch. 307, Statutes of 2016) amended~~ Pursuant to Government Code 8855 ~~to add,~~ the ~~following requirement for an annual~~ district is required to report ~~of debt issuance, applicable to~~ any final sale of debt ~~on or after January 21, 2017.~~to CDIAC. The report covers the period from July 1 to June 30, and ~~must~~is required to be submitted electronically on a form provided by CDIAC within seven months of the end of the reporting period (January 31).

~~On or before~~Following a bond issuance, by each subsequent January 31 ~~of each year~~, the ~~Superintendent or designee~~district shall submit ~~a~~an annual report to CDIAC that consists of the ~~CDIAC regarding~~ following information for a reporting period of the prior July 1 to June 30, inclusive: (Government Code 8855)

1. The debt authorized, ~~the~~ issued, authorized but unissued, and debt for which authorization has lapsed during the reporting period

2. The principal balance at the beginning of the reporting period, the principal paid during the reporting period, and the remaining principal outstanding~~, and~~ at the end of the reporting period

3. The use of proceeds of ~~the~~ issued debt ~~for the period from July 1 to June 30. (Government Code 8855)~~including the amount of proceeds available at the beginning of the reporting period, the proceeds spent during the reporting period and the purposes for which they were spent, and the proceeds remaining at the end of the reporting period

CSBA NOTE: Pursuant to 17 CFR 240.15c2-12, most financings are required to have official disclosure statements which include the terms of the bond, security, risk factors, financial and operating information concerning the issuer, and background information. ~~In addition~~Additionally, districts ~~must~~are required to provide ongoing disclosure in the form of annual reports and event notices pursuant to 17 CFR 240.15c2-12. Such disclosures ~~must~~are required to be made to the MSRB through its Electronic Municipal Market Access repository or any successor repository, as well as to investors and other persons or entities entitled to disclosure. For further information, see CDIAC's , "California Debt Issuance Primer," and ~~the~~ GFOA's , "Understanding Your Continuing Disclosure Requirements~~.~~."

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

CSBA NOTE: 26 CFR 1.6001-1 requires districts to retain records for as long as the contents thereof are material in the administration of any internal revenue law. Records related to debt issuance may affect tax liability in both past and future tax years. In order to be consistent with specific record retention requirements, the Internal Revenue ~~Service~~Service's (IRS~~)~~ ~~publication~~), "Tax Exempt Bond FAQs Regarding Record Retention Requirements~~,~~," available on ~~the~~ ~~IRS~~ ~~web site~~IRS's website, recommends that material records should be kept for as long as the debt is outstanding, plus three years after the final payment of the debt. Although the IRS recommendation is specific to tax-exempt bonds, districts should also retain records related to other forms debt issuance for the same length of time.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. ~~In addition~~Additionally, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding ~~debts~~debt issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

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State	Description
CA Constitution Article 13A, Section 1	Tax limitation
CA Constitution Article 16, Section 18	Debt limit
Ed. Code 15100-15262	Bonds for school districts and community college districts
Ed. Code 15264-15276	Strict accountability in local school construction bonds
Ed. Code 15278-15288	Citizen's oversight committees
Ed. Code 15300-15425	School facilities improvement districts
Ed. Code 17150	Public disclosure of non-voter-approved debt

Ed. Code 17400-17429	Leasing of school buildings
Ed. Code 17450-17453.1	Leasing of equipment
Ed. Code 17456	Sale or lease of district property
Ed. Code 17596	Limit on continuing contracts
Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 42620	Transfer of county funds to district credit to meet current maintenance expenses
Ed. Code 42621	Temporary transfers to school districts or charter schools from county school service fund; repayment
Ed. Code 5300-5441	Conduct of elections
Elec. Code 1000	Established election dates
Gov. Code 53311-53368.3	Mello-Roos Community Facilities Act of 1982
Gov. Code 53410-53411	Bond reporting
Gov. Code 53506-53509.5	General obligation bonds
Gov. Code 53550-53569	Refunding bonds of local agencies
Gov. Code 53580-53595.55	Bonds
Gov. Code 53700-53706	Federal aid
Gov. Code 53820-53833	Temporary Borrowing
Gov. Code 53850-53858	Tax and revenue anticipation notes
Gov. Code 53859-53859.08	Grant anticipation notes
Gov. Code 8855	California Debt and Investment Advisory Commission

Federal	**Description**
15 USC 78o-4	Registration of municipal securities dealers
17 CFR 240.10b-5	Prohibition against fraud or deceit
17 CFR 240.15c2-12	Municipal securities disclosure
26 CFR 1.6001-1	Records
~~26 USC 54E~~	~~Qualified Zone Academy Bonds~~

Management Resources	**Description**
CDIAC Publication	California Debt Issuance Primer, 2006
Gov. Finance Officers Association Publication	Refunding Municipal Bonds, Best Practice, March 2019

Gov. Finance Officers Association Publication	Debt Management Policy, Best Practice, March 2020
Gov. Finance Officers Association Publication	Investment and Management of Bond Proceeds, Best Practice, March 2022
Gov. Finance Officers Association Publication	Selecting and Managing Municipal Advisors, Best Practice, February 2014
Gov. Finance Officers Association Publication	An Elected Official's Guide to Debt Issuance, 3rd Ed., 2008
Gov. Finance Officers Association Publication	Understanding Your Continuing Disclosure Responsibilities, Best Practice, March 2020
Internal Revenue Service Publication	Tax Exempt Bond FAQs Regarding Record Retention Requirements
Internal Revenue Service Publication	Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016
U.S. Government Accountability Publication	Standards for Internal Control ~~System Checklist~~in the Federal Government, 2025 (https://www.gao.gov/greenbook)
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Securities and Exchange Commission
Website	U.S. Government Accountability Office
Website	Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA)
Website	California Debt and Investment Advisory Commission
Website	Government Finance Officers Association
Website	Internal Revenue Service

Cross References

Code	Description
0000	Vision
0200	Goals For The School District
3000	Concepts And Roles
3100	Budget
3100	Budget

3110	Transfer Of Funds
3312	Contracts
3314	Payment For Goods And Services
3314	Payment For Goods And Services
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3430	Investing
3430	Investing
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3600	Consultants
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
7000	Concepts And Roles
7110	Facilities Master Plan
7210	Facilities Financing
7212	Mello-Roos Districts
7214	General Obligation Bonds
7214	General Obligation Bonds
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest

Policy 4000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 01/01/1985 **| Last Revised Date:** ~~10~~11/01/~~1996~~2025 **| Last Reviewed Date:** ~~10~~11/01/~~1996~~2025

The Governing Board ~~recognizes~~believes that the academic achievement, personal growth, and well-being of district students, and the success of district ~~students and~~ programs, hinges on ~~effective~~district personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students.

The Board recognizes that every employee has a role in the district's successful operation. The Board encourages all district employees to express their ideas, concerns, and proposals related to the improvement of working conditions and the total educational program. The district's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements and in conformance with state and federal law and regulations.

CSBA NOTE: The California Labor Management Initiative's, "Resource Guidebook: Building Partnerships to Create Great Public Schools," is a tool for building collaborative practices between administrators, bargaining unit leaders, and Governing Board members, and provides guidance to support education leaders in developing deeper labor-management partnerships that benefit students, staff, and the community.

The district's relationship with its collective bargaining units is critical to enhancing organizational effectiveness and improving student outcomes. Whenever possible, it is the intent of the Board that the district communicate and collaborate regularly with the representatives of collective bargaining units to resolve conflict.

As the legal representative of the district in negotiations with employee representatives, the Board shall set goals and guidelines for collective bargaining~~,~~ and take action on any tentative agreement. Additionally, the Board, in conjunction with the Superintendent, shall select the district's bargaining team~~,~~ and maintain communications with the negotiating team during the bargaining process~~, and adopt the negotiated contract.~~ .

Terms and conditions of employment which have been negotiated and stated in employee contracts shall have the force of policy. The Board shall hear employee complaints and appeals when such hearings are in accordance with Board policy or negotiated agreements. ~~The~~ Additionally, the Board shall ~~also~~ adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The Superintendent has ~~primary~~ responsibility for overseeing ~~the district's~~district personnel ~~system.~~ . To support this effort, the Board shall approve a framework for sound hiring practices. The Superintendent shall nominate all personnel for employment, and the Board shall approve only

those persons so recommended. Individuals who approach Board members regarding prospective employment shall be referred to the Superintendent or designee.

The Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with ~~effective~~all applicable collective bargaining agreements and any accountability systems approved by the Board. ~~The~~ Additionally, the Superintendent or designee ~~also~~ shall recommend disciplinary action which the Board may take against employees when warranted pursuant to Board policy, administrative regulations, and/or state or federal law.

~~The Board recognizes that every employee has a stake in the district's successful operation. The Board encourages all district employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program.~~

The Superintendent or designee shall establish procedures whereby ~~he/she~~the Superintendent or designee will receive and consider employee suggestions and submit them, when appropriate, for consideration by the Board.

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State	**Description**
Ed. Code 35020	Duties of employees fixed by governing board
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 35160	Authority of governing boards
Gov. Code 3540-3549.3	Educational Employment Relations Act

Management Resources	**Description**
California Labor Management Initiative Publication	Resource Guidebook: Building Partnerships to Create Great Public Schools, May 2024 (https://cdefoundation.org/staging/wp-content/uploads/2024/08/CA-LMI-Resource-Guidebook_May-2024.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	Californians Dedicated to Education Foundation (https://cdefoundation.org/)

Cross References

Code	**Description**
4030	Nondiscrimination In Employment

4030	Nondiscrimination In Employment
4111	Recruitment And Selection
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4131	Staff Development
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4144	Complaints
4144	Complaints
4151	Employee Compensation
4211	Recruitment And Selection
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)
4231	Staff Development
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4244	Complaints
4244	Complaints
4251	Employee Compensation
4300	Administrative And Supervisory Personnel
4300	Administrative And Supervisory Personnel
4301	Administrative Staff Organization
4311	Recruitment And Selection
4315	Evaluation/Supervision
4331	Staff Development
4344	Complaints
4344	Complaints

4351	Employee Compensation
9000	Role Of The Board

Policy 5000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 05/01/1985 **| Last Revised Date:** ~~10~~11/01/~~1996~~2025 **| Last Reviewed Date:** ~~10~~11/01/~~1996~~2025

The Governing Board ~~shall make every effort~~desires to ~~maintain~~create a safe~~,~~ school environment and positive school ~~environment and student services~~ climate that ~~promote~~promotes student welfare and academic achievement. ~~The~~Additionally, the Board recognizes that student services offered by the district play an integral role in the academic achievement and emotional well-being of district students. In addition, the Board expects students to ~~make good use of~~ engage in learning opportunities offered by the district by demonstrating regular attendance~~,~~ and completing assigned work in a timely and diligent manner, while maintaining appropriate conduct and respect for others.

The Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and has high expectations for staff and student conduct, responsible behavior, and respect for others, in accordance with Board Policy 0450 – Comprehensive Safety Plan.

The Board is fully committed to providing equal educational opportunities and ~~keeping the~~maintaining schools that are free from ~~discriminatory practices.~~ discrimination. The Board shall not tolerate the intimidation or harassment of any student for any reason~~.~~, including discriminatory harassment, intimidation, and/or bullying, in accordance with Board Policy 0410 – Nondiscrimination in District Programs and Activities and Board Policy/Administrative Regulation 5145.3 – Nondiscrimination/Harassment.

The Superintendent or designee shall establish and ~~keep~~inform parents/guardians and students ~~well informed~~ about school and district rules and regulations related to attendance, health examinations, records, grades, and student conduct. When conducting hearings related to discipline, attendance, and other student matters, the Board shall afford students their due process rights in accordance with law~~.~~ and applicable Board policies and administrative regulations.

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State	Description
CA Constitution Article I, Section 28	Declaration of rights
Ed. Code 35160	Authority of governing boards

Ed. Code 35160.1	Broad authority of school districts
Ed. Code 35291-35291.5	Rules

Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	**Description**
0410	Nondiscrimination in District Programs and Activities
0450	Comprehensive Safety Plan
3452	Student Activity Funds
5113	Absences And Excuses
5113	Absences And Excuses
5125	Student Records
5125	Student Records
5131	Conduct
5137	Positive School Climate
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications

Policy 5020: Parent Rights And Responsibilities

Status: ADOPTED

Original Adopted Date: 02/01/1999 **| Last Revised Date:** 11/01/~~2002~~2025 **| Last Reviewed Date:** 11/01/~~2002~~2025

The Governing Board recognizes that parents/guardians of district students have certain rights as well as responsibilities related to the education of their children.

CSBA NOTE: Pursuant to Education Code 51101, each Governing Board is **mandated** to adopt policy, jointly developed with parents/guardians, including parents/guardians whose primary language is not English, that outlines how parents/guardians, school staff, and students may share the responsibility for continuing the intellectual, physical, emotional, and social development and well-being of students at each school site. Such policy ~~must~~is required to include ~~the following components:~~ (1) the means by which the school and parents/guardians may help students achieve academic and other standards of the school~~;~~, (2) a description of the school's responsibility to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school~~;~~, and (3) the manner in which parents/guardians may support the learning environment of their children, including, but not limited to, the responsibilities as detailed in the accompanying administrative regulation.

~~As added by SB 1595 (Ch. 1037, Statutes of 2002), Education Code 51101.1 specifies that parents/guardians who are not fluent in English must be able to exercise all rights pursuant to Education Code 51101 and grants additional rights for parents/guardians of English learners.~~ The following should be revised, so long as done so in accordance with law, to reflect the policy jointly developed with parents/guardians.

~~The district should revise the following section to reflect local policy developed in conjunction with parents/guardians.~~

The Board believes that the ~~education~~district's relationship with parents/guardians is one of ~~the district's students is a shared responsibility~~mutual support and respect. The Superintendent or designee shall work with parents/guardians, including parents/guardians of English learners, to determine appropriate roles and responsibilities of parents/guardians~~, school staff and students~~ for continuing the intellectual, physical, emotional, and social development and well-being of their students ~~at each school site~~, including the means by which the ~~schools~~district and parents/guardians can help their students achieve academic and other standards of the ~~school~~district.

Within this framework, the ~~school's~~district's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the ~~school~~district.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school. (Education Code 51100)

The Superintendent or designee shall ensure that district staff understand the rights of parents/guardians afforded by law ~~and~~, Board policy, and administrative regulation, and follow acceptable practices that respect those rights.

CSBA NOTE: Districts are required to annually provide parents/guardians with notice of their rights pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.8). For more information regarding annual notifications to parents/guardians, see BP/E(1) 5145.6 – Parent/Guardian Notifications.

The Superintendent or designee shall ensure that parents/guardians receive notification regarding their rights ~~in accordance with law~~, including, but not limited to, their rights in accordance with 20 USC 1232g and 34 CFR 99.1-99.8, the federal Family Educational Rights and Privacy Act (FERPA), and as specified in Board Policy/Exhibit (1) 5145.6 – Parent/Guardian Notifications.

CSBA NOTE: Districts are required to teach certain instructional content. For example, Education Code 51204.5 requires instruction in social sciences to include a study of the role and contributions of specified groups of people to the economic, political, and social development of California and the United States of America, which includes people of all genders, Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) Americans, and members of other ethnic, cultural, religious, and socioeconomic status groups. Additionally, pursuant to Education Code 243 and 51501, the Board may not prohibit the continued use of an appropriately adopted textbook, instructional material, or curriculum on the basis that it contains inclusive or diverse perspectives

State law requires districts to provide parents/guardians notice and the opportunity to opt their students out of certain instruction, in some instances only based on religious beliefs and in other instances for any basis. For more information, see BP/AR 6142.1 -- Sexual Health And HIV/AIDS Prevention Instruction.

Additionally, in June 2025, the U.S. Supreme Court, in *Mahmoud v. Taylor*, held that the First Amendment prohibited a district from including LGBTQ+ storybooks as part of elementary school instruction without providing parents with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. The court's reasoning may be interpreted to apply to other instructional content that parents/guardians could view as substantially interfering with the religious development of their children. In addition, the court's holding emphasized that the question of whether certain instructional content substantially interferes with the religious development of a student will always be fact-intensive. For more information, see BP/AR 6141.2 – Recognition of Religious Beliefs and Customs.

In light of *Mahmoud* and the existence of some statutorily required opt-opts and the requirement to teach certain content, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining the instructional content for which parents/guardians may opt their students out, creating opt-out procedures, and evaluating opt-out requests.

When required by law, Board policy, or administrative regulation, the district shall notify parents/guardians that they may request to opt their student out of certain instruction. Students for whom the district has approved the opt out shall be offered an alternative activity of similar educational value.

CSBA NOTE: Education Code 51101.1 provides that parents/guardians be afforded all rights pursuant to Education Code 51100-51140, regardless of English fluency, and grants additional rights for parents/guardians of English learners. See the accompanying administrative regulation.~~CSBA NOTE: As added by SB 1595 (Ch. 1037, Statutes of 2002),~~

Additionally, Education Code 51101.1 requires the district to take all reasonable steps to ensure that parents/guardians of English language learners are notified of the rights and opportunities available to them in English and in their home language pursuant to Education Code 48985. Education Code 48985 provides that when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students ~~must~~are required to also be written in the primary language and may be answered by the parent/guardian in either language.
~~The Superintendent or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English, and in their home language of the rights and opportunities available to them pursuant to Education Code 48985.~~
In addition, Education Code 51101.1~~CSBA NOTE: Note: Education Code 51101.1, as added by SB 1595 (Ch. 1037, Statutes of 2002),~~ encourages those districts with a substantial number of English learners to establish parent centers with ~~personnel~~district staff who can communicate with the parents/guardians and to encourage their participation in the district's educational programs.

The Superintendent or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English, and in their home language, of the rights and opportunities available to them pursuant to Education Code 48985. (Education Code 51101.1)

The Superintendent or designee may establish a parent center at a school with a substantial number of students with a home language other than English, to encourage parent/guardian understanding of, and participation in, their children's educational programs. (Education Code 51101.1)

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Policy Reference Disclaimer:

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State	Description
Ed. Code 220.3	Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 243	Refusal of approval or prohibition of instructional materials
Ed. Code 33126	School accountability report card
Ed. Code 35291	Rules
Ed. Code 48070.5	Promotion and retention of students
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49091.10-49091.19	Parental review of curriculum and instruction
Ed. Code 49602	Counseling and confidentiality of student information
Ed. Code 51100-~~51102~~51140	Parent/guardian rights
Ed. Code 51204.5	History of California; contributions of people of all genders, ethnic, and cultural groups to development of state and nation
Ed. Code 51240	Excuse from health instruction due to conflicts with religious beliefs
Ed. Code 51501	Prohibited means of instruction; continued use of appropriately adopted materials
Ed. Code 51513	Personal beliefs
Ed. Code 51930-51939	California Health Youth Act
Ed. Code 60510	Disposal of surplus instructional materials

Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1232h	Privacy rights
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act

Management Resources	Description
Court Decision	Mahmoud v. Taylor (2025) 606 U.S. ____ (2025 WL 1773627)
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education

Website	CSBA

Cross References

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0450	Comprehensive Safety Plan
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5123	Promotion/Acceleration/Retention
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5125.1	Release Of Directory Information
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5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
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5132	Dress And Grooming
5141.3	Health Examinations
5141.3	Health Examinations
5142	Safety
5142	Safety
5144	Discipline
5144	Discipline
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6000	Concepts And Roles
6020	Parent Involvement
6020	Parent Involvement
6120	Response To Instruction And Intervention
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction

6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6143	Courses of Study
6143	Courses of Study
6154	Homework/Makeup Work
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6174	Education For English Learners
6174	Education For English Learners
9200	Limits Of Board Member Authority

Regulation 5020: Parent Rights And Responsibilities

Status: ADOPTED

Original Adopted Date: 11/01/2002 **| Last Revised Date:** ~~12~~11/01/~~2014~~2025 **| Last Reviewed Date:** ~~12~~11/01/~~2014~~2025

Parent/Guardian Rights

CSBA NOTE: Education Code 49091.10-49091.19 and ~~Education Code~~ 51100-51102 ~~delineate~~specify explicit rights of parents/guardians regarding the education of their children~~.~~ , however, such rights may not conflict with a valid restraining order, protective order, or order for custody or visitation issued by a court. For more information about noncustodial parent rights, see BP 5021 – Noncustodial Parents.

Some of ~~these rights~~the rights specified in Education Code 49091.10-49091.19 and 51100-51102 may be addressed in other policies and regulations. However, districts may choose to adopt this separate section on parent/guardian rights in order to compile these provisions in one location as provided in the following optional section.

~~Pursuant to Education Code 51101, the rights provided for in that law may not conflict with a valid restraining order, protective order or order for custody or visitation issued by a court. See BP 5021 - Noncustodial Parents.~~

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled (Education Code 51101)

   Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by a parent/guardian, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations. (Education Code 49091.10)

2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal (Education Code 51101)

3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the

teacher (Education Code 51101)

4. To be notified on a timely basis if their child is absent from school without permission (Education Code 51101)

5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests (Education Code 51101)

   For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test. (Education Code 51101.1)

6. To request a particular school for their child and to receive a response from the district (Education Code 51101)

7. To have a school environment for their child that is safe and supportive of learning (Education Code 51101)

CSBA NOTE: 20 USC 1232h, the Protection of Pupil Rights Act ~~(PPRA),~~, mandates that any district receiving funds from a program administered by the U.S. Department of Education adopt a policy regarding, among other things, the right of parents/guardians to inspect instructional materials. See BP/AR 5022 - Student and Family Privacy Rights for language implementing this mandate. It is recommended that districts with questions about the inspection of instructional materials consult CSBA's District and County Office of Education Legal Services or district legal counsel.

8. To examine the curriculum materials of the class(es) in which their child is enrolled (Education Code 51101; 20 USC 1232h)

   Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments ~~stored by the classroom teacher,~~ including textbooks, ~~teacher's~~teacher's manuals, films, audio and video recordings, and software, stored by the classroom teacher. (Education Code 49091.10)

   Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code 49091.14)

   The school may charge an amount not to exceed the cost of duplication~~.~~ if a hardcopy is created. (Education Code 49091.14)

CSBA NOTE: State law requires districts to provide parents/guardians notice and the opportunity to opt their students out of certain instruction, in some instances only based on religious beliefs and in other instances for any basis. For more information, see BP/AR 6142.1 -- Sexual Health And HIV/AIDS Prevention Instruction.

Additionally, in June 2025, the U.S. Supreme Court, in *Mahmoud v. Taylor*, held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. The court's reasoning may be interpreted to apply to other instructional content that parents/guardians could view as substantially interfering with the religious development of their children. In addition, the court's holding emphasized that the question of whether certain instructional content substantially interferes with the religious development of a student will always be fact-intensive. For more information, see BP/AR 6141.2 – Recognition of Religious Beliefs and Customs.

In light of *Mahmoud* and the existence of some statutorily required opt-opts, and the requirement to teach certain content, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining the instructional content for which parents/guardians may opt their students out, creating opt-out procedures, and evaluating opt-out requests.

9. To be notified of the opportunity to opt their child out of certain instruction, as required by law (Education Code 51240, 51938)

~~9.~~ 10. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child (Education Code 51101)

~~10.~~ 11. For parents/guardians of English learners, to support their child's advancement toward literacy (Education Code 51101.1)

The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code 60510. (Education Code 51101.1)

~~11.~~ 12. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures, and school improvement efforts (Education Code 51101.1)

CSBA NOTE: Pursuant to Education Code 220.3, as added by AB 1955 (Ch. 95, Statutes of 2024), a district is prohibited from requiring an employee or contractor to disclose any information related to a student's sexual orientation, gender identity, or gender expression, including changing student records, to any other person without the student's consent unless otherwise required by state or federal law. For information regarding disclosure of student records, see BP/AR 5125 – Student Records. It is recommended that districts with questions regarding the disclosure of student records consult CSBA's District and County Office of Education Legal Services or district legal counsel.

~~12.~~ 13. To have access to the ~~school~~student records of their child (Education Code 51101)

~~13.~~ 14. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish (Education Code 51101)

~~CSBA NOTE: AB 2525 (Ch. 896, Statutes of 2004) amended Education Code 51101 to clarify that parents/guardians need to be informed of school disciplinary rules and procedures as specified in Education Code 48980, the annual notification statute.~~

~~14.~~ 15. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes, and procedures for visiting the school (Education Code 51101)

~~15.~~ 16. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their child is identified as being at risk of retention, and of their right to consult with ~~school~~district personnel responsible for a decision to promote or retain their child and to appeal such a decision (Education Code 51101)

~~16.~~ 17. To receive notice and information about and to opt out of any psychological testing ~~the school does~~ involving their child ~~and to deny permission to give the test~~ (Education Code 51101)

CSBA NOTE: 20 USC 1232h grants a parent/guardian the right to refuse to allow ~~his/her~~the parent/guardian's child to participate in a survey requesting personal information or information for marketing purposes. See AR 5022 - Student and Family Privacy Rights.

~~17.~~ 18. To ~~refuse~~receive notice and information about and to ~~submit or to participate in~~ opt out of any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life, any form of ~~parental~~parent/guardian screening or testing, any nonacademic home-based counseling program, parent/guardian training, or any prescribed family education service plan, and to inspect any survey collecting personal information (Education Code 49091.18; 20 USC 1232h)

~~18.~~ 19. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Education Code 51101.1)

~~19.~~ 20. To question anything in their child's student record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school (Education Code 51101)

21. To provide informed, written parental consent before their child is tested for a behavioral, mental, or emotional evaluation~~.~~

A general consent, including medical consent used to approve admission to or involvement in a special education or remedial program or regular school activity, shall not constitute written consent for these purposes. (Education Code 49091.12)

22. For parents/guardians of English learners, to be given any required written notification, under any applicable law, in English and the student's home language pursuant to Education Code 48985 (Education Code 51101.1)

These rights shall be exercised in accordance with applicable Board policy and administrative regulation.

Parent Responsibilities

CSBA NOTE: Education Code 51101 ~~mandates~~requires that the policy adopted by the district include ~~items~~Items #1-7 below, except that Item #4 below has been expanded to include social media and other forms of online entertainment.

Parents/guardians may support the learning environment of their child by: (Education Code 51101)

1. Monitoring attendance of their child

2. Ensuring that homework is completed and turned in on time

3. Encouraging their child to participate in extracurricular and cocurricular activities

4. Monitoring and prohibiting or regulating the ~~television~~use of social media and other forms of online entertainment viewed by their child

5. Working with their child at home in learning activities that extend the classroom learning

6. Volunteering in their child's classroom(s) or for other school activities

7. Participating in decisions related to the education of their own child or the total school program, as appropriate

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6173.2	Education Of Children Of Military Families
6174	Education For English Learners
6174	Education For English Learners
9200	Limits Of Board Member Authority

Policy 5117: Interdistrict Attendance

Status: ADOPTED

Original Adopted Date: 12/01/2015 **| Last Revised Date:** ~~06~~11/01/~~2023~~2025 **| Last Reviewed Date:** ~~06~~11/01/~~2023~~2025

CSBA NOTE: The Education Code provides a number of options under which a district may enroll a student whose parent/guardian does not reside within district boundaries. Under an "interdistrict attendance permit" or "reciprocal agreement" pursuant to Education Code 46600-46610, a student may attend school in a different district when both the district of residence and the district of proposed attendance agree (Option 1 below). Alternatively, pursuant to Education Code 48300-48317, ~~as amended by AB 185 (Ch. 571, Statutes of 2022),~~ the Governing Board may~~, until July 1, 2028,~~ declare the district to be a "school district of choice" willing to accept a specific number of interdistrict transfers into the district through a random selection process (Option 2 below). In order to maintain the integrity of the random selection process, it is recommended that a school district of choice not also accept transfers under the interdistrict attendance permit option except when extraordinary circumstances exist, as provided in Option 2 below. Districts that wish to use both sources of authority should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

In addition to these options, pursuant to Education 48345, ~~as added by SB 941 (Ch. 711, Statutes of 2022),~~ the Board is authorized, until July 1, 2029, to enter into an agreement with other local educational agencies (LEA) to offer courses and coursework to students from another LEA who have been impacted by disruptions or cancellations to specified courses, or teacher shortages to such courses. See ~~the section~~ "Instruction Collaboration Agreements~~"~~," below.

Pursuant to Education Code 48204, a district may authorize a student whose parent/guardian is employed within district boundaries to attend a school in the district (Allen bill transfer); see AR 5111.1 - District Residency.

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

Student transfers into and out of the district shall be in accordance with law and as specified in this policy and accompanying administrative regulation.

OPTION 1: Interdistrict Attendance Agreements and Permits

CSBA NOTE: The following section is for use by districts that have entered into an agreement with one or more other districts to accept student transfers through interdistrict attendance permits

pursuant to Education Code 46600-46610. Districts selecting this option should also select Option 1 in the accompanying administrative regulation.

The ~~Board~~district may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of ~~the districts.~~either district. (Education Code 46600)

CSBA NOTE: Education Code 46600 requires that the interdistrict attendance agreement specify the terms and conditions under which individual permits may be granted or denied. ~~In addition~~Additionally, pursuant to Education Code 46600, students who have been granted an interdistrict attendance permit ~~must~~are required to be allowed to continue to attend the school without having to reapply unless the agreement between the two districts contains specific agreed-upon standards for reapplication; see the accompanying administrative regulation. ~~Districts also~~In addition, districts may include in the agreement the agreed-upon standards for revocation of students' interdistrict attendance. Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. ~~It also~~Additionally, it may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

CSBA NOTE: Pursuant to Education Code 46600, it is the responsibility of the Superintendent or designee of the district of residence, subject to Board policies of the district of residence and terms of the agreement, to issue an individual permit verifying the district's approval of an interdistrict transfer out of the district. The permit shall become valid when endorsed by the Board's designee in the district of proposed enrollment.

See the accompanying administrative regulation for procedures to follow when the permit is denied.

~~Upon receiving~~ When the request of a student seeking to transfer out of the district, or an individual permit verifying another district's approval for its student to transfer into the district ~~that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district~~, is received, the Superintendent or designee shall review ~~the request~~, and ~~may~~ approve or deny the request or permit ~~subject to~~based on the terms and conditions of the interdistrict attendance agreement.

OPTION 1 ENDS HERE

OPTION 2: School District of Choice Program

CSBA NOTE: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48317. Pursuant to Education Code 48301, such a district must register as a school district of choice with the Superintendent of Public Instruction and County Board of Education before enrolling students under this option. Districts selecting this option should also select Option 2 in the accompanying administrative regulation.

~~Pursuant to~~SB 897 (Ch. 865, Statutes of 2024) repealed Education Code 48315~~, as amended by AB 185 (Ch. 571, Statutes of 2022),~~ thereby extending the school district of choice program ~~has been extended until July 1, 2028.~~indefinitely.

The ~~Board has designated the~~ district has registered as a "school district of choice" ~~and shall accept students who reside within other California school districts who wish to attend a district school.~~in accordance with Education Code 48301.

The Board shall, by resolution, annually establish the number of students ~~who~~that will be accepted into the district through this program based on recommendations by the Superintendent or designee ~~as to the number of transfer students the district will be able to accept and the schools, grades, and programs that will be able to accept the students.~~. Once established, the district shall accept all students who apply to transfer into the district until the district is at maximum capacity, as required pursuant to Education Code 48301.

CSBA NOTE: Education Code 48301 requires a random, unbiased process for selecting students who will be ~~admitted~~transferred through the school district of choice program and prohibits consideration of certain characteristics and factors in making the selections. Pursuant to Education Code 48301, family income may only be considered to the extent necessary to determine enrollment priority pursuant to Education Code 48306; see the accompanying administrative regulation.

~~Students shall be admitted to~~Student transfer requests into the district ~~schools~~shall be considered through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether a student should be enrolled based upon the student's academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income. (Education Code 48301)

If the number of transfer applications exceeds the number of transfers the Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)

CSBA NOTE: Because the school district of choice program requires a random selection process, it is recommended that participating districts not ~~admit~~transfer students through the interdistrict attendance permit process described in Option 1 above, except under extraordinary circumstances. Such circumstances might include approving interdistrict attendance permits for students who are victims of an act of bullying. Such students are given priority for interdistrict attendance permits pursuant to Education Code 46600; see the accompanying administrative regulation.

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not ~~admit students~~approve a student's transfer into the district based on an individual interdistrict attendance ~~permits~~permit, pursuant to Education Code 46600-46610, except under extraordinary circumstances.

The Superintendent or designee shall keep an accounting of all requests for ~~admittance~~transfer

through the school district of choice program and a record of their disposition, including, but not limited to, all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial

2. The number of students transferred into and out of the district pursuant to this program

CSBA NOTE: Pursuant to Education Code 48313, as amended by SB 897, the accounting of requests for district of choice transfers is required to include foster youth and student experiencing homelessness status.

3. The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, foster youth status, student experiencing homelessness status, and the district of residence for each student transferred into or out of the district pursuant to this program

4. The number of students transferred into or out of the district pursuant to this program who are classified as English learners or students with disabilities

CSBA NOTE: Education Code 48311 authorizes, but does not require, a school district of choice to provide transportation to participating students to the extent that the district provides transportation assistance to other students. See ~~section~~ ~~on~~ "Transportation" below. Item #5 may be deleted by districts that do not provide transportation.

5. As applicable, the number of students described in Items #3 and 4 above who are provided transportation assistance to a district school or program, and the total number of students provided transportation assistance, pursuant to the school district of choice program

The information specified in Items #1-5 above shall be reported ~~by~~ ~~the~~ ~~Superintendent~~ ~~or~~ ~~designee~~ to the Board~~,~~ at a regularly scheduled meeting. No later than October 15 of each year, the Superintendent or designee shall provide the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the Superintendent of Public Instruction. (Education Code 48313)

CSBA NOTE: Pursuant to Education Code 48301, as amended by SB 897, compliance of all provisions of a district's school district of choice program are subject to the annual district audit conducted pursuant to Education Code 41020.

The district's compliance with ~~specified~~all school district of choice program requirements shall be reviewed as part of the annual district audit conducted pursuant to Education Code 41020. (Education Code 48301)

OPTION 2 ENDS HERE

Instruction Collaboration Agreements

~~CSBA NOTE: Pursuant to Education Code 48345, as added by SB 941, the Board may enter into an instruction collaboration agreement (ICA) with school districts, county offices of education or charter schools to offer the same or similar corresponding individual courses and coursework to students from another LEA who have been impacted by teacher shortages, disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes, or disruptions or cancellations in dual language immersion programs.~~

~~The Superintendent or designee may, with board~~The district may, with Board approval, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school for the district to offer the same or similar courses and coursework to students from another school district, county office of education, or charter school who have been impacted by any of the following: (Education Code 48345)

1. Disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes

2. Disruptions or cancellations in dual language immersion programs

3. Teacher shortages in STEM classes or dual language immersion programs

Prior to accepting students for classes for any of the reasons specified in Items #1-3 above, the Superintendent or designee shall, with Board ~~Approval~~approval, determine the maximum number of students that the district can accept for these purposes. The district shall accept students who apply until the district is at maximum capacity.

Students shall be ~~admitted~~transferred to this program through an unbiased process that prohibits an inquiry into, or evaluation or consideration of, whether a student should be authorized to participate in the course or coursework based upon the student's current academic or athletic performance, proficiency in English, physical condition, any of the individual characteristics specified in Education Code 200, or family income. If the number of applicants exceeds the number of seats available, the approval for participation shall be determined by a random public drawing at a regularly scheduled Board meeting. (Education Code 48345)

The Superintendent or designee shall publicly post information, including, but not limited to, applicable forms and timelines for submission pursuant to the ICA, to ensure that students and their families are aware of the opportunities to participate. (Education Code 48345)

CSBA NOTE: Pursuant to Education Code 48345, ~~as added by SB 941,~~ the average daily attendance attributable to a student participating in the ~~ICA~~instruction collaboration agreement shall remain with the LEA of origination for purposes of state apportionment.

When negotiating the ICA, the Superintendent or designee shall collaborate with the other participating ~~LEA(s)~~local educational agencies to agree upon an appropriate shared cost structure. (Education Code 48345)

Transportation

CSBA NOTE: ~~The following optional section is for use by all districts and should be revised to reflect district practice.~~ Districts are not required to provide transportation or transportation assistance to students ~~admitted~~transferred under an interdistrict attendance permit pursuant to Education Code 46600-46610, except that Education Code 46600~~,~~ requires the district of enrollment to provide transportation assistance to a student who is eligible for free or reduced price meals and is either a child of an active military duty parent/guardian or a victim of an act of bullying, as defined in Education Code 48900.

Pursuant to Education Code 48311, a school district of choice is authorized, but not required, to provide transportation assistance to the extent that the district otherwise provides transportation assistance to students.

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600. (Education Code 46600)

~~In addition~~Additionally, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends, if space is available.

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Policy Reference Disclaimer:
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State	Description
CA Constitution Article 1, Section 31	Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin
Ed. Code 200	Educational equity
Ed. Code 41020	Requirement for annual audit
Ed. Code 46600-46611	Interdistrict attendance agreements
Ed. Code 48204	Residency requirements for school attendance
Ed. Code 48300-48317	Student attendance alternatives; school district of choice program

Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 48915	Expulsion; particular circumstances
Ed. Code 48915.1	Expelled individuals; enrollment in another district
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 52317	Regional Occupational Center/Program; enrollment of students; interdistrict attendance
Ed. Code 8151	Apprentices; exemption from interdistrict attendance agreement

Management Resources	Description
Attorney General Opinion	84 Ops.Cal.Atty.Gen. 198 (2001)
Attorney General Opinion	87 Ops.Cal.Atty.Gen. 132 (2004)
Court Decision	Walnut Valley Unified School District v. the Superior Court of Los Angeles County (2011) 192 Cal.App.4th 234
Court Decision	Crawford v. Huntington Beach Union High School District (2002) 98 Cal.App.4th 1275
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3540	Transportation
3541	Transportation Routes And Services

3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5112.2	Exclusions From Attendance
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5116	School Attendance Boundaries
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5119	Students Expelled From Other Districts
5131.2	Bullying
5131.2	Bullying
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth

6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
7160	Charter School Facilities
7160	Charter School Facilities
9000	Role Of The Board
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Regulation 5117: Interdistrict Attendance

Status: ADOPTED

Original Adopted Date: 07/01/2012 **| Last Revised Date:** ~~12~~11/01/~~2019~~2025 **| Last Reviewed Date:** ~~12~~11/01/~~2019~~2025

CSBA NOTE: The district should select Option 1 and/or Option 2 below in accordance with the accompanying ~~board~~Board policy. For guidance on which option to select, see the accompanying ~~board~~Board policy.

OPTION 1: Interdistrict Attendance Agreements and Permits

CSBA NOTE: The following option is for use by districts that have entered into an agreement with one or more other school districts to accept transfers through the "interdistrict attendance permit" or "reciprocal agreement" process pursuant to Education Code 46600-46610. ~~(~~See Option 1 in the accompanying Board policy~~.)~~. In 87 Ops.Cal.Atty.Gen. 132 (2004), the Attorney General opined that districts could not charge students a fee for processing applications for interdistrict attendance.

In accordance with an agreement between the ~~Governing Board~~district and ~~the board of~~ another district, a permit authorizing a student of either district to enroll in the other district may be issued upon approval of both districts.

The district shall post on its website the procedures and timelines for requesting an interdistrict transfer permit, including a link to ~~BP~~Board Policy 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year

2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence

3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision

4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request

5. Applicable timelines for processing a request, including the following statements:

a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received~~.~~

b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought~~.~~

6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

CSBA NOTE: Education Code 46600 requires districts to give priority for interdistrict attendance permits to a student who is a victim of an act of bullying, as provided below. For this purpose, Education Code 48900(r) defines bullying to include, but not be limited to, bullying committed by means of an electronic act directed specifically toward the student~~;~~. For more information regarding the definition of bullying, see AR 5144.1 - Suspension and Expulsion/Due Process.

Priority for interdistrict attendance shall be given to a student who has been determined, through an investigation by either the district of residence or district of proposed enrollment, to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

CSBA NOTE: Education Code 46600 requires districts to ensure that students who are victims of bullying or are children of active duty military parents/guardians be selected through an unbiased process that prohibits consideration of other specified characteristics.

Until the district is at maximum capacity, the district shall accept any student whose interdistrict transfer application is based on being the victim of an act of bullying or a child of an active duty military parent/guardian. The district shall ensure that such students are ~~admitted~~transferred through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether ~~or not~~ a student should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Education Code 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status. (Education Code 46600)

~~In addition~~Additionally, the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

CSBA NOTE: Optional Items #1-11 below should be revised and/or deleted to reflect district practice.

1. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries

2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance

4. To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year

5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school

6. To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year

7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district

8. When the student will be living out of the district for one year or less

9. When recommended by the school attendance review board, or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

10. When there is valid interest in a particular educational program not offered in the district of residence

11. To provide a change in school environment for reasons of personal and social adjustment

CSBA NOTE: In 84 Ops.Cal.Atty.Gen. 198 (2001), the Attorney General opined that a lack of school facilities is a justifiable reason for denial of the interdistrict attendance permit request. However, according to the Attorney General, once the student is ~~admitted~~transferred, the district may not later deny the student continued attendance at a district school because of overcrowding. ~~Although Attorney General opinions are not binding on the courts, they are generally afforded deference in the court when there is no specific statutory or case law to the contrary.~~ The following paragraph is

based on this Attorney General opinion. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel prior to removing an interdistrict transfer student currently attending the district.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is ~~admitted~~transferred, the district shall not deny continued attendance because of overcrowded facilities at the relevant grade level.

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

CSBA NOTE: Education Code 46600.2 requires a district that denies a request for an interdistrict transfer to give written notice to the parent/guardian of the right to appeal to the County Board of Education.

Pursuant to Education Code 46601, parents/guardians may submit ~~their~~an appeal to the County Board within 30 calendar days of the district's final denial of the permit. The County Board then has 30 calendar days, unless extended by an additional five school days for good cause, to make its determination as to whether the student should be allowed to attend the district of proposed enrollment and the applicable period of attendance.

Pursuant to Education Code 46602, if the County Board determines that the student should be permitted to attend the district of proposed enrollment, the district ~~shall admit~~is required to transfer the student without delay.

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally ~~admit~~transfer a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County

Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally ~~admitted~~transferred. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

Once a student is ~~admitted~~transferred to a school on the basis of an interdistrict attendance permit, the student shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school of enrollment, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

OPTION 1 ENDS HERE

OPTION 2: School District of Choice Program

CSBA NOTE: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48317. ~~(~~See Option 2 in the accompanying Board policy~~.)~~.

Education Code 48301, as amended by SB 897 (Ch. 865, Statutes of 2024), expands the prohibition for school districts of choice from targeting communications regarding a school district of choice program to include individual parents/guardians or residential neighborhoods on the basis of a student's actual or perceived academic or athletic skill, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income.

The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program. Communications sent to parents/guardians shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be factually accurate, and shall not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic skill, proficiency in English, family income, or any other ~~personal~~individual characteristic specified in Education Code 200. (Education Code 48301, 48980)

The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)

CSBA NOTE: The following optional paragraph reflects Education Code 48302, which encourages districts to hold informational meetings as described below, and may be revised to reflect district practice.

The Superintendent or designee may hold informational meetings on the district's current educational programs, so that parents/guardians can provide input to the district on methods to improve current programs and make informed decisions regarding their children's education. (Education Code 48302)

The process for student transfers into the district under the school district of choice program, including, but not limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's website. (Education Code 48301)

Parents/guardians shall submit applications for interdistrict attendance to the district office before January 1 of the school year preceding the school year for which the student is requesting to be transferred. The application deadline may be waived upon agreement between the district and the student's district of residence. (Education Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

CSBA NOTE: Pursuant to Education Code 48308, as amended by SB 897, a school district of choice is required to notify a district of residence, no later than January 15, of the number and names of students from the district of residence, by school and grade level, requesting to be transferred for the following school year.

No later than January 15 of each year, the Superintendent or designee shall notify the district of residence of the number and names of students from the district of residence, by school and grade level, requesting to be transferred for the following school year. (Education Code 48308)

CSBA NOTE: Pursuant to Education Code 48305, if the district chooses to use existing entrance criteria for specialized schools or programs, then the criteria ~~must~~is required to be uniformly applied. The following optional paragraph is for use by districts that choose to use existing entrance criteria.

Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

CSBA NOTE: Pursuant to Education Code 48303, a school district of choice may reject the transfer of a student if the transfer of that student would require the district to create a new program to serve that student, except that a district of choice may not reject the transfer of a student with a disability, an English learner, or, as amended by SB 897, a foster youth, or student experiencing homelessness.

The district may ~~deny~~reject a transfer into the district under the school district of choice program if the transfer would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities ~~or~~, an English learner, a foster youth, or a student experiencing homelessness. (Education Code 48303)

Whenever the number of transfer applications exceeds the number of interdistrict transfers that may be accepted as annually determined by the Governing Board, students accepted for transfer shall be selected by a random drawing held in public at a regularly scheduled Board meeting before February 15 of the school year preceding the school year for which the transfer is sought. (Education Code 48301)

Priority for transfer under the school district of choice program shall be granted as follows: (Education Code 48306)

1. First priority shall be given to siblings of students already in attendance in the district.

CSBA NOTE: Pursuant to Education Code 48306, as amended by SB 897, second priority for transfer under the school district of choice program is expanded to include foster youth and students experiencing homelessness

2. Second priority shall be given to students eligible for free or reduced-price meals., foster youth, and students experiencing homelessness

3. Third priority shall be given to children of military personnel.

No later than February 15 of the school year preceding the school year for which the student is requesting to be transferred, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected or of the student's position on any waiting list. (Education Code 48308)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred. (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

CSBA NOTE: Education Code 48308, as amended by SB 897, expands the required notification to parents/guardians when the number of students requesting to transfer exceeds the district's capacity to include that the number of students exceeds the specific school or program to which the student applied.

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer exceeded the district's capacity, or the specific school or program to which the student applied, and that the student was not selected during the random drawing. Such determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made. (Education Code 48308)

For a student whose parent/guardian was relocated by the military less than 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon acceptance, the student may immediately enroll in a district school. (Education Code 48308)

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students enrolled in the district through the school district of choice program, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May ~~2~~1. (Education Code 48308)

CSBA NOTE: Education Code 48307, as amended by SB 897, requires the district to respond to a request from the county office of education (COE) to provide data regarding the number of students transferring into the district in order for the COE to determine, when requested by a district of residence with average daily attendance (ADA) of 50,000 or less, the percentage of students transferring out of the district of residence for the duration of the program. If the district does not provide such information to the COE within 30 days, the district is prohibited from accepting new student transfers under the district of choice program until the district complies with the request.

The Superintendent or designee shall, within 30 days, respond to any request by the county office of education to provide data regarding the number of students transferring into the district. (Education Code 48307)

Students ~~admitted~~who transfer into the district through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)

CSBA NOTE: The following paragraph may be revised by districts that do not maintain high schools.

Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and ~~admitted~~ high school students who transfer into the district may continue attending school in the district until they graduate from high school. (Education Code 48307, 48308)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) the student has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

The district may revoke a student's enrollment if the student is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

OPTION 2 ENDS HERE

Transfers Out of the District

CSBA NOTE: The following optional section is for use by all districts.

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

CSBA NOTE: Pursuant to Education Code 46600, the district ~~cannot~~may not prohibit a transfer out of the district for a victim of bullying if the district has only one school offering the student's grade level and thus is unable to grant an intradistrict transfer.

If the district is unable to provide an intradistrict transfer to a student who is a victim of an act of bullying, as defined in Education Code 46600, the district shall not prohibit the student from transferring out of the district if the district of proposed enrollment approves the application for transfer. (Education Code 46600)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

CSBA NOTE: ~~Even~~Pursuant to Education Code 48307, as amended by SB 897, even if a district has not designated itself as a school district of choice, it has the authority pursuant to Education Code 48307 to limit the number of students transferring out of the district into other districts that have designated themselves as school districts of choice. A district with an ADA of more than 50,000 may annually limit the number of such transfers to one percent of its ~~current year estimated~~

~~ADA.~~ADA for the first principal apportionment for the prior fiscal year. A district with an ADA of 50,000 or less may limit the number of such transfers to three percent of its ~~current estimated ADA~~ADA for the first principal apportionment for the prior fiscal year and may limit the maximum number of such transfers for the duration of the program to 10 percent of the ADA for that period. In *Walnut Valley Unified School District v. Superior Court of Los Angeles County*, the appellate court held that the 10 percent cap on outbound transfers "for the duration of the program" should be based on the district's ADA over the entire life of the district of choice program (i.e., from the program's inception in 1994 until the present day).

Education Code 48308, as amended by SB 897, requires the district of residence to, by no later than February 15, notify the district of choice of the total number and names of students requesting to be transferred that exceed the number of students for which the district of residence is authorized to limit the transfer.

The district may revise Item #1 to reflect the applicable percentage in Education Code 48307 based on its ADA.

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance~~.~~

   CSBA NOTE: Education Code 48307, as amended by SB 897, expands the authorization for a district of residence to limit the number of students who transfer out of the district in a fiscal year if the most recent budget certification completed by the County Superintendent of Schools is a qualified status.

2. The County Superintendent of Schools has given the district a qualified or negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice~~.~~

CSBA NOTE: Item #3 is optional and should be revised to reflect district practice. Education Code 48307 authorizes the district to prohibit a transfer out of the district under the school district of choice program if the Governing Board determines that the transfer would negatively impact a court-ordered desegregation plan, a voluntary desegregation plan, or the racial and ethnic balance of the district. Education Code 48307 provides that denial of transfers on the basis of a voluntary desegregation plan or the racial and ethnic balance of the district must be consistent with the constitutional provisions added by Proposition 209 in 1996 (California Constitution, Article 1, Section 31). It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel before adopting policy to allow denial of transfers on either of these bases.

3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)

    a. A court-ordered desegregation plan

    b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31

    c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

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Ed. Code 41020	Requirement for annual audit
Ed. Code 46600-46611	Interdistrict attendance agreements
Ed. Code 48204	Residency requirements for school attendance
Ed. Code 48300-48317	Student attendance alternatives; school district of choice program
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 48915	Expulsion; particular circumstances
Ed. Code 48915.1	Expelled individuals; enrollment in another district
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 52317	Regional Occupational Center/Program; enrollment of students; interdistrict attendance
Ed. Code 8151	Apprentices; exemption from interdistrict attendance agreement

Management Resources	Description
Attorney General Opinion	84 Ops.Cal.Atty.Gen. 198 (2001)
Attorney General Opinion	87 Ops.Cal.Atty.Gen. 132 (2004)
Court Decision	Walnut Valley Unified School District v. the Superior Court of Los Angeles County (2011) 192 Cal.App.4th 234
Court Decision	Crawford v. Huntington Beach Union High School District (2002) 98 Cal.App.4th 1275
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3540	Transportation
3541	Transportation Routes And Services
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5112.2	Exclusions From Attendance
5113.1	Chronic Absence And Truancy

5113.1	Chronic Absence And Truancy
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5116	School Attendance Boundaries
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5119	Students Expelled From Other Districts
5131.2	Bullying
5131.2	Bullying
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
7160	Charter School Facilities
7160	Charter School Facilities
9000	Role Of The Board
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Policy 5138: Conflict Resolution/Peer Mediation

Status: ADOPTED

Original Adopted Date: 07/01/1999 **| Last Revised Date:** 11/01/2025 **| Last Reviewed Date:** ~~07~~11/01/~~1999~~2025

CSBA NOTE: Research ~~has indicated~~indicates that school-based conflict resolution/peer mediation ~~(CR/PM)~~ programs effectively reduce violence and promote safe learning environments at ~~school sites. School districts~~schools. Districts that have integrated ~~CR/PM~~conflict resolution/peer mediation programs into existing disciplinary procedures have reported reductions in suspensions, expulsions, and student-to-student conflict. ~~In addition, CR/PM~~Additionally, conflict resolution/peer mediation programs can help to promote personal responsibility and citizenship among students.

The following optional policy may be used by districts wishing to encourage the development of ~~CR/PM~~conflict resolution/peer mediation programs at the school site.

To promote student safety and contribute to the maintenance of a positive school climate, the Governing Board encourages the development of school-based conflict resolution and peer mediation programs designed to help students learn constructive ways of handling conflict. The Board believes that such programs can reduce violence and promote communication, personal responsibility, and problem-solving skills among students.

Conflict resolution ~~strategies shall~~and peer mediation programs may be considered as part of each school's comprehensive safety plan and incorporated into other district discipline procedures as appropriate. ~~Conflict resolution~~ Such programs shall not supplant the authority of district staff to take appropriate action as necessary to prevent violence, ensure student safety, maintain order in the school, and institute disciplinary measures.

~~Schoolwide programs may include curriculum in conflict resolution, including, but not limited to, instruction in~~Such programs may incorporate peer mediation strategies in which selected student volunteers are specifically trained to work with their peers in resolving conflicts. This training may involve effective communication and listening, critical thinking, problem-solving processes, and the use of negotiation to find mutually acceptable solutions. ~~In addition~~Additionally, the ~~curriculum~~training may address ~~students'~~the ethical and social development of students, respect for diversity, and interpersonal and behavioral skills~~.~~

~~Conflict resolution programs may incorporate peer mediation strategies in which selected students are specially trained to work with their peers in resolving conflicts.~~

CSBA NOTE: It is important that students voluntarily enter the mediation process in order to secure acceptance of the program. Confidentiality by all involved parties, including the program coordinator, is essential in maintaining the integrity of the peer mediation program.

~~Students' participation~~Participation in ~~any~~a peer mediation program by a student engaged in a conflict shall be voluntary and kept confidential by all parties involved.

In developing a conflict resolution and/or peer mediation program, school-site teams shall address, as appropriate:

1. The grade levels and courses in which the conflict resolution curriculum shall be delivered

2. Staff development related to the implementation of the curriculum and modeling of appropriate behaviors and communication skills

3. The selection of peer mediators involving, to the extent possible, a cross-section of students in terms of grade, gender, race, ethnicity, and socioeconomic status, and including some students who exhibit negative leadership among peers

4. Training and support for peer mediators, including training in mediation processes and in the skills related to understanding conflict, communicating effectively and listening

5. The process for identifying and referring students to the peer mediation program

6. The types of conflicts suitable for peer mediation

~~6.~~7. Expectation for confidentiality regarding who participated, what was discussed, and how any conflict was resolved

~~7.~~8. Scheduling and location of peer mediation sessions

~~8.~~9. Methods of obtaining and recording agreement from all disputants

~~9.~~10. The appropriate involvement of parents/guardians, the community, and staff, including counseling/guidance and security staff

~~10.~~11. Communications to students, parents/guardians, and staff regarding the availability of the program

~~11.~~12. Methods of following up with students to determine the effectiveness of the process

~~12.~~ 13. Development of assessment tools to periodically evaluate the success of the program including, but not limited to, measurements of whether there has been a reduction in violence at the school and whether the school's suspension rates have fallen since the program has been introduced

14. Selection of and requirements to train as peer mediators

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

State	Description
CA Constitution Article 1, Section 28	Right to ~~Safe Schools~~safe schools
Ed. Code 32280-32289.5	School safety plans
Ed. Code 32295.5	Teen court programs
Ed. Code 35291-35291.5	Rules
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 51240	Excuse from instruction due to religious beliefs

Management Resources	Description
Court Decision	Mahmoud v. Taylor (2025) 606 U.S. ___ (2025 WL 1773627)
Court Decision	S.E. v Grey 782 F.Supp.3d 939 (S.D. Cal 2025)
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Safe Schools
	(https://www.ed.gov/about/ed-offices/oese/safe-supportive-schools)
Website	~~U.S. Department of Education, Office of Safe and Healthy Students~~

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1313	Civility
3515	Campus Security
3515	Campus Security
4131	Staff Development
4231	Staff Development
5116.2	Involuntary Student Transfers
5125	Student Records
5125	Student Records
5131	Conduct
5131.1	Bus Conduct
5131.1	Bus Conduct
5131.2	Bullying

5131.2	Bullying
5131.4	Student Disturbances
5131.4	Student Disturbances
5131.5	Vandalism And Graffiti
5131.7	Weapons And Dangerous Instruments
5131.7	Weapons And Dangerous Instruments
5136	Gangs
5136	Gangs
5137	Positive School Climate
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5142	Safety
5142	Safety
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.9	Hate-Motivated Behavior
6141.2	Recognition of Religious Beliefs and Practices
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6143	Courses Of Study
6143	Courses Of Study
6164.2	Guidance/Counseling Services
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth

6184	Continuation Education
6184	Continuation Education

Policy 6020: Parent Involvement

Status: ADOPTED

Original Adopted Date: 06/01/1996 **| Last Revised Date:** ~~05~~11/01/~~2020~~2025 **| Last Reviewed Date:** ~~05~~11/01/~~2020~~2025

CSBA NOTE: Education Code 11503 and 20 USC 6318 **mandate** each district receiving federal Title I, Part A, funds to have a written parent/guardian and family engagement policy developed jointly with and agreed upon by parents/guardians and family members of participating students. Education Code 11504 **mandates** districts to adopt a policy on parent/guardian involvement applicable to each school that does not receive Title I funds. The following policy and accompanying administrative regulation contain language satisfying both mandates and should be revised to reflect whether the district ~~practice.~~ receives Title I funds.

~~In addition~~Additionally, Education Code 51101 **mandates** policy for all districts addressing the manner in which parents/guardians, school staff, and students may share responsibility for continuing the intellectual, physical, emotional, and social development and well-being of students; see BP/AR 5020 - Parent Rights and Responsibilities for language fulfilling this mandate.

The U.S. Department of Education's June 2025 Dear Colleague Letter provides school choice guidance and explains how states can use federal funds to both expand education choice and turn around underperforming schools. The letter provides specific examples of ways in which districts can offer choice to enable parents/guardians to make decisions that best meet the educational needs of their student, such as offering a range of activities from which parents/guardians are able to choose, dual enrollment opportunities, academic tutoring programs, and career and technical education activities. Additionally, districts may, unless any part of Title I allocations are reserved for public school choice, use Elementary and Secondary Education Act funds for any activity that it determines will help a school identified for comprehensive support and improvement, targeted support and improvement due to consistently underperforming subgroups, and additional targeted support and improvement to improve student outcomes, such as offering public school choice as part of its support and improvement plan and providing parents/guardians with information about such choice.

For best practices in implementing parent/guardian and family engagement programs, see the California Department of Education's , "Family Engagement Framework: A Tool for California School Districts~~.~~."

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment.

The Superintendent or designee shall work with parents/guardians and family members to jointly develop and ~~agree upon policy and strategies to~~implement this policy, and the programs established by this policy, and to propose revisions to this policy, as needed. Additionally, the Superintendent or designee shall meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home. (Education Code 11500-11504, 51101; 20 USC 6318)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available ~~to them to do so~~for them to do so, in accordance with Board Policy/Administrative Regulation 5020 – Parents Rights and Responsibilities.

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

The Board shall establish and convene a parent advisory committee (PAC), and, as applicable, an English learner parent advisory committee (ELPAC) to review and comment on the LCAP, in accordance Board Policy 0460 – Local Control and Accountability Plan, including the use of federal funds and how funds will be allocated for parent/guardian involvement activities as well as activities related to increasing student achievement.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of parent/guardian involvement opportunities and on barriers that may inhibit participation.

Title I Schools

CSBA NOTE: The following section is for use by districts that receive Title I funds. 20 USC 6318 **mandates** that such districts develop, jointly with parents/guardians and family members of participating students, policy which establishes expectations and objectives for meaningful parent/guardian and family involvement and describes how the district will address specified components. See the accompanying administrative regulation for the required components and optional strategies for addressing each component.

State law (Education Code 11503) also **mandates** procedures to ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the Title I parent/guardian and family engagement program.

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding~~,~~; developing strategies that describe how the district will carry out each activity listed in 20 USC 6318~~, as contained in the accompanying administrative regulation,~~; and implementing and evaluating such programs, activities, and procedures. The Superintendent or designee shall implement these obligations in accordance with the accompanying administrative regulation. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

CSBA NOTE: The following paragraph is for use by districts that receive more than $500,000 in Title I, Part A funding. Pursuant to 20 USC 6318, the Governing Board ~~must~~is required to reserve at

least one percent of the district's Title I funding to carry out parent/guardian and family engagement activities, provided that one percent of the allocation received by the district totals more than $5,000.

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and ~~shall~~ distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318)

CSBA NOTE: 20 USC 6318 identifies allowable uses of the Title I funds reserved for parent/guardian and family engagement, as provided below. These uses are consistent with the activities that ~~must~~are required to be addressed in the district's parent/guardian and family engagement policy, as described in the accompanying administrative regulation.

Expenditures of such funds shall be consistent with the activities specified in this Board policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school

3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members

4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement

5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

CSBA NOTE: The following paragraph is for use by districts that receive funds under federal Title IV, Part E (20 USC 7241-7246~~)~~.), and should be deleted by districts that do not receive such funds.

~~If the district also receives funds under federal Title IV, Part E, to~~To coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

CSBA NOTE: Pursuant to 20 USC 6318, the district's parent/guardian and family engagement policy ~~must~~is required to be incorporated into the district's Title I LEA plan. In California, all the

requirements of the LEA plan are addressed in an addendum to the ~~LCAP.~~ ~~See~~local control and accountability plan (LCAP). For more information related to LCAP requirements, see BP 0460 - Local Control and Accountability Plan.

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

As required by law, the Superintendent or designee shall annually attend a regular meeting of the PAC or ELPAC, if applicable, to receive input and feedback on topics that support student achievement and programs that reach parents/guardians and family members at home, in the community, and at school. (20 USC 6318)

Non-Title I Schools

CSBA NOTE: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 **mandates** the Board to adopt a policy on parent/guardian involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502. See the accompanying administrative regulation for information about these goals and sample strategies for addressing each goal.

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

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Policy Reference Disclaimer:
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State	Description
5 CCR 18275	Child care and development programs; parent involvement and education
Ed. Code 11500-11505	Programs to encourage parent/guardian involvement

Ed. Code 48985	Notices to parents/guardian in language other than English
Ed. Code 51101	Parents Rights Act of 2002
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 54444.1-54444.2	Parent advisory councils; services to migrant children
Ed. Code 56190-56194	Community advisory committee; special education
Ed. Code 64001	School plan for student achievement; consolidated application programs
Lab. Code 230.8	Time off to visit child's school

Federal	**Description**
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6314	Schoolwide programs
20 USC 6318	Parent/guardian and family engagement
20 USC 6631	Teacher and school leader incentive program; purposes and definitions
28 CFR 35.104	Definitions, auxiliary aids and services
28 CFR 35.160	Effective communications for individuals with disabilities

Management Resources	**Description**
California Department of Education Publication	Family Engagement Framework: A Tool for California School Districts, 2014
California Department of Education Publication	Title I School-Level Parental Involvement Policy
~~U.S. Department of Education Publication~~	~~Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004~~
U.S. Department of Education Publication	Dear Colleague Letter: School Choice Guidance to States, June 26, 2025 (https://www.ed.gov/about/news/press-release/us-department-of-education-issues-school-choice-guidance-states-turning-around-failing-schools)
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Family, School, Community Partnerships
Website	California Parent Center
Website	California State Parent Teacher Association
Website	CSBA

Website	National PTA
Website	Parent Information and Resource Centers
Website	Parents as Teachers National Center
Website	U.S. Department of Education

Cross References

Code	Description
0000	Vision
0100	Philosophy
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
1000	Concepts And Roles
1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1230	School-Connected Organizations
1230	School-Connected Organizations
1240	Volunteer Assistance

1240	Volunteer Assistance
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1260	Educational Foundation
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
2230	Representative And Deliberative Groups
3100	Budget
3100	Budget
3231	Impact Aid
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4131	Staff Development
4215	Evaluation/Supervision
4231	Staff Development
4315	Evaluation/Supervision
4331	Staff Development
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5030	Student Wellness
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5141.22	Infectious Diseases

5141.22	Infectious Diseases
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6000	Concepts And Roles
6011	Academic Standards
6120	Response To Instruction And Intervention
6142.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6154	Homework/Makeup Work
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6164.5	Student Success Teams
6164.5	Student Success Teams
6170.1	Transitional Kindergarten

6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.4	Education For American Indian Students
6174	Education For English Learners
6174	Education For English Learners
6175	Migrant Education Program
6175	Migrant Education Program
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6184	Continuation Education
6184	Continuation Education
9200	Limits Of Board Member Authority
9310	Board Policies

Regulation 6020: Parent Involvement

Status: ADOPTED

Original Adopted Date: 08/01/2006 **| Last Revised Date:** ~~05~~11/01/~~2020~~2025 **| Last Reviewed Date:** ~~05~~11/01/~~2020~~2025

CSBA NOTE: The following administrative regulation contains parent/guardian and family engagement strategies that meet legal requirements applicable to districts and schools ~~receiving~~ that do and do not receive federal Title I funds ~~and those that do not receive Title I funds~~. The district should use and adapt the section(s) applicable to its circumstances. If desired, the district may develop one set of strategies applicable to all schools, provided that all the provisions required by law for both types of schools are included.

District Strategies for Title I Schools

CSBA NOTE: The following section is for use by districts that receive Title I, Part A, funds. 20 USC 6318 **mandates** that such districts develop a policy, jointly with and agreed upon by parents/guardians and family members of participating students, that describes the means by which the district will address the components specified in ~~items~~Items #1-6 below. Under each required component below are optional strategies for addressing the component, which should be modified to reflect the specific strategies jointly developed by the district and the parents/guardians and family members of participating students. In the state's Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district has identified such strategies.

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

CSBA NOTE: Pursuant to 20 USC 6318, districts ~~must~~are required to involve parents/guardians and family members in the development of the Title I local educational agency (LEA) plan described in 20 USC 6312~~; also~~. For more information regarding Title I program requirements and LEA plans, see BP 6171 - Title I Programs. In California, all the requirements of the LEA plan are addressed in an addendum to the local control and accountability plan (LCAP). See BP 0460 - Local Control and Accountability Plan for further information about the development of the LCAP, including requirements for consultation with parents/guardians and other stakeholders and for the establishment of a parent advisory committee and English learner parent advisory committee.

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

   The Superintendent or designee may:

   ~~a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the district's local control and accountability plan (LCAP) in~~

~~accordance with the review schedule established by the Governing Board~~

~~b.~~ a. Invite input on the plan from other district committees and school site councils

~~c.~~ b. Communicate with parents/guardians through the district newsletter, ~~web site~~website, or other methods regarding the plan and the opportunity to provide input

~~d.~~ c. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand

~~e.~~ d. Ensure that there is an opportunity at a public Governing Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan

~~f.~~ e. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

The Superintendent or designee may:

a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues

b. Identify funding and other resources, including community resources and services, that may be used to strengthen district and school parent/guardian and family engagement programs

c. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities

d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements

e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

a. Identify overlapping or similar program requirements

b. Involve district and school site representatives from other programs to assist in identifying specific population needs

c. Schedule joint meetings with representatives from related programs and share data and information across programs

d. Develop a cohesive, coordinated plan focused on student needs and shared goals

4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)

a. Barriers to greater participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background

b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers

c. Strategies to support successful school and family interactions

The Superintendent or designee may:

a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications

b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged

c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement

CSBA NOTE: Although it is not mandated to be included in the district's policy or regulation, the following paragraph reflects a legal requirement of Education Code 11503 pertaining to evaluation of the district's parent/guardian involvement efforts.

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

5. Use the findings of the evaluation conducted pursuant to ~~item~~Item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)

   The Superintendent or designee may:

   a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians

   b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups

   c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration

6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

   The Superintendent or designee may:

   a. Include information about school activities in district communications to parents/guardians and family members

   b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members

   c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

~~In addition~~Additionally, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in ~~item~~Item #7 of ~~the section~~ "School-Level Policies for Title I Schools~~"~~," below. (20 USC 6318)

School-Level Policies for Title I Schools

CSBA NOTE: The following section is for use by districts that receive federal Title I, Part A funds. 20 USC 6318 requires that each individual school receiving Title I funds have a written parent/guardian and family engagement policy, developed jointly with and agreed upon by parents/guardians and family members of participating students, that describes the means for carrying out the requirements of 20 USC 6318(c) through (f), reflected in ~~items~~Items #1-8 below. The following section lists the required components but does not include specific strategies since those should be added by each school. Schools may also use a template available on ~~the web site of the California Department of Education,~~ CDE's website, "Title I School-Level Parental Involvement Policy~~,~~," to develop the school-level policy.

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. The school policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved

2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement

CSBA NOTE: As provided in ~~item~~Item #3 below, 20 USC 6318 requires parent/guardian involvement in the development of the comprehensive plan required by 20 USC 6314 for schoolwide programs. ~~Under state law~~ (Education Code ~~64001),~~64001requires that this plan ~~must~~ be incorporated into the school plan for student achievement (SPSA) covering all categorical programs in the state's consolidated application~~;~~. For further information about the development of this plan, see AR 6171 - Title I Programs and BP/AR 0420 - School Plans/Site Councils ~~for further information about the development of this plan~~.

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

   The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:

a. Timely information about Title I programs

b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the state academic standards

c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education. The district shall respond to any such suggestions as soon as practicably possible.

5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

CSBA NOTE: 20 USC 6318 requires Title I schools to develop a school-parent compact as provided in ~~item~~Item #6 below. U.S. Department of Education non-regulatory guidance, "Parental Involvement: Title I, Part A~~,~~," provides a sample template that schools may use in the development of the school-parent compact.

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

   This compact shall address:

   a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards

   b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

   c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

      i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement

      ii. Frequent reports to parents/guardians on their children's progress

iii. Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

iv. Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand

7. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:

a. Assist parents/guardians, as appropriate, in understanding such topics as the state academic standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement

c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education

e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

CSBA NOTE: Items #7a-q below are optional and should be revised to reflect district practice. Items #7a-h are authorized, but not required, by 20 USC 6318.

In addition, the school plan may include strategies to:

a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training

b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training

c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions

d. Train parents/guardians to enhance the involvement of other parents/guardians

e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation

f. Adopt and implement model approaches to improving parent/guardian involvement

g. Establish a parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs

h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities

i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families

j. Provide a master calendar of district/school activities and meetings

k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, ~~web site~~website, or other written or electronic means

l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed

n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions

o. Provide ongoing workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops

p. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement

q. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

CSBA NOTE: The following paragraph is optional. Education Code 64001 requires that the ~~school plan for student achievement~~SPSA covering the categorical programs in the state's consolidated application, including Title I schoolwide programs, be annually reviewed by the school site council and submitted to the Governing Board for approval~~;~~. For more information regarding SPSAs and school site councils, see BP/AR 0420 - School Plans/Site Councils.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

CSBA NOTE: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 **mandates** the Board to adopt a policy on parent/guardian involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502, as reflected in ~~items~~Items #1-5 below. Subitems under ~~items~~Items #1-5 are optional strategies for carrying out the legal requirement and should be revised to reflect district practice.

The district may instead develop one administrative regulation applicable to both Title I and non-Title I schools, provided it meets the requirements below and in the sections above.

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to increase their knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

   ~~The Superintendent or designee may:~~

   The district may utilize department leaders and district instructional coaches to provide parent/guardian training on topics that include, English language development, state academic standards and assessments, and specific strategies to support the student in the home.

   The Superintendent or designee may:

   a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education

   b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter

   c. Provide parents/guardians with information about students' class assignments and homework assignments

2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

   The Superintendent or designee may:

   a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits

   b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing

   c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees

3. Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

   The Superintendent or designee may:

   a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students

   b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom

   c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's ~~web~~ ~~site~~website, and other written or electronic communications

   d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand

   e. Develop mechanisms to encourage parent/guardian input on district and school issues

   f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background

   g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care

4. Train teachers, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

   The Superintendent or designee may:

   a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy

   b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications

c. Utilize professional development sessions to train teachers, administrators, and staff on ways to effectively engage parents/guardians, with each school site sharing best practices that others may learn from

5. Integrate and coordinate parent/guardian and family engagement activities within the LCAP with other activities

The Superintendent or designee may:

a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives

b. Involve parents/guardians and family members in school planning processes

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

State	Description
5 CCR 18275	Child care and development programs; parent involvement and education
Ed. Code 11500-11505	Programs to encourage parent/guardian involvement
Ed. Code 48985	Notices to parents/guardian in language other than English
Ed. Code 51101	Parents Rights Act of 2002
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 54444.1-54444.2	Parent advisory councils; services to migrant children
Ed. Code 56190-56194	Community advisory committee; special education
Ed. Code 64001	School plan for student achievement; consolidated application programs
Lab. Code 230.8	Time off to visit child's school

Federal	Description
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6314	Schoolwide programs
20 USC 6318	Parent/guardian and family engagement
20 USC 6631	Teacher and school leader incentive program; purposes and definitions
28 CFR 35.104	Definitions, auxiliary aids and services

28 CFR 35.160	Effective communications for individuals with disabilities

Management Resources	**Description**
California Department of Education Publication	Family Engagement Framework: A Tool for California School Districts, 2014
California Department of Education Publication	Title I School-Level Parental Involvement Policy
~~U.S. Department of Education Publication~~	~~Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004~~
U.S. Department of Education Publication	Dear Colleague Letter: School Choice Guidance to States, June 26, 2025 (https://www.ed.gov/about/news/press-release/us-department-of-education-issues-school-choice-guidance-states-turning-around-failing-schools)
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Family, School, Community Partnerships
Website	California Parent Center
Website	California State Parent Teacher Association
Website	CSBA
Website	National PTA
Website	Parent Information and Resource Centers
Website	Parents as Teachers National Center
Website	U.S. Department of Education

Cross References

Code	**Description**
0000	Vision
0100	Philosophy
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education

0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
1000	Concepts And Roles
1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1230	School-Connected Organizations
1230	School-Connected Organizations
1240	Volunteer Assistance
1240	Volunteer Assistance
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1260	Educational Foundation
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
2230	Representative And Deliberative Groups
3100	Budget
3100	Budget
3231	Impact Aid
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
4115	Evaluation/Supervision
4115	Evaluation/Supervision

4131	Staff Development
4215	Evaluation/Supervision
4231	Staff Development
4315	Evaluation/Supervision
4331	Staff Development
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5030	Student Wellness
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6000	Concepts And Roles
6011	Academic Standards
6120	Response To Instruction And Intervention

6142.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6154	Homework/Makeup Work
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6164.5	Student Success Teams
6164.5	Student Success Teams
6170.1	Transitional Kindergarten
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6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
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6173.2	Education Of Children Of Military Families
6173.4	Education For American Indian Students
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Policy 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 03/01/2003 **| Last Revised Date:** ~~10~~11/01/~~2023~~2025 **| Last Reviewed Date:** ~~10~~11/01/~~2023~~2025

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

CSBA NOTE: The following optional paragraph should be revised to reflect the grade levels offered by the district. For example, unified school districts need to be concerned about articulation of courses within the district and with postsecondary institutions, whereas elementary districts and high school districts will need to address articulation with each other.

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

~~CSBA NOTE: OCR's August 2023 Dear Colleague Letter, "Race and School Programming," states that a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race. OCR's guidance also provides that a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme.~~

CSBA NOTE: In accordance with various provisions of state and federal law and regulation, and related court cases, discrimination in education programs and activities is unlawful when it is based on certain actual or perceived characteristics of an individual. This includes, but is not limited to, discrimination based on race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status. For more information regarding the requirement for district programs and activities to be free from discrimination, see BP 0410 - Nondiscrimination in District Programs and Activities, regarding the protection of district students against discrimination, see BP/AR 5145.3 – Nondiscrimination/Harassment, and regarding the protection of students against sexual harassment, see BP/AR 5145.7 - Sexual Harassment.

Education Code 200 and 210.2, as amended by SB 1137 (Ch. 779, Statutes of 2024), provide that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases.

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual ~~or perceived sex, sexual orientation, gender, gender expression, gender identity,~~race or ethnicity; ancestry; color; ethnic group identification~~,~~; nationality; national origin; immigration status~~, race, ancestry, national origin,~~; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion~~, color, mental or physical~~; disability~~, age,~~; medical condition~~,~~; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status~~, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's~~; a perception of one or more of such characteristics; a combination of two or more of such characteristics or association with a person or group with one or more of ~~such~~these actual or perceived characteristics~~.~~ or a combination of two or more of them. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; Penal Code 422.55; 5 CCR 4940~~)~~; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

Elementary Grades

CSBA NOTE: The following section is for use by districts offering elementary grades and may be revised to reflect district practice. Education Code 51225.4 **mandates** elementary school districts to certify to the Superintendent of Public Instruction that they have adopted a policy to implement a course of instruction that sufficiently prepares students for the secondary courses required for graduation pursuant to Education Code 51225.3.

The Board shall adopt a course of study for elementary grades that includes all required instructional content and sufficiently prepares students for the secondary course of study specified in Education Code 51225.3.

Secondary Grades

CSBA NOTE: Education Code 51228 requires districts to offer students in grades 7-12 a course of study that fulfills the requirements and prerequisites for admission to California public colleges. Education Code 51228 also requires districts to offer such students the opportunity to attain entry-level employment skills. Pursuant to Education Code 51228, districts that adopt a course of study that meets or exceeds the state model curriculum standards in career technical education will be deemed to have satisfied the requirement.

Education Code 66204 prohibits a public school from establishing any policy or practice that directs any student away from choosing programs that prepare a student academically for college, especially for cultural or linguistic reasons.

The following paragraph is for use by districts maintaining any of grades 7-12 and should be revised to reflect the grade levels offered by the district.

The district shall offer all otherwise qualified students in grades 7-12 a course of study that includes all required instructional content and prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to

attain entry-level employment skills in business or industry. The district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry. (Education Code 51228)

CSBA NOTE: The remainder of this policy is for use by districts maintaining any of grades 9-12.

~~In addition~~Additionally, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

CSBA NOTE: Among the criteria for admission to the University of California (UC) or California State University system is a requirement that high school students satisfactorily complete 15 yearlong/30 semesters of specified courses ("A-G" courses). These include a growing number of career technical education courses that connect knowledge of academic content with practical or work-related applications.

In order to qualify as an "A-G" course, the course must first be submitted to and approved by UC. Education Code 51229 requires that districts annually provide the list of certified courses to the parents/guardians of students in grades 9-12; see the accompanying administrative regulation and E(1) 5145.6 - Parental Notifications.

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

Parental Notification and Opt-Out

CSBA NOTE: Districts are required to teach certain instructional content. For example, Education Code 51204.5 requires instruction in social sciences to include a study of the role and contributions of specified groups of people to the economic, political, and social development of California and the United States of America, which includes people of all genders, Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) Americans, and members of other ethnic, cultural, religious, and socioeconomic status groups. Additionally, pursuant to Education Code 243 and 51501, the Governing Board may not prohibit the continued use of an appropriately adopted textbook, instructional material, or curriculum on the basis that it contains inclusive or diverse perspectives.

State law requires districts to provide parents/guardians notice and the opportunity to opt their students out of certain instruction, in some instances only based on religious beliefs and in other instances for any basis. For more information, see BP/AR 6142.1 -- Sexual Health And HIV/AIDS Prevention Instruction.

Additionally, in June 2025, the U.S. Supreme Court, in *Mahmoud v. Taylor*, held that the First Amendment prohibited a district from including LGBTQ+ storybooks as part of elementary school

instruction without providing parents with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. The court's reasoning may be interpreted to apply to other instructional content that parents/guardians could view as substantially interfering with the religious development of their children. In addition, the court's holding emphasized that the question of whether certain instructional content substantially interferes with the religious development of a student will always be fact-intensive. For more information, see BP/AR 6141.2 – Recognition of Religious Beliefs and Customs.

In light of *Mahmoud* and the existence of some statutorily required opt-opts and the requirement to teach certain content, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining the instructional content for which parents/guardians may opt their students out, creating opt-out procedures, and evaluating opt-out requests.

When required by law, Board policy, or administrative regulation, the district shall notify parents/guardians that they may request to opt their student out of certain instruction. Students for whom the district has approved the opt-out shall be offered an alternative activity of similar educational value.

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

State	Description
5 CCR 10020	Automobile driver education
5 CCR 10040-10043	Automobile driver training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200-262.4	~~Equal rights and opportunities in state educational institutions~~Prohibition of discrimination
~~Ed. Code 220~~	~~Prohibition of discrimination~~
~~Ed. Code 234.1~~	~~Student protections relating to discrimination, harassment, intimidation, and bullying~~
~~Ed. Code 234.7~~	~~Student protections relating to immigration and citizenship status~~
~~Ed. Code 242~~	~~Access to information about educational laws and policies regarding right to accurate and inclusive curriculum~~

Ed. Code 33319.3	Driver education; CDE materials on road rage
Ed. Code 33540	Standards for government and civics instruction
Ed. Code 33540.2	Model curriculum related to Vietnamese American refugee experience
Ed. Code 33540.4	Model curriculum related to Cambodian American history and heritage
Ed. Code 33547.5	Mathematics curriculum framework; Algebra I or Mathematics offered to students in grade 8
Ed. Code 33548	Media literacy and artificial intelligence literacy curriculum frameworks
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49079	Student records
Ed. Code 49110.5	Workplace readiness week
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs
Ed. Code 51204	Course of study designed for student's needs
Ed. Code 51204.5	History of California; contributions of specified groups
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 51221.1	California Teachers Collaborative for Holocaust and Genocide Education
Ed. Code 51221.2	Holocaust and genocide education; notice, survey, and grant program
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.38	Health education; fentanyl instruction
Ed. Code 51225.7-51225.8	Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application
Ed. Code 51226.3	Instruction on civil rights, human rights violations, genocide, slavery, and the Holocaust
Ed. Code 51226.7	Model curriculum in ethnic studies
Ed. Code 51226.8	Personal finance course; curriculum guide and resources
Ed. Code 51229	Notifications related to college admissions and career technical education
Ed. Code 51241	Temporary two-year or permanent exemption from physical education

Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51911-51921	Comprehensive health education
Ed. Code 51925-51929	Mandatory mental health education and in-service training
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60900-60901	California Longitudinal Pupil Achievement Data System
Ed. Code 66204	Certification of high school courses as meeting university admission criteria
Ed. Code 69560-69566	California Student Opportunity and Access Program
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 17581.6	Reimbursement of state mandates; block grants
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds
Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs
Gov. Code 7284-7284.12	Cooperation with immigration authorities
H&S Code 11032	Definition of dangerous drugs
Pen. Code 422.55	Definition of hate crime

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Management Resources	**Description**
Court Decision	Mahmoud v. Taylor (2025) 606 U.S. ____ (2025 WL 1773627)
Court Decision	Westminster School District of Orange County v. Mendez (1947) 161 F.2d 774
California Department of Education Publication	Education Code 51925: Mental Health Instruction Expansion Education Plan, rev. March 2024 (https://www.cde.ca.gov/ls/mh/documents/mentalhealth.docx)
~~U.S. DOE, Office for Civil Rights Publication~~	~~Dear Colleague Letter: Race and School Programming, August 2023~~

California Attorney General Publication	Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books (https://oag.ca.gov/system/files/attachments/press-docs/Legal%20Alert%20Re%20Inclusive%20Curricula.1.9.24.1157CLEAN.pdf)
CSBA Publication	Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024 (https://csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/2024-REPD-instructional-materials-brief)
CSBA Publication	Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024 (https://www.csba.org/-/media/FactSheet_IM-LocalRoles-REPD_07-2024)
Website	California Student Opportunity and Access Program (https://www.csac.ca.gov/california-student-opportunity-and-access-program-cal-soap)
Website	California College Guidance Initiative (http://cacollegeguidance.org/)
Website	California Kids Investment and Development Savings Program (https://calkids.org/)
Website	Instructional Quality Commission
Website	American Red Cross, Hands-Only CPR Training
Website	CSBA District and County Office of Education Legal Services
Website	Federal Student Aid
Website	American Heart Association
Website	California Student Aid Commission
Website	University of California, A-G Course Submissions
Website	University of California, List of Approved A-G Courses
Website	California State University, Admission Requirements
Website	California Career Resource Network
Website	Department of Justice
Website	California Colleges.edu
Website	California Department of Education
Website	CSBA
Website	U.S. Department of Education

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records
5126	Awards For Achievement
5126	Awards For Achievement
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5138	Conflict Resolution/Peer Mediation
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.5	Mental Health
5145.13	Response To Immigration Enforcement

5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5146	Married/Pregnant/Parenting Students
6000	Concepts And Roles
6011	Academic Standards
6115	Ceremonies And Observances
6115	Ceremonies And Observances
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.3	Civic Education
6142.4	Service Learning/Community Service Classes
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction

6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146.5	Elementary/Middle School Graduation Requirements
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6172.1	Concurrent Enrollment In College Classes

6172.1	Concurrent Enrollment In College Classes
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education

Regulation 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 11/01/2014 **| Last Revised Date:** ~~10~~11/01/~~2023~~2025 **| Last Reviewed Date:** ~~10~~11/01/~~2023~~2025

CSBA NOTE: Education Code requirements for courses of study are generally classified into requirements for grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required courses are offered sometime during grades 7-12.

The district should select the sections below ("Grades 1-6" and/or "Grades 7-12") that correspond with the grade levels offered.

~~For more information regarding the selection, evaluation, and prohibited use of individual instructional materials~~Pursuant to Education Code 242, the California Department of Education (CDE) has posted on its website guidance and public educational materials developed to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. For more information regarding the prohibition of discrimination as it applies to textbooks, instructional materials, supplemental instructional materials, or other curriculum for classroom instruction, or any book or resource in a school library, see BP/AR 6161.1 - Selection and Evaluation of Instructional Materials, BP 6161.11 - Supplementary Instructional Materials, and BP 6163.1 - Library Media Centers. Also see CSBA's publication, "Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities," and corresponding Fact Sheet and Reference, and the California Attorney General's, "Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books."

Grades 1-6

CSBA NOTE: Items #1-7 below are areas of study required by law for grades 1-6. The Governing Board may add other studies to this list.

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

CSBA NOTE: Education Code 51210 requires instruction in handwriting, including instruction in cursive or joined italics.

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, including instruction in cursive or joined italics in the appropriate grade levels, and composition (Education Code 51210)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including

instruction in: (Education Code 51210)

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

CSBA NOTE: Education Code 51204.5 requires instruction in social sciences to include a study of the role and contributions of specified groups of people to the economic, political, and social development of California and the United States of America, which~~, as amended by AB 1078 (Ch. 229, Statutes of 2023),~~ includes people of all genders ~~(formerly "men and women"),~~ Latino Americans ~~(formerly "Mexican Americans"),~~ ~~LGBTQ~~ ~~Americans~~ ~~(formerly "~~, lesbian, gay, bisexual, ~~and~~ transgender, queer, and questioning (LGBTQ+) Americans~~"),~~, and members of other ethnic, cultural, religious, and socioeconomic status groups ~~(formerly "ethnic and cultural").~~ The complete list required by Education Code 51204.5~~, as amended by AB 1078,~~ is reflected below~~.~~

~~Additionally, Education Code 60040, which requires the Board to only adopt instructional materials that in its determination accurately portray the cultural and racial diversity of our society, was amended by AB 1078 to mirror the changes made to Education Code 51204.5, explained above~~.

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

b. The development of the American economic system, including the role of the entrepreneur and labor

c. The relations of persons to their human and natural environments

d. Eastern and western cultures and civilizations

e. Contemporary issues

f. The wise use of natural resources

CSBA NOTE: Education Code 51210, as amended by AB 1821 (Ch. 658, Statutes of 2024), requires instruction in social sciences in grades 1-6 to include the Spanish colonization of California and the Gold Rush Era as specified in Item #3g, below.

g. Spanish colonization of California and the Gold Rush Era, including the treatment and perspectives of Native Americans during those periods

CSBA NOTE: Education Code 51210 requires instruction in science to include the causes and effects of climate change, and the methods to mitigate and adapt to climate change.

4. Science: biological and physical aspects, with emphasis on the processes of experimental inquiry ~~and~~, the place of humans in ecological systems, the causes and effects of climate change, and the methods to mitigate and adapt to climate change (Education Code 51210)

5. Visual and performing arts: instruction in dance, music, ~~theatre~~theater, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

CSBA NOTE: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise ~~ITEM~~Items #6a-e below to indicate topics that will be addressed in grades K-6.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

   a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available

   b. Fire prevention

   c. The protection and conservation of resources, including the necessity for the protection of the environment

   d. Venereal disease

   e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

CSBA NOTE: The following ~~item is~~items are optional pursuant to Education Code 51202.

   f. Prenatal care for pregnant women

   ~~a.~~ g. Violence as a public health issue

CSBA NOTE: Education Code 51925 requires districts that offer a health education course to middle school students to include mental health instruction, as specified in Item #~~6g~~6h. Districts that offer a health education course to students in grade 6, and for which grade 6 is part of a middle school program, should include Item #~~6g~~6h. Districts that offer mental health instruction to any

other elementary grade level(s) or for which grade 6 is not part of the middle school program, may delete or revise Item #~~6g~~6h, as appropriate.

Education Code 51929 requires ~~the California Department of Education~~ (CDE) to develop a plan to expand mental health instruction, and has created a webinar, "Student Mental Health Education Implementation: Why, What & How," available on its website.

~~g.~~ h. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)

i. Defining the signs and symptoms of common mental health challenges

ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges

iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable

iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges

v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse

vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges

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

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

A. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners

B. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids

C. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220

D. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

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

7. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind

CSBA NOTE: Item #8 below is optional. Education Code 51210.5 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed in ~~items~~Items #1-7 above. Pursuant to Education Code 51210.5, such instruction may include personal testimony in the form of oral or video histories that illustrate the economic and cultural effects of violence within a city, the state, and the country. ~~See~~For more information regarding history-social science instruction, see BP 6142.94 - History-Social Science Instruction.

8. Violence awareness and prevention

CSBA NOTE: Optional ~~item~~Item #9 below is not required by state law but is a highly recommended component of school-to-career instruction.

9. Career awareness exploration

Grades 7-12

CSBA NOTE: Items #1-~~11~~14 below are areas of study required by law for grades 7-12. The Board may add other studies to this list.

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

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

    a. The history, resources, development, and government of California and the United States, including instruction in:

CSBA NOTE: Education Code 51204.5 requires instruction in social sciences to include a study of the role and contributions of specified groups of people to the economic, political, and social development of California and the United States of America, which~~, as amended by AB 1078,~~ includes people of all genders ~~(formerly "men and women"),~~ Latino Americans ~~(formerly "Mexican,~~ LGBTQ+ Americans~~"), LGBTQ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"),~~ and members of other ethnic, religious, cultural, and socioeconomic status groups ~~(formerly "ethnic and cultural").~~ The complete list required by Education Code 51204.5~~, as amended by AB 1078,~~ is reflected below~~.~~

~~Additionally, Education Code 60040, which requires the Board to only adopt instructional materials that in its determination accurately portray the cultural and racial diversity of our society, was amended by AB 1078 to mirror the changes made to Education Code 51204.5, explained above~~.

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

CSBA NOTE: Education Code 51221.3 and 51221.4 encourage, but do not require, instruction on the topics described in optional ~~subitems~~ ~~#(~~Items #2~~)~~ ~~(4~~(a)(ii)-(iv) below. These items may be modified or deleted to reflect district practice.

For districts that choose to offer such instruction, Education Code 51221.3 and 51221.4 encourage that a component be drawn from personal testimony, especially in the form of oral or video history. If oral histories are used, they must conform to the requirements of Education Code 51221.3 and 51221.4. ~~See~~For more information regarding history-social science instruction, see BP 6142.94 - History-Social Science Instruction.

        ii. World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

CSBA NOTE: Pursuant to Education Code 33540.2, CDE has posted on its "Model Curricula and Curriculum Guides" webpage, model curriculum regarding the Vietnamese American refugee experience that includes the period from the Vietnam War and the Fall of Saigon in 1975 to the year 2000.

iii. The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war

iv. The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States

b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

CSBA NOTE: The following optional paragraph is for use by districts that offer a teen court or peer court program.

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

CSBA NOTE: Pursuant to Education Code 49110.5, all public high schools are required to observe the week that includes April 28 as "Workplace Readiness Week" by providing information to students on their rights as workers, including specified topics. For students in grades 11 and 12, the "Workplace Readiness Week" observances are required to be integrated into the regular school program, consistent with the history-social science framework, but may also include special events after regular school hours. For more information on "Workplace Readiness Week," see BP 6142.94 – History-Social Science Instruction.

c. The development of the American economic system, including the role of the entrepreneur and labor

CSBA NOTE: The following item is required pursuant to Education Code 51220, as amended by AB 1871 (Ch. 810, Statutes of 2024).

d. Personal financial literacy

~~d.~~ e. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

~~e.~~ f. Eastern and western cultures and civilizations

CSBA NOTE: Pursuant to Education Code 51220, instruction related to human rights issues, as provided in Item #~~2f~~2g below, may include the study of the Armenian genocide. Education Code 51226.3 encourages the incorporation of oral testimony into instruction in human rights, the Holocaust, and genocide, including the Armenian, Cambodian, Darfur, and Rwandan genocides. In accordance with Education Code 33540.4, model curriculum related to Cambodian American history and heritage is available on CDE's, "Model Curricula and Curriculum Guides," webpage.

Education Code 51221.1, as added by SB 1277 (Ch. 890, Statutes of 2024), created the California Teachers Collaborative for Holocaust and Genocide Education, which established a statewide teacher professional development program on genocide, including the Holocaust, to ensure that genocide education is taught consistent with the current content standards, curriculum frameworks, and instructional materials adopted by the State Board of Education (SBE), and in ways that are interdisciplinary and age-appropriate to students of different grade levels. Additionally, pursuant to Education Code 51221.2, as added by SB 472 (Ch. 761, Statutes of 2025), CDE is required to establish a grant program for direct allocations to districts to enable them provide resources and opportunities and professional development for Holocaust and genocide education. In addition, Education Code 51221.2 requires CDE to provide to districts serving students in grades 7-12, a notice clarifying the requirements of Education Code 51220 as related to the understanding of human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust.

~~f.~~ g. Human rights issues, with particular attention to the study of the inhumanity of genocide, which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides, slavery, and the Holocaust (Education Code 51221.2, 51226.3)

CSBA NOTE: Education Code 51220, as amended by AB 1821, requires, to the extent instruction is provided on the Spanish colonization of California or the Gold Rush Era for grades 7-12, to include the treatment and perspectives of Native Americans during those periods.

Pursuant to Education Code 51226.3, as amended by AB 1821, when SBE adopts new history-social science instructional materials, the Instructional Quality Commission (IQC) is required to consider including content on the treatment and perspectives of Native Americans during the periods of the Spanish colonization of California and the Gold Rush Era.

h. To the extent instruction is provided on the Spanish colonization of California or the Gold Rush Era, the treatment and perspectives of Native Americans during those periods

~~g.~~ i. Contemporary issues

3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; the causes and effects of climate change, the methods to mitigate and adapt to climate change; and appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

CSBA NOTE: Pursuant to Education Code 33547.5, as amended by SB 1410 (Ch. 476, Statutes of 2024), the IQC is required to consider including in the mathematics curriculum framework that students in grade 8 be offered the opportunity to take an Algebra I or Mathematics I course that is aligned to the content standards adopted by SBE.]

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

CSBA NOTE: Education Code 51934 requires that students be provided comprehensive sexual health and HIV prevention instruction at least once in middle school or junior high school and at least once in high school. ~~See~~For components of such instruction and required opt-out procedures, see BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction ~~for required components of such instruction~~.

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

CSBA NOTE: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades ~~K~~kindergarten-12. Districts may revise ~~item~~Item #11 below to indicate topics that will be addressed in grades 7-12.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

    a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available

CSBA NOTE: The following paragraph is for use by districts that require a course in health education for high school graduation~~;~~. For more information regarding high school graduation requirements, see BP 6146.1 - High School Graduation Requirements. Pursuant to Education Code 51225.6, such districts are required to include instruction in performing compression-only cardiopulmonary resuscitation (CPR), as described below. Such instruction must be based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR, such as those developed by the American Heart Association or the

American Red Cross, and must include hands-on practice in compression-only CPR. On its website, CDE provides guidance on how to implement this requirement.

Education Code 51225.6 also encourages districts to provide students with general information on the use and importance of an automated external defibrillator.

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

b. Fire prevention

c. The protection and conservation of resources, including the necessity for the protection of the environment

d. Venereal disease

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

CSBA NOTE: The following two items are optional pursuant to Education Code 51202.

f. Prenatal care for pregnant individuals

g. Violence as a public health issue

CSBA NOTE: Education Code 51925 requires districts that offer a health education course to high school students to include mental health instruction, as specified in Item #11h. Districts that offer a health education course to high school students should include Item #11h, and may be deleted or revised by districts that do not offer such a course.

Pursuant to Education Code 51929 ~~requires,~~ CDE ~~to develop~~has developed a plan to expand mental health instruction, and has ~~created a webinar,~~ ~~"Student~~posted, "Education Code 51925: Mental Health Instruction Expansion Education ~~Implementation: Why, What & How,"~~ ~~available~~Plan," on its website.

h. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)

i. Defining the signs and symptoms of common mental health challenges

ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges

iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable

iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges

v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse

vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges

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

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

1. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners

2. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids

3. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220

4. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

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

CSBA NOTE: The following paragraph is for use by districts that require a course in health education for high school graduation. Beginning with the 2026-27 school year, Education Code 51225.38, as added by AB 2429 (Ch. 67, Statutes of 2024), requires such districts to include instruction in the dangers associated with fentanyl use in such a course. For more information regarding health education, see AR 6142.8 – Comprehensive Health Education.]

viii. Starting with the 2026-27 school year, the dangers associated with fentanyl use (Education Code 51225.38)

CSBA NOTE: Item #12 is optional. Education Code 51220.3 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed above for grades 7-12.

12. Violence awareness and prevention

CSBA NOTE: Pursuant to Education Code 51226.7, ~~the State Board of Education~~ (SBE) has adopted a model curriculum in ethnic studies upon which districts may offer an elective course in social sciences or English language arts in at least one year during grades 9-12.

Subject to funding in the annual Budget Act or other statute, Education Code 51225.3 requires a one-semester course in ethnic studies for high school graduation beginning with students who graduate in the 2029-30 school year. At its discretion, a district may require a full-year course. Districts that require a full-year course should revise Item #13 accordingly. A student who completes a course in ethnic studies will also accrue credit for coursework in the subject that the course is offered, including, if applicable, credit towards satisfying a course required for graduation.

Item #13 is ~~currently optional, but,~~ ~~if~~conditional upon the Legislature appropriating funding for ethnic studies courses. If funding is appropriated, districts will be required to offer a one-semester ethnic studies course, as specified~~, beginning in the 2025-26 school year~~.

13. ~~Ethnic studies~~

~~Commencing in the 2025-26 school year, the district shall offer a one~~A one-semester course in Ethnic studies, which may be any one of the following: (Education Code 51225.3)

a. A course based on the model curriculum developed pursuant to Education Code 51226.7

b. An existing ethnic studies course

c. An ethnic studies course taught as part of a course that has been approved as meeting the University of California (UC)/California State University (CSU) A-G requirements

CSBA NOTE: Even though there is a model ethnic studies curriculum developed by IQC and adopted by SBE as described above, districts may locally develop an ethnic studies course pursuant to Education Code 51225.3. Education Code 51225.3 expresses legislative intent that boards choosing to locally develop an ethnic studies course not use portions of the draft model curriculum that were not adopted by IQC due to concerns related to bias, bigotry, and discrimination.]

d. A locally developed ethnic studies course approved by the Governing Board

Such a course shall first be presented at an open Board meeting, and approved only after a subsequent open Board meeting at which the public has had the opportunity to express its views on the proposed course

For the courses described in Items #13a-d above, the curriculum, instruction, and instructional materials shall: (Education Code 51225.3)

(i) Be appropriate for use with students of all races, religious, nationalities, genders, sexual orientation, and diverse ethnic and cultural backgrounds, students with disabilities, and English learners

(ii) Not reflect or promote, directly or indirectly, any bias, bigotry, or discrimination against any person or group of persons based on any category protected by Education Code 220

(iii) Not teach or promote religious doctrine

CSBA NOTE: Pursuant to Education Code 51225.3, the district is required, commencing in the 2027-28 school year, to offer a one semester course in personal finance. Additionally, Education Code 51225.3, authorizes districts to exempt a student who completes a separate, stand-alone one-semester course in personal finance, that is not combined with any other course, from the graduation requirement to complete a one-semester course in economics.

Pursuant to Education Code 51226.8, IQC is required to develop and recommend to SBE a curriculum guide and resources for a separate, stand-alone one-semester course in personal finance that is not combined with any other course.

14. Commencing in the 2027-28 school year, a separate, stand-alone one-semester course in personal finance (Education Code 51225.3)

CSBA NOTE: Education Code 51220.5 requires the equivalent content of a one-semester course in parenting skills and education in grade 7 and/or 8, subject to funding which was not subsequently appropriated; thus the following paragraph is currently optional.

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

CSBA NOTE: The following paragraph is for use by districts that maintain high schools.

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

1. Vehicle Code provisions and other relevant state laws

2. Proper acceptance of personal responsibility in traffic

3. Appreciation of the causes, seriousness, and consequences of traffic accidents

4. Knowledge and attitudes necessary for the safe operation of motor vehicles

5. The safe operation of motorcycles

6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle

7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

Certification of College Preparatory Courses

CSBA NOTE: The following optional section is for use by districts that maintain grades 9-12 and may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University (CSU) system is a requirement that students satisfactorily complete 15 yearlong/30 semesters of specified courses ("A-G" courses). In order to qualify as an "A-G" course, the course must first be submitted to and approved by UC. The district or school should develop course descriptions using the templates provided by UC and submit them through UC's online system.

Education Code 51225.37 encourages districts that offer world language courses specifically designed for native speakers to submit those courses to UC for certification and addition to the school's "A-G" course list.

The following paragraph may be revised to reflect the position in the district or school(s) that is responsible for submitting and updating "A-G" courses.

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

Notification and Information Sharing Related to Students in Grades 9-12

CSBA NOTE: The following section is for use by districts that maintain grades 9-12.

At the beginning of each school year, the Superintendent or designee shall provide, as part of the annual notification required pursuant to Education Code 48980, written notice to

parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and CSU

CSBA NOTE: The UC maintains a searchable website that lists certified "A-G" courses for all regular California public high schools.

2. A list of the current UC and CSU websites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU

3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)

4. The Internet address for the portion of CDE's website where students can learn more about career technical education

5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

CSBA NOTE: Items #6-7 were added to the list of required information to be provided to parents/guardians pursuant to Education Code 51229, as amended by SB 153 (Ch. 38, Statutes of 2024).

6. A separate and distinct disclosure, in accordance with 20 USC 1232g, the federal Family Education Rights and Privacy Act of 1974 (FERPA), that data may be shared with the California College Guidance Initiative (CCGI) to provide students and their parents/guardians with direct access to online tools and resources for college and career planning

7. Contact information for the CaliforniaColleges.edu platform in order to access resources that help students and their parents/guardians learn about college admissions requirements

CSBA NOTE: Pursuant to Education Code 60900, as amended by SB 153, districts are required to, on or before January 1, 2026, enter into a data sharing agreement with the California College Guidance Initiative (CCGI), and by June 30, 2026, submit data for students in grades 9-12, as specified. Pursuant to Education Code 60900 and 60900.5, as amended by SB 153, CDE also shares specified data with CCGI. The district is required to include in the annual notification to parents/guardians a distinct notification that data may be shared with CCGI for specific purposes; see AR 5125 – Student Records and E(1) 5145.6 – Parent/Guardian Notifications.

In order to provide data needed to improve student achievement and accomplish other specified goals, the Superintendent or designee shall submit student transcript information for grades 9-12 students to CCGI and shall comply with other program requirements specified in Education Code 60900.5. (Education Code 60900)

CSBA NOTE: Education Code 51225.8 requires districts to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California

Dream Act Application (CADAA), as appropriate, at least once before grade 12. At the district's discretion, the information provided may be disseminated through in-class instruction, an existing program, family information sessions, group or individual sessions with school counselors, or other appropriate means.

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

CSBA NOTE: Pursuant to Education Code 51225.8, as amended by SB 153, districts are required to advise students in grade 11 to complete the grade 11 financial aid lessons on CCGI's CaliforniaColleges.edu platform. The district may disseminate the information provided through in-class instruction, an existing program, family information sessions, group or individual sessions with school counselors, or other appropriate means.

The Superintendent or designee shall advise each student in grade 11 to complete the grade 11 financial aid lessons on CCGI's CaliforniaColleges.edu platform. (Education Code 51225.8)

Financial Aid Requirements for Students in Grade 12

CSBA NOTE: Pursuant to Education Code 51225.7, the district is required to confirm that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education and/or, if a student is exempt from paying nonresident tuition, a CADAA to the Student Aid Commission (CSAC), unless there is an exception as specified below. To enable educators to ensure that each student has successfully completed and submitted a FAFSA or CADAA, Education Code 51225.7~~, as amended by SB 114 (Ch. 48, Statutes of 2023),~~ requires CSAC to provide data to ~~the California College Guidance Initiative~~CCGI to inform reports available through CaliforniaColleges.edu.

Pursuant to Education Code 51225.7, CSAC adopted regulations, available on its website, that include model opt-out forms and acceptable use policies for the purpose of providing guidance on the protection of student and parent/guardian data.

The California Student Opportunity and Access Program (Cal-SOAP) is a CSAC outreach program that seeks to improve access to postsecondary education and financial aid for low-income and first-generation students in underserved regions by providing students and parents/guardians with guidance on financial aid and college admissions to make higher education accessible and affordable. CSAC's website includes toolkits available for school staff who support students in their financial aid process, including applying for the FAFSA and CADAA.

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

1. The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district

2. If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from

completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf and notify the student's parent/guardian of the student's exemption

CSBA NOTE: Pursuant to Education Code 51225.7, as amended by AB 2165 (Ch. 702, Statutes of 2024), the district is required to provide the student and the student's parent/guardian with specified information before being exempted from the requirement to complete a FAFSA or CADAA.

Before a student or the student's parent/guardian is exempted from the requirement to complete the FAFSA or CDAA, the district shall provide a student and the student's parent/guardian with the following information: (Education Code 51225.7)

1. The purposes and benefits of the FAFSA or CADAA, which include consideration for financial aid

2. The consequences of not completing and submitting a FAFSA or CADAA

3. The option to complete a FAFSA or CADAA after an opt-out form has been submitted

The information provided in Items #1-3 above shall be provided: (Education Code 51225.7)

1. To the student through a meeting between a school counselor and the student or, if no school counselor is employed at the school, between the student and other school staff, through written material, or by other means of communication

2. To the student's parent/guardian, or the student when required, and shall include notification of the date by which the student will be opted out by the district if no action is taken

This notice shall be provided with sufficient time for the student or parent/guardian to act before the district opts out the student.

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

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

CSBA NOTE: Pursuant to Education Code 51225.7, as amended by AB 123 (Ch. 9, Statutes of 2025), beginning with the 2025-26 school year, the Board is required to provide each student and student's parent/guardian with information about, and potential eligibility for, the California Kids Investment and Development Program.

The Superintendent or designee shall provide each student in grade 12, and if applicable, the student's parent/guardian, with information about, and potential eligibility for, the California Kids Investment and Development Savings Program. (Education Code 51225.7)

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

State	Description
5 CCR 10020	Automobile driver education
5 CCR 10040-10043	Automobile driver training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200-262.4	~~Equal rights and opportunities in state educational institutions~~Prohibition of discrimination
~~Ed. Code 220~~	~~Prohibition of discrimination~~
~~Ed. Code 234.1~~	~~Student protections relating to discrimination, harassment, intimidation, and bullying~~
~~Ed. Code 234.7~~	~~Student protections relating to immigration and citizenship status~~
~~Ed. Code 242~~	~~Access to information about educational laws and policies regarding right to accurate and inclusive curriculum~~
Ed. Code 33319.3	Driver education; CDE materials on road rage
Ed. Code 33540	Standards for government and civics instruction
Ed. Code 33540.2	Model curriculum related to Vietnamese American refugee experience
Ed. Code 33540.4	Model curriculum related to Cambodian American history and heritage
Ed. Code 33547.5	Mathematics curriculum framework; Algebra I or Mathematics offered to students in grade 8
Ed. Code 33548	Media literacy and artificial intelligence literacy curriculum frameworks
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49079	Student records

Ed. Code 49110.5	Workplace readiness week
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs
Ed. Code 51204	Course of study designed for student's needs
Ed. Code 51204.5	History of California; contributions of specified groups
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 51221.1	California Teachers Collaborative for Holocaust and Genocide Education
Ed. Code 51221.2	Holocaust and genocide education; notice, survey, and grant program
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.38	Health education; fentanyl instruction
Ed. Code 51225.7-51225.8	Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application
Ed. Code 51226.3	Instruction on civil rights, human rights violations, genocide, slavery, and the Holocaust
Ed. Code 51226.7	Model curriculum in ethnic studies
Ed. Code 51226.8	Personal finance course; curriculum guide and resources
Ed. Code 51229	Notifications related to college admissions and career technical education
Ed. Code 51241	Temporary two-year or permanent exemption from physical education
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51911-51921	Comprehensive health education
Ed. Code 51925-51929	Mandatory mental health education and in-service training
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60900-60901	California Longitudinal Pupil Achievement Data System
Ed. Code 66204	Certification of high school courses as meeting university admission criteria
Ed. Code 69560-69566	California Student Opportunity and Access Program
Gov. Code 11135	Prohibition of discrimination

Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 17581.6	Reimbursement of state mandates; block grants
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds
Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs
Gov. Code 7284-7284.12	Cooperation with immigration authorities
H&S Code 11032	Definition of dangerous drugs
Pen. Code 422.55	Definition of hate crime

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Management Resources	**Description**
Court Case	Mahmoud v. Taylor (2025) 606 U.S. ____ (2025 WL 1773627)
Court Case	Westminster School District of Orange County v. Mendez (1947) 161 F.2d 774
California Department of Education Publication	Education Code 51925: Mental Health Instruction Expansion Education Plan, rev. March 2024 (https://www.cde.ca.gov/ls/mh/documents/mentalhealth.docx)
~~U.S. DOE, Office for Civil Rights~~California Attorney General Publication	~~Dear Colleague Letter: Race and School Programming, August 2023~~Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books (https://oag.ca.gov/system/files/attachments/press-docs/Legal%20Alert%20Re%20Inclusive%20Curricula.1.9.24.1157CLEAN.pdf)
CSBA Publication	Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024 (https://csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/2024-REPD-instructional-materials-brief)
CSBA Publication	Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024 (https://www.csba.org/-/media/FactSheet_IM-LocalRoles-REPD_07-2024)
Website	California Student Opportunity and Access Program (https://www.csac.ca.gov/california-student-opportunity-and-access-program-cal-soap)

Website	California College Guidance Initiative (http://cacollegeguidance.org/)
Website	California Kids Investment and Development Savings Program (https://calkids.org/)
Website	Instructional Quality Commission
Website	American Red Cross, Hands-Only CPR Training
Website	CSBA District and County Office of Education Legal Services
Website	Federal Student Aid
Website	American Heart Association
Website	California Student Aid Commission
Website	University of California, A-G Course Submissions
Website	University of California, List of Approved A-G Courses
Website	California State University, Admission Requirements
Website	California Career Resource Network
Website	Department of Justice
Website	California Colleges.edu
Website	California Department of Education
Website	CSBA
Website	U.S. Department of Education

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1340	Access To District Records

1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records
5126	Awards For Achievement
5126	Awards For Achievement
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5138	Conflict Resolution/Peer Mediation
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.5	Mental Health
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5146	Married/Pregnant/Parenting Students
6000	Concepts And Roles
6011	Academic Standards
6115	Ceremonies And Observances

6115	Ceremonies And Observances
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.3	Civic Education
6142.4	Service Learning/Community Service Classes
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.3	Reciprocity Of Academic Credit

6146.3	Reciprocity Of Academic Credit
6146.5	Elementary/Middle School Graduation Requirements
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
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6163.1	Library Media Centers
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6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment In College Classes
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education

6178.1	Work-Based Learning
6178.1	Work-Based Learning
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education

Policy 6146.2: Certificate Of Proficiency/High School Equivalency

Status: ADOPTED

Original Adopted Date: 09/01/1987 11/01/25 | **Last Revised Date:** 12/01/2020 | **Last Reviewed Date:** 12/01/2020 11/01/25

CSBA NOTE: The following Board policy is for use by districts that maintain grades 9-12.

The Governing Board desires that every student have the opportunity to earn a high school diploma through successful completion of district graduation requirements. However, when a student is unable to do so, the Board encourages completion of an alternative program that allows the student to obtain an equivalent certificate.

Eligible persons who pass the California High School Proficiency Examination may obtain a certificate of proficiency from the State Board of Education (SBE). Eligible persons who pass a general educational development test designated by the SBE may obtain a high school equivalency certificate from the testing service.

The Superintendent or designee shall make information available to interested persons regarding the eligibility and examination requirements of each program.

Interested persons shall register for the test directly with the testing service and pay the applicable fee. However, the fee shall be waived for a homeless or foster youth who is under age 25 years, meets all other registration requirements, and submits certification of homeless or foster youth status. (Education Code 48412; 5 CCR 11524-11526, 11533-11534.1)

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

State	Description
5 CCR 11520-11523	Proficiency examination and certificate
5 CCR 11530-11532	High school equivalency certificate
Ed. Code 48400-48403	Compulsory continuation education
Ed. Code 48410	Exemption from continuation education
Ed. Code 48412	Certificate of proficiency
Ed. Code 48413	Enrollment in continuation classes
Ed. Code 48414	Reenrollment in district

Ed. Code 51420-51427	High school equivalency certificates
Ed. Code 52052	Accountability; numerically significant student subgroups

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	High School Equivalency Test
Website	General Educational Development Test
Website	California High School Proficiency Examination
Website	California Department of Education, High School Equivalency Tests
Website	California Department of Education, California High School Proficiency Examination

Cross References

Code	Description
4112.2	Certification
4112.2	Certification
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5113.2	Work Permits
5113.2	Work Permits
5125	Student Records
5125	Student Records
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5147	Dropout Prevention
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit

~~6164.2~~	~~Guidance/Counseling Services~~
~~6178~~	~~Career Technical Education~~
~~6178~~	~~Career Technical Education~~
~~6184~~	~~Continuation Education~~
~~6184~~	~~Continuation Education~~
~~6200~~	~~Adult Education~~
~~6200~~	~~Adult Education~~

Regulation 6146.2: Certificate Of Proficiency/High School Equivalency Status: ADOPTED

Original Adopted Date: 11/01/2007 **| Last Revised Date:** ~~12~~11/01/~~2020~~2025 **| Last Reviewed Date:** ~~12~~11/01/~~2020~~2025

Certificate of Proficiency

CSBA NOTE: The following administrative regulation is for use by districts that maintain grades 9-12.

CSBA NOTE: Pursuant to Education Code 48412, the State Board of Education (SBE) will award a "certificate of proficiency" to persons who pass the California ~~High School~~ Proficiency ~~Examination (CHSPE~~Program (CPP) established by the California Department of Education (CDE) to assess proficiency in reading, writing, and mathematics skills. A list of test centers and testing dates is available on the ~~CHSPE web site. As amended by SB 820 (Ch. 110, Statutes of 2020),~~CPP website. Education Code 48412 requires CDE to schedule testing dates at least once in the fall semester and once in the spring semester. ~~The~~ CDE ~~will keep~~keeps a permanent record of the issuance of all certificates.

Pursuant to 5 CCR 11523 ~~requires,~~ the Superintendent is obligated to require the principal of each high school to distribute information about the exam to students in grades 11-12. ~~A flyer that may be used for this purpose is available on CDE's web site in both English and Spanish.~~ At their discretion, districts may revise the following paragraph to require distribution of such information to students in grade 10.

The principal of each high school shall distribute to each student in grades 11-12 an announcement explaining the California ~~High School~~ Proficiency ~~Examination (CHSPE~~Program (CPP). Announcements from the California Department of Education (CDE) or its contractor shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (5 CCR 11523)

CSBA NOTE: The following optional paragraph reflects ~~CHSPE's Frequently Asked Questions~~CPP information on CDE's ~~web site~~website.

~~The principal also shall advise~~Additionally, students may be advised that the certificate of proficiency awarded upon passing the ~~CHSPE, while~~CPP is equivalent to a high school diploma~~, is not~~. However, once the ~~equivalent of completing all coursework required for~~student has taken the CPP, passed the language arts and mathematics subtests and exited high school ~~graduation and therefore students should contact the admissions office of the college or university,~~ they ~~are interested~~may choose to take the remaining High School Equivalency Test (HiSET)-Equivalency subtests in ~~attending to determine if~~science and social studies to earn their California High School Equivalency Certificate, which provides more opportunities than the certificate ~~satisfies college admission requirements.~~of proficiency does alone.

A student may take the ~~CHSPE~~CPP if the student meets one of the following conditions: (Education Code 48412)

1. Is age 16 or older

2. Has been enrolled in the 10th grade for one school year or longer

3. Will complete one school year of enrollment in 10th grade at the end of the semester during which the ~~CHSPE~~next CPP will be administered

If a student receives the certificate of proficiency, the district shall indicate the student's accomplishment and the date of the award on the student's official transcript. (5 CCR 11521)

~~CSBA NOTE: Pursuant to 5 CCR 11522, the district must develop a consent form that may be used by persons receiving the certificate of proficiency to be exempted from compulsory school attendance. See the accompanying exhibit for a sample consent form.~~

Any student who has received the certificate of proficiency may be exempted from compulsory school attendance upon the student's request, with verified parent/guardian consent as appropriate. For this purpose, the Superintendent or designee shall provide a consent form which contains at least the following information: (Education Code 48410; 5 CCR 11522)

1. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public high schools

2. The date of issuance of the certificate of proficiency

3. The signature of the parent/guardian and the date

4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

~~If a~~Any student ~~age,~~ 16- or 17-years of age, who terminates enrollment after receiving the ~~high school~~certificate of proficiency ~~certificate, the student~~ may re-enroll in the district. ~~If the student~~ If enrollment is subsequently ~~terminates enrollment~~ terminated again, the student may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

High School Equivalency Certificate

CSBA NOTE: Education Code 51420-51427 provide that persons may be awarded the California High School Equivalency Certificate by taking a general educational development test and receiving a score that is at least as high as that determined by SBE to be equal to the standard of performance expected from high school graduates. ~~**As of January 1, 2020,**~~ SBE has approved the use of two tests for this purpose: (1) the General Educational Development (GED) test adopted by the General Educational Development Testing Service and (2) the High School Equivalency Test (HiSET) provided by the Educational Testing Service.

~~An eligible person may earn~~Obtaining a high school equivalency certificate ~~by~~requires passing of a general educational development test designated by the State Board of Education pursuant to

Education Code 51420, including the General Educational Development (GED) test or the ~~High School Equivalency Test~~ (HiSET)~~).~~

~~Any person is eligible to take~~.

Anyone taking a test leading to a high school equivalency certificate ~~if the person~~ is required to be a resident of California or a member of the armed forces assigned to duty in California and ~~meets~~meet any one of the following criteria: (Education Code 51420~~; 5 CCR 11532~~)

1. Is 18 years of age or older~~, or is within 60 days of the person's 18th birthday, regardless of enrollment status~~

2. ~~Is not currently enrolled in school and is within 60 days of when the person would~~Would have graduated from high school had the person remained in school and followed the usual course of study

~~Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer~~

3. ~~17 years of age, has~~ accumulated fewer than 100 units of high school credit, and is confined to a state or county hospital or to an institution maintained by a state or county correctional facility~~, and meets other criteria listed in 5 CCR 11532~~

4. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in an academic program offered by a dropout recovery high school ~~as defined in Education Code 52052,~~ and has successfully completed the dropout recovery high school's state standards aligned instructional program which ~~is aligned to state standards,~~ offers the opportunity for completion of the requirements for a high school diploma~~,~~ and ~~provides services for~~ at least one year of instruction or instruction followed by services related to the academic program

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State	Description
5 CCR 11520-11523	Proficiency examination and certificate
5 CCR 11530-11532.5	High school equivalency certificate
Ed. Code 48400-48403	Compulsory continuation education
Ed. Code 48410	Exemption from continuation education

Ed. Code 48412	Certificate of proficiency
Ed. Code 48413	Enrollment in continuation classes
Ed. Code 48414	Reenrollment in district
Ed. Code 51420-51427	High school equivalency certificates
Ed. Code 52052	Accountability; numerically significant student subgroups

Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services
Website	High School Equivalency Test
Website	General Educational Development Test
Website	California High School Proficiency Examination (https://hiset.org/)
Website	California Department of Education, High School Equivalency Tests
Website	California Department of Education, California ~~High School Proficiency Examination~~ Proficiency Program (https://www.cde.ca.gov/ta/tg/cp.asp)
Website	California Department of Education, California High School Equivalency FAQ (https://www.cde.ca.gov/ta/tg/gd/)

Cross References

Code	**Description**
4112.2	Certification
4112.2	Certification
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5113.2	Work Permits
5113.2	Work Permits
5125	Student Records
5125	Student Records
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5147	Dropout Prevention

6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6164.2	Guidance/Counseling Services
6178	Career Technical Education
6178	Career Technical Education
6184	Continuation Education
6184	Continuation Education
6200	Adult Education
6200	Adult Education

Exhibit 6146.2-E(1): Certificate Of Proficiency/High School Equivalency Status: ADOPTED

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

CSBA NOTE: The following exhibit is for use by districts that maintain grades 9-12. Pursuant to Education Code 48410, any student who passes the California ~~High School~~ Proficiency ~~Examination~~Program and receives a certificate of proficiency may be exempted from compulsory school attendance upon request by the student and, if the student is under age 18 years, with the consent of the student's parent/guardian. 5 CCR 11522 requires the district to develop a consent form for this purpose. The following exhibit may be revised to reflect district practice.

NOTICE AND CONSENT TO DISCONTINUE SCHOOL ATTENDANCE FOR STUDENTS WITH A CERTIFICATE OF PROFICIENCY

Notice of Student Rights: Students who pass the California ~~High School~~ Proficiency ~~Examination (CHSPE)~~Program and receive a Certificate of Proficiency issued by the State Board of Education may continue to attend school, but upon request will be exempted from compulsory school attendance pursuant to Education Code 48410. If the student is under 18 years of age, the student's parent/guardian must also provide approval in order for the student to discontinue school attendance.

If the student leaves school ~~after receiving~~on the basis that the student received a Certificate of Proficiency ~~and is under 18 years of age~~, the student may later decide to re-enroll in the district with no adverse consequences~~. In this case~~ if the student is under 18 years of age. However, the student may be required to meet new or additional requirements established since the student ~~was previously enrolled. If the student~~ disenrolled. Additionally, if after re-~~enrolls and~~enrolling the student then leaves school again, the student may be denied re-admittance until the beginning of the following semester.

For further information about leaving school after obtaining the Certificate of Proficiency, contact the principal or school guidance counselor.

Student's name: _____

School: _____

Date on which the Certificate of Proficiency was issued: _____

To be completed by student: I understand the rights granted to students who are awarded the Certificate of Proficiency to disenroll from school, and to re-enroll if desired before the age of 18. I hereby notify the school district of my intent to disenroll from school.

Student's signature: _____ Date: _____

To be completed by parent/guardian: I hereby grant consent for my minor child to disenroll from school.

Parent/guardian's name (please print): _____

Signature: _____ Date: _____

To be completed by school administrator: I hereby verify the parent/guardian's signature and date recorded above.

Name of school administrator (please print): _____

Position: _____

Signature: _____ Date: _____

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5 CCR 11530-11532.5	High school equivalency certificate
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Ed. Code 48410	Exemption from continuation education
Ed. Code 48412	Certificate of proficiency
Ed. Code 48413	Enrollment in continuation classes
Ed. Code 48414	Reenrollment in district
Ed. Code 51420-51427	High school equivalency certificates
Ed. Code 52052	Accountability; numerically significant student subgroups

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	High School Equivalency Test

Website	General Educational Development Test
Website	California High School Proficiency Examination (https://hiset.org/)
Website	California Department of Education, High School Equivalency Tests
Website	California Department of Education, California ~~High School Proficiency Examination~~ Proficiency Program (https://www.cde.ca.gov/ta/tg/cp.asp)
Website	California Department of Education, California High School Equivalency FAQ (https://www.cde.ca.gov/ta/tg/gd/)

Cross References

Code	Description
4112.2	Certification
4112.2	Certification
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5113.2	Work Permits
5113.2	Work Permits
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5145.6-E(1)	Parent/Guardian Notifications
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6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6164.2	Guidance/Counseling Services
6178	Career Technical Education
6178	Career Technical Education

6184	Continuation Education
6184	Continuation Education
6200	Adult Education
6200	Adult Education

Policy 7000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 09/01/1988 **| Last Revised Date:** ~~02~~11/01/~~1996~~2025 **| Last Reviewed Date:** ~~02~~11/01/~~1996~~2025

The Governing Board recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program~~.~~ and align with the needs of the district. The Board shall endeavor to ~~make the provision of adequate~~provide and maintain high-quality school facilities ~~a priority in the district.~~ that support the district's educational program. Because the schools serve as a focal point for the community, the Board shall ~~also~~ strive to ~~ensure that~~provide district facilities ~~fit harmoniously and attractively into their~~that are compatible with surrounding neighborhoods and have the flexibility of design to meet future educational and community needs. ~~The~~ As part of its intent to make use of each facility, the Board ~~shall strive to have~~recognizes that, in some instances, the best use may be reuse by a third party, and in other instances, may be lease or sale.

In order to plan for long-range facilities needs, the Superintendent or designee may develop, for Board approval, a school facilities master plan in ~~place~~accordance with Board Policy 7110 – Facilities Master Plan, and regularly ~~reviewed~~review such plan in light of the district's educational goals. In accordance with this plan, the Board shall:

1. Approve additions or major alterations to existing buildings

2. Determine what new buildings shall be built, when and where, and what equipment shall be purchased for them

3. Determine the method of financing that will be used

4. Select and purchase school sites for future expansion, as needed, and facilities for new school sites or other district use

5. Sell or lease facilities, including via joint occupancy or joint use, when no other better use is identified

~~5.~~ 6. Approve the selection of architects and structural engineers

~~6.~~ 7. Award contracts for design and construction

~~7. Name schools and individual buildings~~

8. Authorize the use of school facilities by district residents and community groups in accordance with Board Policy/Administrative Regulation 1330 – Use of School Facilities

9. Consider the use of district property for workforce housing

~~8.~~ 10. Advocate school facility needs to the community

The Superintendent or designee shall:

1. Assess the district's short- and long-term ~~facility~~facilities needs

2. Direct the preparation and updating of the facilities master plan

3. Oversee the preparation of bids and ~~award~~awarding of contracts

4. Supervise the implementation of the district's building program in accordance with the master plan, Board policy, and state and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities

5. Represent the district in official governmental interactions related to the building program

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State	Description
5 CCR 14001	Minimum standards for school facilities
5 CCR 14010	Procedure for site acquisition
5 CCR 14030	Preliminary procedure, planning, and approval of school facilities
5 CCR 14031-14032	Submissions to bureau of school facilities planning; approval
Ed. Code 17210-17224	School Sites; general provisions
Ed. Code 17260-17268	Plans and specifications for school facilities
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17340-17343	Building of schoolhouses
Ed. Code 17350-17360	Factory-built school buildings
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 17400-17429	Leasing of school buildings

Ed. Code 17515-17526	Joint occupancy
Ed. Code 17527-17535	Joint use
Ed. Code 38130-38139	Civic Center Act

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	Description
0440	District Technology Plan
1330	Use of School Facilities
1330.1	Joint Use Agreements
3311	Bids
3311	Bids
3311.1	Uniform Public Construction Cost Accounting Procedures
3311.1	Uniform Public Construction Cost Accounting Procedures
3311.2	Lease-Leaseback Contracts
3311.3	Design-Build Contracts
3470	Debt Issuance And Management
7110	Facilities Master Plan
7111	Evaluating Existing Buildings
7131	Relations With Local Agencies
7140	Architectural And Engineering Services
7140	Architectural And Engineering Services
7150	Site Selection And Development
7150	Site Selection And Development
7210	Facilities Financing
7310	Naming Of Facility
9000	Role Of The Board

Policy 7131: Relations With Local Agencies

Status: ADOPTED

Original Adopted Date: 02/01/1996 | **Last Revised Date:** 11/01/~~2001~~2025 | **Last Reviewed Date:** 11/01/~~2001~~2025

~~CSBA NOTE: Education Code 35275 requires the Board to meet with local park and recreation authorities to coordinate planning, design and construction of new school facilities and school sites or major additions to existing school facilities and recreation and park facilities; see AR 7150 - Site Selection and Development. In addition, Government Code 65352.2, as added by AB 1367 (Ch. 396, Statutes of 2001), encourages collaboration between districts and cities and counties by authorizing meetings between those agencies to discuss methods of coordinating planning, design and construction of facilities.~~

CSBA NOTE: The following optional Board policy may be revised to reflect district practice. Districts are generally authorized to cooperate and/or coordinate their activities or services with other local agencies, including cities, counties, and special districts, as necessary to maximize efficient use of resources.

The Governing Board recognizes the importance of collaborating and communicating with other local agencies in order to provide the best possible school facilities and to allocate facility resources in an effective and efficient manner. The Board and district staff shall consult and coordinate with local agencies as required by law, and ~~whenever~~shall utilize the expertise and resources of ~~these~~such agencies ~~can assist~~ when useful to the district in the planning, design, and construction of facilities.

CSBA NOTE: Education Code 35275 requires the Governing Board to meet with local park and recreation authorities to coordinate the planning, design, and construction of new school facilities and school sites, or major additions to existing school facilities and recreation and park facilities. For more information regarding the site selection and development process, see AR 7150 - Site Selection and Development. Additionally, Government Code 65352.2 encourages collaboration between districts, cities, and counties by authorizing meetings between those agencies to discuss methods of coordinating the planning, design, and construction of facilities.]

The Board shall meet with the appropriate local agency recreation and park authorities to review all possible methods of coordinating the planning, design, and construction of new school facilities and school sites, or major additions to existing school facilities and recreation and park facilities in the community. (Education Code 35275)

~~Following~~ Upon receiving notification ~~by a city or county~~ of proposed action to adopt or substantially revise a city of county general plan, the Board may request a meeting with the local planning agency to discuss possible methods of coordinating planning, design, and construction of new school facilities and school sites. (Government Code 65352.2)

~~CSBA NOTE: Government Code 65995, as amended by SB 50 (Ch. 407, Statutes of 1998) essentially repeals, until 2006, the Mira/Hart/Murrietta line of case law which had granted cities or counties the authority to deny development projects based on a determination as to whether the schools were adequate to meet the demands created by the development. Although that authority has been repealed, districts may still wish to encourage cities/counties to include language in the city/county general plan regarding adequacy of school facilities so that the language is in place upon the expiration of SB 50's restrictions. The following paragraphs are optional.~~

CSBA NOTE: Because new developments could impact the adequacy of school facilities to support student population, the district should maintain regular communication with city/county planning officials to ensure that considerations of adequacy of school facilities and other public facilities essential to development are included in city/county planning. Without this, the district may lack necessary funds to provide adequate school facilities, since the imposition of any fee, charge, or other requirement for the construction or reconstruction of school facilities is prohibited pursuant to Government Code 65995, unless it is a school impact fee specifically authorized by Education Code 17620.

The Superintendent or designee shall monitor land development proposals within district boundaries and shall ensure that an exchange of accurate information is maintained with city/county planning staff regarding the impact of land development on the district's educational programs and facility needs. When necessary, the district shall recommend measures for inclusion in the city/county general plan to ensure the availability of adequate school facilities to address the new development.

Recognizing that available funds may not suffice to eliminate overcrowding in district schools caused by new development, the Board urges the city/county to adopt in its general plan or other appropriate planning documents, to the extent permitted by law, a provision which ensures that adequate school facilities will be available.

Notifications to Other Local Agencies

CSBA NOTE: For new residential development, Government Code 65971 requires the Board, upon making ~~the findings~~a finding described below by clear and convincing evidence, to notify the city council or board of supervisors of the city or county in which the district is located~~. If the city council or board~~ of ~~supervisors concurs in these findings,~~such finding. Government Code 65972 requires that the development be denied unless ~~specific overriding factors exist or~~ the city or county, by ordinance and as a condition of approval, imposes specific land and/or fee requirements on the developer to fund interim classroom facilities~~. Although Government Code 65972 and 65972 may have been preempted by the provisions~~, or specific overriding factors exist which, in ~~SB 50, it~~the judgment of the city or county, justify approval of the development. It is recommended that~~, if the conditions exist,~~ districts ~~make the findings below and~~with questions about requiring developer land dedication or levying fees consult CSBA's District and County Office of Education Legal Services or district legal counsel~~, as appropriate~~.

~~The~~In order to adequately mitigate the additional students generated by new development within the district, the Board ~~shall notify the city council or county board of supervisors whenever it finds~~may make a finding, based on clear and convincing evidence~~:~~ , that: (Government Code 65971)

1. That conditions of overcrowding, as defined in Government Code 65973, exist in one or more attendance areas within the district which will impair the normal functioning of the educational programs, and the reason for the existence of those conditions

2. That all reasonable methods of mitigating conditions of overcrowding have been evaluated and no feasible method for reducing those conditions exists

~~The above notice shall specify the mitigation measures considered by the district and~~Upon making such a finding, the Board shall notify the city council or county board of supervisors of such finding. The notice shall include a completed application to the Office of Public School Construction for preliminary determination of eligibility for school construction under applicable state law. (Government Code 65971)

CSBA NOTE: Government Code 53094 ~~has long authorized~~authorizes Boards to render~~, by a 2/3 vote of its members,~~ a city or county zoning ordinance inapplicable to a proposed use of property by the district, ~~as long as the proposed use of the property is for classroom~~excluding nonclassroom facilities~~. See E 9323.2 - Actions by the Board. However,~~ (such as warehouses, administrative buildings, and automotive storage and repair buildings), as long as (1) the property lies within the geographical jurisdiction of the district in accordance with Government Code ~~53094, as amended by AB 1367 (Ch. 396, Statutes of 2001), now requires that, prior to taking such an action~~53097.3, (2) if applicable, the district ~~must notify~~notifies the city or county planning commission of the acquisition of a new school site ~~(~~in accordance with Public Resources Code 21151.2~~)~~, (3) if applicable, the district notifies the city or ~~the adoption~~county planning commission or agency prior to completion of a facilities needs analysis ~~or~~, master plan ~~(~~, or other long-range plan that relates to the expansion of existing school sites or necessity to acquire new school sites in accordance with Government Code 65352.2~~)~~., and (4) 2/3 of the Board's members vote in the affirmative. However, pursuant to Government Code 53097.3, a district may not render a city or county ordinance inapplicable to a charter school facility unless that facility is physically located within the geographical jurisdiction of the district. For more information on Board action to render a zoning ordinance inapplicable, see E(1) 9323.2 – Actions by the Board.

The Superintendent or designee shall notify the appropriate city or county planning agency of the adoption of a school facility needs analysis ~~or~~; facilities master plan~~,~~ or other long-range plan; the acquisition of a school site~~, or~~; and any other action regarding school facilities, in accordance with law.

District Workforce Housing Development

CSBA NOTE: The following section is optional and may be revised to reflect district practice. Government Code 65914.7 deems a housing development project to be an allowable use on any real property owned by a district if the housing development satisfies certain criteria. A housing

development that meets the requirements of Government Code 65914.7 is deemed consistent, compliant, and in conformity with local development standards, zoning codes or maps, and the general plan. Land used for the development of workforce housing in accordance with Government Code 65914.7 may be jointly used or jointly occupied by the district and any other party. For more information related to developing education workforce housing, see CSBA's, "Education Workforce Housing," available on its website.

The Superintendent or designee shall ensure that the use of district-owned real property for workforce housing is consistent with the criteria specified in Government Code 65914.7.

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State	Description
14 CCR 15000-15285	Implementation of California Environmental Quality Act of 1970
5 CCR 14010	Procedure for site acquisition
Ed. Code 17280-17317	Building approvals
Ed. Code 17620	Imposition of school impact fees on development
Ed. Code 35275	New school planning; cooperation with recreation and park authorities
Gov. Code 53090-53097.5	Regulation of local agencies by counties and cities
Gov. Code 65300-65303.4	Authority for and scope of general plans
Gov. Code 65352.2	Communicating and coordinating of school sites
Gov. Code 65850-65863.11	Adoption of regulations
Gov. Code 65914.7	Local educational agencies; housing development projects
Gov. Code 65970-65981	School facilities
Gov. Code 65995-65998	Developer fees
Pub. Res. Code 21000-21177	California Environmental Quality Act of 1970

Management Resources	Description
Website	Education Workforce Housing (https://www.csba.org/GovernanceAndPolicyResources/Education-Workforce-Housing)

Website	CSBA District and County Office of Education Legal Services
Website	Department of General Services, Office of Public School Construction
Website	California Department of Education, School Facilities

Cross References

Code	Description
1160	Political Processes
1330.1	Joint Use Agreements
3510	Green School Operations
3511.1	Integrated Waste Management
3511.1	Integrated Waste Management
7000	Concepts And Roles
7110	Facilities Master Plan
7150	Site Selection And Development
7150	Site Selection And Development
7210	Facilities Financing
7211	Developer Fees
7211	Developer Fees
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board

Bylaw 9310: Board Policies

Status: ADOPTED

Original Adopted Date: 06/01/1999 **| Last Revised Date:** ~~07~~11/01/~~2018~~2025 **| Last Reviewed Date:** ~~07~~11/01/~~2018~~2025

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

Definitions

~~The Governing~~ *Board* ~~shall adopt written~~ *policies* ~~to convey its expectations for actions that will be taken~~are the written rules of the district. They establish the parameters by which staff, students, parents/guardians, volunteers, contractors, visitors, and others shall abide while attending or participating in ~~the district,~~district programs or activities, on district property, or otherwise within the jurisdiction of the district. Additionally, Board policies clarify the roles and responsibilities of the Governing Board and Superintendent, and communicate Board philosophy and ~~positions~~values to students, staff, parents/guardians, and the community.

~~The Board~~ *Board bylaws* are specific Board policies that govern the operations of the Board and establish the rights and obligations of Board members.

Administrative regulations, which shall ~~ensure~~not be inconsistent with Board policies, are written rules that ~~district policies~~implement Board policies or prescribe the operations and administration of the district. In case of conflict between an administrative regulation and a Board policy, the Board policy, or applicable portion thereof, shall prevail.

Board policies and administrative regulations shall align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

CSBA NOTE: State and federal laws mandate that districts ~~develop policy or~~enact Board policies or administrative regulations on numerous topics~~.~~, with certain Board policies or administrative regulations being mandated only if specific conditions apply. CSBA maintains a list of mandated ~~policies~~ and conditionally mandated Board policies and administrative regulations, and also indicates ~~throughout~~in its sample ~~policy manual instances where policy~~Board policies and administrative regulations when certain language is mandated~~.~~ or conditionally mandated.

The Board recognizes the importance of maintaining ~~a policy manual~~Board policies and administrative regulations that ~~is~~are up to date and ~~reflects~~reflect the mandates of law. Board policies ~~are~~or administrative regulation shall be binding ~~on the district~~ to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No Board policy~~, bylaw,~~ or administrative regulation, or any portion thereof, shall be

operative if ~~it is found to be~~the Superintendent determines, based on advice of district legal counsel, it is in conflict with applicable federal or state law or regulations or court decisions. ~~If~~However, any portion of a Board policy ~~is found to be invalid, that invalidity~~or administrative regulation so determined to be inoperative shall not affect the operability of other provisions of the Board policy~~.~~

~~Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.~~ or administrative regulation.

Board Policy Development and Adoption

~~CSBA NOTE:~~CSBA NOTE: In general, the process of policy review is not specified in state law. However, Education Code 35160.5 requires that district policies pertaining to intradistrict open enrollment and extracurricular/cocurricular activities be reviewed annually.

The following section describes the basic steps in the policy development process and ~~may~~should be revised to reflect district practice. CSBA offers a variety of policy services designed to assist ~~the~~ governance ~~team~~teams with this process, including ~~review~~comprehensive reviews of district ~~policy manuals,~~ policies and policy development workshops ~~for individual districts and consortia of districts, and manual maintenance services~~.

~~The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.~~

~~**Policy Development and Adoption Process**~~

~~CSBA NOTE: The following section describes the basic steps in the policy development process and may be revised to reflect district practice. CSBA offers a variety of policy services designed to assist the governance team with this process, including review of district policy manuals, policy development workshops for individual districts and consortia of districts, and manual maintenance services.~~

~~The district's policy development process~~ The Board shall ~~include~~regularly review Board policies and shall do so at Board meetings or Policy Committee meetings, as applicable. Additionally, the Board shall annually review the policies specified in Education Code 35160.5. If no revisions are deemed necessary, the Board minutes for the applicable meeting shall nevertheless indicate that the review was conducted. Other Board policies shall be monitored and reviewed as specified in the Board policy itself or as needed to reflect changes in law or district circumstances.

The following ~~basic~~ steps~~:~~ shall be used to develop, propose, and adopt a new Board policy or revisions to an existing Board policy:

1. The Board and/or Superintendent or designee shall identify the need for a new ~~policy or revision of an existing policy. The need may arise from a change in law, a new district vision statement, new goals in the local control and accountability plan, educational research or~~

~~trends, an incident that has arisen in the district, or a recommendation or request from staff, a parent/guardian, or other interested person.~~or revised Board policy

2. As needed, the Superintendent or designee shall gather fiscal data, staff and public input, related ~~district~~Board policies or administrative regulations, sample Board policies from the California School Boards Association ~~or other organizations or agencies~~, legal advice, and other useful information and data ~~to fully inform the Board about a particular issue.~~

3. The Board may ~~hold~~ agendize one or more discussions ~~during~~ or presentations with respect to the need for a ~~public~~ new or revised Board ~~meeting to gain an understanding~~policy

   As part of ~~the issue~~those discussions or presentations, the Board may request additional information or research and may provide ~~initial~~ direction to the Superintendent or designee~~. The~~ regarding how to proceed with proposing a new or revised Board policy, including a request for review by district legal counsel.

CSBA NOTE: Once a new or revised Board policy is drafted, it is common for it to be agendized at two different meetings, with the first time (often referred to as the "first read") being for public input and Governing Board discussion ~~may include, but not be limited to, community expectations, staff recommendations, and the expected impact of the policy on student learning~~, and ~~well-being, equity, governance~~the second time (often referred to as the "second read") being for further discussion, if warranted, and ~~the district's fiscal resources~~Board action. This approach is reflected in Item #4, below and ~~operational efficiency.~~ should be modified to reflect district practice.

~~4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.~~

~~CSBA NOTE: Most policies are given two readings at a public Board meeting. However, a second reading is generally not required by law so it may be waived by the Board. The following paragraph should be modified by districts that only require one reading of policies prior to adoption.~~

~~5.~~ 4. ~~The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy.~~ Once drafted, the proposed new or revised Board policy shall be agendized at two separate Board meetings, with the first for public input and Board review and direction, and the second for further discussion, if warranted, and Board action

The Board may waive or modify any of the ~~second reading or may require an additional reading if necessary.~~above requirements on a case-by-case basis.

~~Only~~All Board policies shall be formally adopted by a majority vote of the Board ~~shall constitute official Board policy.~~

~~The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.~~

~~Policies~~ Board policies shall become effective upon Board adoption or at a future date if so designated by the Board at the time of adoption.

~~**Board Bylaws**~~

~~The Board shall prescribe and enforce rules for its own governance consistent with state law and regulations. (Education Code 35010)~~

~~Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.~~

~~**Administrative Regulations**~~

~~The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other provisions. The Superintendent or designee may also develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.~~

~~When Board policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.~~

~~The Board may review and/or approve administrative regulations for the purpose of ensuring conformity with the intent of Board policy.~~

~~**Monitoring and Evaluation**~~

At any time, the Board and Superintendent or designee may determine that progress reports to the Board on the implementation and/or effectiveness of ~~the~~a Board policy ~~should be scheduled~~are necessary. If so, the Board and Superintendent or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the Board policy in achieving its purpose.

~~**Access to Policies**~~ **Administrative Regulation Development and Approval**

CSBA NOTE: It is common for the Superintendent or designee to be solely responsible for the development and approval of administrative regulations. This approach is reflected below and should be modified to reflect district practice.

The Superintendent or designee shall be responsible for the development and approval of administrative regulations.

When new Board policies are created or existing Board policies are revised, the Superintendent or designee shall, as necessary, create or revise any applicable administrative regulations to ensure that they conform to the intent of the new or revised Board policy.

To carry out the intent of the Board, the Superintendent or designee may, in addition to developing and approving administrative regulations, develop procedures manuals, handbooks, or other guides.

Access

CSBA NOTE: Districts that ~~use~~subscribe to CSBA's GAMUT Policy Plus service are able to update ~~their policy manual can~~and provide public access ~~their district's policy manual and other legal and management resources~~to their Board policies, administrative regulations, and related documents, such as exhibits, through their GAMUT Policy Plus site.

The Superintendent or designee shall ensure that all district employees and the public have ~~access to an up-to-date district policy manual. The policy manual shall be maintained electronically and/or by paper copy.~~

~~As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communication strategy depending on the issue. Policies shall be posted on the district's web site when required by law.~~ easy and free access to all Board policies, administrative regulations, and, as applicable, related documents.

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

State	Description
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.5	Intradistrict open enrollment
Ed. Code 35163	Official actions, minutes, and journal
Ed. Code 35164	Actions by majority vote

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online), Policy Review Program, Individual D

Cross References

Code	Description

0000	Vision
0100	Philosophy
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
1112	Media Relations
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1340	Access To District Records
1340	Access To District Records
2000	Concepts And Roles
2210	Administrative Discretion Regarding Board Policy
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5145.6	Parent/Guardian Notifications

5145.6-E(1)	Parent/Guardian Notifications
6000	Concepts And Roles
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
9000	Role Of The Board
9005	Governance Standards
9130	Board Committees
9320	Meetings And Notices
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board

Bylaw 9321: Closed Session

Status: ADOPTED

Original Adopted Date: 12/01/2014 **| Last Revised Date:** ~~12~~11/01/~~2023~~2025 **| Last Reviewed Date:** ~~12~~11/01/~~2023~~2025

CSBA NOTE: The Governing Board may ~~hold a~~only meet in closed session ~~only~~ for purposes expressly authorized by the Brown Act (Government Code 54950-54963), Government Code 3549.1, or by a provision of the Education Code. Prior to recessing to closed session, the Brown Act requires the Board to disclose the items to be discussed in closed session either verbally or by reference to the items as they are described in the posted agenda. Consistent with the Brown Act, the accompanying Exhibit (1) provides specific language for most types of closed session items. Additionally, whenever the Board meets in closed session, the Brown Act generally requires ~~the Board~~it to ~~publicly report any~~reconvene in open session following closed session to disclose, either orally or in writing, each action taken in closed session and the vote, recusal, or ~~abstention~~absence on ~~that~~each action ~~of every member present.~~. Consistent with the Brown Act, the accompanying Exhibit (2) provides specific language for ~~reporting out on~~disclosing closed session items in open session following ~~the~~ closed session.

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall ~~hold a~~meet in closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting as required by law and provided in the accompanying Exhibit (1). (Education Code 35145~~,~~; Government Code 54954.2, 54954.5, 54957)

In the open session preceding ~~the~~ closed session, the Board shall disclose the items to be discussed in closed session as specified in this bylaw. The Board ~~may~~chair, who is either the Board president or the Board member chairing the meeting at the time if the Board president is absent, shall either verbally state the ~~information on~~closed session items listed in the agenda or refer the public to the closed session item(s) as listed by number or letter ~~on~~in the agenda. In ~~the~~ closed session, the Board ~~may~~shall consider only those items covered in its statement. (Government Code 54957, 54957.7)

CSBA NOTE: Pursuant to Education Code 35145.5 and Government Code 54954.3, the public is required to be given an opportunity to directly address the Board on any agenda item of interest to the public, including closed session items, either before or during the Board's consideration of the item. As the public is not permitted to attend closed session, such an opportunity for public comment is required to occur prior to closed session. For additional information, see BB 9322 - Agenda/Meeting Materials and BB 9323 - Meeting Conduct.

Prior to closed session, members of the public shall be given an opportunity to address the Board

on any closed session item in the agenda in accordance with Board Bylaw 9322 - Agenda/Meeting Materials and Board Bylaw 9323 - Meeting Conduct. (Education Code 35145.5; Government Code 54954.3)

After ~~the~~ closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall ~~publicly~~ disclose any actions taken in ~~the~~ closed session, the votes or abstentions thereon, and other disclosures as specified in this bylaw. Such ~~reports~~disclosures may be made in writing or orally at the location announced in the agenda for ~~the~~ closed session as required by law and provided in the accompanying Exhibit (2). (Education Code 32281; Government Code 54957.1, 54957.7)

CSBA NOTE: Pursuant to Government Code 54957.1, a document approved or adopted in closed session must be provided to any person who has submitted a written request within 24 hours of the posting of the agenda or who has made a standing request for all documentation as part of a request for meeting notices pursuant to Government Code 54954.1 or 54956.

When an action taken during ~~a~~ closed session involves final approval or adoption of a document, such as a contract or settlement agreement, that becomes public upon such approval or adoption, the Superintendent or designee shall immediately provide a copy of the document to any person present at the conclusion of ~~the~~ closed session who has submitted a written request~~. If the action taken results in one~~ or ~~more~~made a standing request for all documentation as part of a request for notice of meetings. (Government Code 54957.1)

If, when adopting or approving a document during closed session, substantive amendments are required to finalize the document, the Superintendent or designee shall make the document available ~~the next business day or when~~ as soon as the necessary changes to the document are completed. Whenever ~~copies of an approved agreement~~such a document will not be immediately released ~~due to an amendment~~, the Board ~~president~~chair shall orally summarize the substance of the amendment ~~for those present at~~in open session as part of the required disclosures. (Government Code 54957.1)

Attendance in Closed Session

Each Board member may attend closed session for each agenda item except if the Board member is required to recuse themselves or is prohibited by law from attending. Additionally, the ~~end of~~Superintendent may attend closed session for each agenda item, except for personnel matters, complaints, or charges regarding the ~~closed session. (Government Code 54957.1)~~

Superintendent under Government Code 54957, or to discuss the Superintendent's compensation under Government Code 54957.6.

In addition, the Board secretary or designee shall attend closed session for each agenda item to keep minutes of topics discussed and decisions made. (Government Code 54957.2)

CSBA NOTE: The Attorney General has opined in 105 Ops.Cal.Atty.Gen. 89 (2022) that only a person with "an official or essential role to play in a particular closed session" item may attend closed session for that particular item. Pursuant to the opinion, a person has an "official" role if they are authorized by statute to attend for that particular item (e.g., district legal counsel for a litigation item), as reflected in Item #1, below. Additionally, the opinion provides that anyone else may attend if their presence is "essential" to the Board's ability to conduct its business as it relates to that particular item (e.g., dean of discipline for a student matter), as reflected in Item #2, below.

Except as prohibited by law, the following individuals may attend closed session for a particular item upon invitation by the Board chair or the Superintendent:

1. District legal counsel, district negotiators, or other district staff authorized by statute to attend for the particular item

2. Any other individual whose attendance is essential to the Board's ability to conduct its closed-session business with respect to the particular item

Any other individual shall not attend closed session.

Confidentiality

~~CSBA NOTE: Pursuant to Government Code 54963, a Board member who discloses confidential~~ Any person in attendance in closed session shall not disclose information received in ~~a closed session may be referred to the local grand jury or may be subject to action in a court of law. For a definition of confidential information and the actions that may be taken against a Board member if such information is disclosed, see BB~~closed session except as permitted by Board Bylaw 9011 ~~-~~– Disclosure of Confidential/Privileged Information~~.~~

~~A Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information or the information has been publicly reported by the District. (Government Code 54963)~~ or Board Policy 4119.23 - Unauthorized Release Of Confidential/Privileged Information, as applicable.

The Board shall not disclose any information that is protected by state or federal law. ~~In addition~~Additionally, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, disclosure, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

Personnel Matters: Appointment, Employment, Performance Evaluation, or Discipline/Dismissal/Release

CSBA NOTE: Government Code 54957 authorizes the ~~use of~~Board to meet in closed ~~sessions~~session to consider and, as applicable, vote on the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Consistent with Government Code 54957.1 and 54957.7, this provision may be interpreted to include a demotion or other change in

employment status. ~~For the purpose of these closed sessions, "employee" includes an officer or independent contractor who functions as an officer or employee but excludes Board members. The~~

While the Attorney General has concluded in 59 Ops.Cal.Atty.Gen. 532 (1976) that it is appropriate to ~~use a closed session to~~ discuss and evaluate ~~Superintendent~~the Superintendent's performance~~. However, the Board may not discuss or act upon~~ in closed session pursuant to Government Code 54957, Government Code 54957 explicitly prohibits the Board from discussing any proposed change in the Superintendent's compensation other than a reduction of compensation that results from the imposition of discipline under this exception~~, although such a discussion~~. However, the Board may ~~occur under~~meet in closed session to discuss the Superintendent's compensation in closed session pursuant to Government Code 54957.6; see "Negotiations/Collective Bargaining," below.

The Board may ~~hold a~~meet in closed session ~~under the "personnel exception"~~ to consider the appointment, employment, performance evaluation, discipline, dismissal, or change in employment status of an employee. ~~Such~~Except as permitted by law, such a closed session item shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. ~~(Government Code 54957, 54957.1~~(Government Code 54957, 54957.1)

For the purpose of such an agenda item, "employee" includes an officer or independent contractor who functions as an officer or employee, but excludes Board members and other independent contractors. (Government Code 54957)

Personnel Matters: Specific Complaints or Charges

CSBA NOTE: Government Code 54957 authorizes the ~~use of~~Board to meet in closed ~~sessions~~session to consider and, as applicable, vote on complaints or charges against an employee, so long as the district provides the employee with 24-hour notice in advance of ~~the~~ closed session. Failure to provide such notice will render any action taken by the Board in ~~the~~ closed session null and void. Determining whether a "specific complaint or charge" is involved is usually fact-specific and it is recommended that the Board ~~should~~ consult ~~with~~ CSBA's District and County Office of Education Legal Services or district legal counsel, as appropriate.

In *Furtado v. Sierra Community College District*, the court held that the term "specific complaints or charges"," as used in Government Code 54957, does not include negative comments in an employee's performance evaluation. In another decision, *Bell v. Vista Unified School District*, the court determined that a presentation to the Board by a district staff member regarding an employee's violation of a California Interscholastic Federation rule constituted a "complaint or charge" and thus the employee was entitled to 24-hour notice. Yet another ruling, *Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners*, held that when a board rejects its hearing officer's findings of fact and conducts its own hearing, the employee must be given 24-hour notice.

Furthermore, ~~an Attorney General opinion (~~in 78 Ops.Cal.Atty.Gen. 218 (1995)~~ has~~), the Attorney

General clarified that a probationary certificated employee does not have the right to an open session when the Board is discussing whether to reemploy the employee for a third consecutive school year. Education Code 44929.21 ~~allows~~authorizes the Board to non-reelect a probationary certificated employee at the end of the first or second school year as long as written notice is given in accordance with law. For more information, see AR 4117.6 - Decision Not to Rehire.

The Board may ~~hold a~~meet in closed session to hear complaints or charges brought against an employee, unless the employee who is the subject of the complaint requests an open session. Before the Board ~~holds a~~meets in closed session on specific complaints or charges brought against an employee, the Superintendent or designee shall ensure that the employee receives written notice of the right to have the complaints or charges heard in open session. This notice shall be delivered personally or by mail at least 24 hours before the time of ~~the~~ closed session. (Government Code 54957)

For the purpose of such an agenda item, "employee" includes an officer or independent contractor who functions as an officer or employee, but excludes Board members and other independent contractors. (Government Code 54957)

Personnel Matters: Application for Early ~~Withdraw~~Withdrawal of Funds in Deferred Compensation Plan

The Board may ~~hold a~~meet in closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Negotiations/Collective Bargaining

CSBA NOTE: Pursuant to Government Code 54957.6, the Board is authorized to ~~hold a~~meet in closed session with the district's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees, including the Superintendent. However, Government Code 54957.6 explicitly prohibits the Board from taking final action in closed session on the proposed compensation of one or more unrepresented employees. Additionally, the Attorney General has concluded in 98 Ops.Cal.Atty. Gen. 41 (2015) that this exception does not permit the Board to meet in closed session with its designated representative to discuss the negotiation of a project labor agreement because the contractors and laborers covered by such an agreement are not district employees.

The Board may meet in closed session to review the Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. A closed session item regarding salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

~~The~~Additionally, the Board ~~also~~ may meet in closed session with a state conciliator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

CSBA NOTE: Pursuant to Government Code 54957.1, the Board may vote on an agreement ~~regarding~~concluding labor negotiations in closed session and then wait to publicly ~~report after~~disclose the agreement after it is final and has been accepted or ratified by the other party. For a new collective bargaining agreement, however, it is also common practice for Boards to vote in open session rather than closed session.

Pursuant to Government Code 54957.1, approval in closed session of an agreement ~~regarding~~concluding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be ~~reported~~disclosed after the agreement is final and has been accepted or ratified by the other party. The disclosure shall identify the item approved and the other parties to the negotiation. However, the Board may, at its sole discretion, vote on such an agreement ~~is~~in open session. (Government Code 54957.1)

CSBA NOTE: The Educational Employment Relations Act (EERA) (Government Code 3540-3549.3) lists certain exemptions from the Brown Act related to negotiations. The critical exemption for districts is that the Brown Act does not apply to a meeting of the Board if the meeting is exclusively for the purpose of discussing the Board's position regarding any matter within the scope of representation and determining how to instruct its designated representatives, regardless of whether its designated representatives attended. If it is combined with another closed session item and/or an open session item, then the Brown Act applies. It is recommended that the Board utilize this provision of the EERA sparingly and consult CSBA's District and County Office of Education Legal Services or legal counsel prior to meeting under this provision.

Pursuant to Government Code 3549.1, the Board may, without following the requirements of the Brown Act, meet in closed session exclusively for the purpose of discussing its position regarding any matter within the scope of representation or for the purpose of instructing its designated representatives. The Board shall not discuss any other ~~item at any such~~ items, either in closed session~~.~~ or open session, as part of such a meeting. (Government Code 3549.1)

Matters Related to Students

The Board shall meet in closed session to consider an appeal by a parent/guardian of a denial of a request to amend incorrect, inaccurate, or misleading information in a student record maintained by the district in accordance with Administrative Regulation 5125.3 - Challenging Student Records. (Education Code 49070)

CSBA NOTE: ~~This~~The following ~~section~~paragraph should be revised to reflect district practice. Education Code 35146~~,~~ ~~48912,~~ and ~~49070~~48912 permit a Board to consider in closed session any ~~disciplinary~~ action, including discipline (except expulsion~~)~~ ~~against a student, any other action~~), against a student~~,~~ ~~and a challenge to a student record~~. The district is required to provide the student and the student's parent/guardian with advance notice that the disciplinary action will be

considered in closed session and that the parent/guardian may, within 48 hours from receipt of the notice, request the district to have the item heard instead in ~~a public~~ open session ~~rather than in closed session.~~. While Education Code 35146~~,~~ and 48912~~, and 49070~~ do not provide the days or hours prior to the meeting by which the notice to the student and the student's parent/guardian ~~must~~is required to be given, it is recommended that the district notify the student and the student's parent/guardian at least 72 hours before the meeting, including for special meetings.

If a public hearing would lead to the disclosure of confidential student information such as grades or discipline information, the Board shall meet in closed session to consider ~~a suspension, disciplinary~~ any action, ~~any other action~~including discipline, against a student, except expulsion~~, or a challenge to a student record.~~. At least 72 hours prior to the start of the meeting of which ~~the~~ closed session is a part, the Superintendent or designee, on behalf of the Board, shall, in writing, by registered or certified mail or by personal service, notify the student and the student's parent/guardian of the intent of the Board to hear the item in closed session. If a written request for open session is received from the student or the student's parents/guardians within 48 hours of receiving the notice, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any other student shall remain in closed session. (Education Code 35146, 48912~~, 49070~~)

CSBA NOTE: Education Code 48918 requires a hearing to determine whether a student should be expelled. The hearing may be held by the Board, a hearing officer, or an administrative panel. See BP/AR 5144.1 - Suspension and Expulsion/Due Process.

If the Board conducts an expulsion hearing pursuant to Board Policy 5144.1 - Suspension and Expulsion/Due Process, the Board shall do so in closed session unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board shall meet in closed session for the purpose of deliberating and determining whether to expel the student ~~should be expelled~~. (Education Code 48918)

CSBA NOTE: Pursuant to Education Code 35012, as amended by SB 1445 (Ch. 327, Statutes of 2024), the Board may authorize a student Board member(s) to make restorative justice recommendations regarding expulsions if certain conditions are met. The following paragraph is for districts that have student Board members and should be deleted for districts that do not.

On a case-by-case basis, the student Board member(s) may make restorative justice recommendations to the Board regarding specific expulsion matters in accordance with Board Bylaw 9150 - Student Board Members.

CSBA NOTE: Although Education Code 48918 states that student expulsion records are "nonprivileged, disclosable public records" and the Attorney General in 80 Ops.Cal.Atty.Gen. 85 (1997) has opined that districts ~~must~~are required to disclose the student's name, the court in *Rim of the World Unified School District v. San Bernardino County Superior Court* held that the federal Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g) preempts state law and prohibits the disclosure of student expulsion records to the public. Failure to comply with FERPA may lead to loss

of federal funding. Because of the potential conflict between state and federal law, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or legal counsel prior to adopting the following paragraph.

In order to protect student privacy rights provided in 20 USC 1232g or other applicable laws, the identity of a student shall not be listed in the agenda and, unless the item is heard in open session, shall not be included in any ~~report~~disclosure after closed session. Additionally, a student matter shall be listed in the open session portion of the agenda with the same description and numbering system as it was ~~on~~listed in the closed session portion of the agenda.

Security Matters

CSBA NOTE: Government Code 54957 permits the Board to meet in closed session with the Governor, Attorney General, District Attorney, district legal counsel, sheriff or chief of police, or, as amended by AB 2715 (Ch. 243, Statutes of 2024), other law enforcement or security personnel to discuss certain threats, as specified below.

The Board may meet in closed session with the Governor, Attorney General, District Attorney, district legal counsel, sheriff or chief of police, or ~~their respective deputies, or a security consultant or a~~other law enforcement or security ~~operations manager,~~personnel on matters posing a threat to ~~the~~any of the following: (Government 54957)

1. The security of public buildings~~; to the~~

2. The security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service~~; or to the~~

3. The public's right of access to public services or public facilities~~. Such discussions may be held in closed session during an emergency meeting called pursuant to Board Bylaw 9320 - Meetings and Notices and Board Bylaw/Exhibit (1) 9323.2 - Actions By The Board.~~

4. Critical infrastructure controls or critical infrastructure information relating to cybersecurity

The Board may ~~also~~ meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. (Education Code 32281)

Real Property Negotiations

CSBA NOTE: The Attorney General opined in 94 Ops.Cal.Atty.Gen. 82 (2011) that only three subjects related to real property negotiations may be considered in closed session: (1) the amount of consideration the local agency is willing to pay or accept in exchange for the real property rights

to be acquired or transferred~~,~~; (2) the form, manner, and timing of how that consideration will be paid~~,~~; and (3) items that are essential to arriving at the authorized price and payment terms.

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Anticipated Litigation/Initiation of Litigation

Based on the advice of ~~its~~ legal counsel, the Board may ~~hold a~~meet in closed session to confer with or receive advice from ~~its~~ legal counsel regarding anticipated litigation or whether to initiate litigation when discussion of either matter in open session would prejudice the district's position with respect to such litigation. For this purpose, "litigation" ~~means~~includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

CSBA NOTE: Pursuant to Government Code 54956.9, the district is considered to be a "party," or to have "significant exposure," to litigation if any of its officers or employees is a party or has significant exposure to the litigation under circumstances specified below.

Litigation is considered to be "anticipated" when, in the Board's opinion based on the advice of ~~its~~ legal counsel regarding the existing facts and circumstances, there is a significant exposure to litigation against the district or against a district officer or employee based on prior or prospective activities or alleged activities during and potentially during the course and scope of that office or employment. (Government Code 54956.9)

Existing facts and circumstances are limited to the following: (Government Code 54956.9)

1. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s)

2. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence ~~which~~that might result in litigation against the district, which are already known to potential plaintiff(s)

3. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff

4. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board

5. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting

CSBA NOTE: Under certain circumstances, Government Code 54954.5 enables multiple anticipated litigation items to be grouped together into one closed session agenda item so long as the number of items is listed in the agenda. However, given the complexity and nuance of the different disclosure requirements for anticipated litigation items, it is recommended that each anticipated litigation item be listed as a separate agenda item.

In *Fowler v. City of Lafayette*, the appellate court clarified that when an item is agendized in closed session based on Item #5 above, ~~then~~ Government Code 54956.9 requires that the statement be made available to the public. Upon receiving a threat of litigation in such a manner, it is recommended that the Board ~~should~~ consult ~~with~~ CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate. The following paragraph should be revised to reflect district practice.

Each agenda item related to anticipated, or initiation of, litigation shall only contain one such matter. For an anticipated litigation item that is anticipated based on Items #2, #3, or #5 above, the agenda item shall also include the facts or circumstances that might result in litigation, the claim or written threat of litigation, or the record of the threat. However, the agenda item shall not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on the alleged victim's behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed. (Government Code 54956.9)

Existing Litigation

Based on the advice of ~~its~~ legal counsel, the Board may ~~hold~~ ~~a~~meet in closed session to confer with or receive advice from ~~its~~ legal counsel regarding existing litigation when discussion of the matter in open session would prejudice the district's position with respect to such litigation. Litigation is considered to be "existing" when the district has been named a party to the litigation, or a district officer or employee has been named a party to the litigation based on prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation ~~in~~ which involves whether an activity is outside the course and scope of the office or employment. For this purpose, "litigation" ~~means~~includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Tort, Public, or Workers' Compensation Liability

CSBA NOTE: The following paragraph is for use by districts participating in a joint powers agency (JPA) for insurance pooling or in a self-insurance authority.

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Joint Powers Agency Issues

CSBA NOTE: Pursuant to Government Code 54956.96, a JPA may adopt a provision, either through a policy or through the joint powers agreement, authorizing a ~~school district~~ Board member serving on the JPA board to disclose confidential information received during the JPA board's closed session under the circumstances specified below. Government Code 54954.5 provides an agenda description for the purpose of this closed session. The following optional paragraph is for use by districts that participate in a JPA that has adopted such a provision.

~~When the board of the JPA has so authorized and upon advice of district legal counsel, the~~The Board may meet in closed session in order to receive, discuss, and take action concerning information that has direct financial or liability implications for the district and that was obtained in a closed session of a JPA of which the district is a member. ~~During the Board's closed session~~However, a Board member serving on the JPA board may only disclose confidential information acquired during a closed session of the JPA to fellow Board members~~.~~ if the governing board of the JPA has so authorized and upon advice of district legal counsel. (Government Code 54956.96~~))~~)

Review of Audit Report from California State Auditor's Office

CSBA NOTE: Government Code 54956.75 authorizes the Board to meet in closed session to discuss a confidential final draft audit report from the California State Auditor's Office. This authority relates to situations in which a member of the legislature has requested the California State Auditor's Office to audit a school district. This audit is separate from the annual audit that districts ~~must~~are required to conduct pursuant to Education Code 41020. The law does not authorize the Board to meet in closed session to discuss the district's annual audit.

Upon receipt of a confidential final draft audit report from the California State Auditor's Office and before the report has been made public, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report shall be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

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

State	Description
Ed. Code 35012	Restorative justice

Ed. Code 35145	Public meetings
Ed. Code 35145.5	Public Comment
Ed. Code 35146	Closed sessions regarding suspensions
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 48912	Governing board suspension
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 49070	Challenging student records
Ed. Code 60617	Meetings of governing board
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 54950-54963	The Ralph M. Brown Act

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

Management Resources	**Description**
Attorney General Opinion	98 Ops.Cal.Atty.Gen. 41 (2015)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)
Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Opinion	105 Ops.Cal.Atty.Gen. 89 (2022)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Fowler v. City of Lafayette (2020) 45 Cal.App.5th 68
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Court Decision	Fischer v. Los Angeles Unified School District (1999) 70 Cal.App. 4th 87
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners (2003) 107 Cal.App.4th 860
Court Decision	Roberts v. City of Palmdale (1993) 5 Cal.App. 4th 363

Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors (1968) 263 Cal.App. 2d 41
Court Decision	San Diego Union v. City Council (1983) 146 Cal.App.3d 947
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2023
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	California Attorney General's Office
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1160	Political Processes
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
2120	Superintendent Recruitment And Selection
2121	Superintendent's Contract
2140	Evaluation Of The Superintendent
3280	Sale Or Lease Of District-Owned Real Property

3280	Sale Or Lease Of District-Owned Real Property
3320	Claims And Actions Against The District
3515	Campus Security
3515	Campus Security
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.23	Unauthorized Release Of Confidential/Privileged Information
4140	Bargaining Units
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4144	Complaints
4144	Complaints
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications

4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.23	Unauthorized Release Of Confidential/Privileged Information
4240	Bargaining Units
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4244	Complaints
4244	Complaints
4312.1	Contracts
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4315	Evaluation/Supervision
4319.23	Unauthorized Release Of Confidential/Privileged Information
4340	Bargaining Units
4344	Complaints
4344	Complaints
~~5113.12~~	~~District School Attendance Review Board~~
~~5113.12~~	~~District School Attendance Review Board~~
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5125	Student Records
5125	Student Records
5125.3	Challenging Student Records
5144	Discipline
5144	Discipline

5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
9011	Disclosure Of Confidential/Privileged Information
9121	President
9124	Attorney
9130	Board Committees
9150	Student Board Members
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board

Exhibit 9321-E(1): Closed Session

Status: ADOPTED

Original Adopted Date: 07/01/2019 **| Last Revised Date:** ~~12~~11/01/~~2023~~2025 **| Last Reviewed Date:** ~~12~~11/01/~~2023~~2025

BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

CSBA NOTE: Pursuant to Government Code 54954.2, the agenda for each Governing Board meeting ~~must~~is required to contain a general description of each item to be discussed in closed session; see the accompanying Board Bylaw. Government Code 54954.5 provides specific agenda descriptions for most closed session items ~~and that language is~~, which are reflected below. Where the law does not provide a specific agenda description for a closed session item, the language offered below is designed to inform the public of the purpose of the item without breaching confidentiality. Language in parentheses is for informational purposes only and should not be included as part of the general description of an item. The district may revise the following descriptions to reflect district practice and should consult ~~with~~ CSBA's District and County Office of Education Legal Services or district legal counsel, as appropriate.

The Governing Board meeting agenda shall include the following description of a closed session item, as applicable:

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT
Government Code 54957

Title: _____
(Specify position to be filled~~)~~.)

PUBLIC EMPLOYMENT
Government Code 54957

Title: _____
(Specify position to be filled~~)~~.)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957

Title: _____
(Specify title of employee being evaluated~~)~~.)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code 54957
(Due to employee privacy rights, no additional information may be provided.)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE
Government Code 54957
(Due to employee privacy rights, no additional information may be provided.)

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN
Government Code 54957.10
(No additional information may be provided.)

Negotiations/Collective Bargaining

CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6

District-Designated Representatives: _____
(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee Organization: _____
(Specify name of employee organization with which negotiations are being held.)

or

Unrepresented Employee(s): _____
(Specify position of unrepresented employee(s) who are the subject of the negotiations.)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION
Education Code 35146

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

STUDENT EXPULSION
Education Code 48912

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The district may use other

means to identify the student for record-keeping purposes.)

STUDENT GRADE CHANGE APPEAL
Education Code 49070

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____
(If the Board is considering a confidential student matter other than those listed above, specify type of action.)

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES
Government Code 54957

Consultation With: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN
Education Code 32281

Consultation With: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code 54956.8

Property: _____
(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation.)

District Negotiator: _____

(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Party With Whom District Is Negotiating: _____
(Specify name of party, not agent.)

Under Negotiation: _____
(Specify whether instruction to negotiator will concern price, terms of payment, or both.)

Anticipated Litigation/Initiation of Litigation

CSBA NOTE: For an anticipated litigation or initiation of litigation closed session item, the district may be required to provide additional information ~~on~~in the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956.9(e)(2)-(5). Boards should consult ~~with~~ CSBA's District and County Office of Education Legal Services or district legal counsel, as appropriate~~.~~).

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)

(If applicable) Existing Facts And Circumstances:
_____

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION
Initiation of litigation pursuant to Government Code 54956.9(d)(4)

(If applicable) Existing Facts And Circumstances:
_____

Existing Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Government Code 54956.9(d)(1)

Name Of Case: _____
(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS

Government Code 54956.95

Name Of Claimant(s):_____
(Specify name, except when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)

Name Of Agency Against Which Claim Is Made:_____

Joint Powers Authority Issues

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT
Government Code 54956.96

Name Of JPA: _____

Discussion Will Concern: _____
(Specify closed session description used by the JPA.)

Name Of District Representative On JPA ~~board:~~
Board:_____

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE
Government Code 54956.75
(No additional information is required.)

Review of Assessment Instruments

REVIEW OF STUDENT ASSESSMENT INSTRUMENT
Education Code 60617
(Reference resolution in which board agreed to accept the terms or conditions established by rules and regulations of the State Board of Education.)

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Ed. Code 60617	Meetings of governing board
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 54950-54963	The Ralph M. Brown Act

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1312.3-E(2)	Uniform Complaint Procedures
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2121	Superintendent's Contract
2140	Evaluation Of The Superintendent
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3280	Sale Or Lease Of District-Owned Real Property
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3515	Campus Security
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3516	Emergencies And Disaster Preparedness Plan
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3530	Risk Management/Insurance
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3555-E(1)	Nutrition Program Compliance
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4112.9-E(1)	Employee Notifications
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4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.23	Unauthorized Release Of Confidential/Privileged Information
4140	Bargaining Units
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4144	Complaints
4144	Complaints
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications

4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.23	Unauthorized Release Of Confidential/Privileged Information
4240	Bargaining Units
4243	Negotiations/Consultation
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4244	Complaints
4244	Complaints
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4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4315	Evaluation/Supervision
4319.23	Unauthorized Release Of Confidential/Privileged Information
4340	Bargaining Units
4344	Complaints
4344	Complaints
~~5113.12~~	~~District School Attendance Review Board~~
~~5113.12~~	~~District School Attendance Review Board~~
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5117	Interdistrict Attendance
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5125	Student Records
5125	Student Records
5125.3	Challenging Student Records
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5144	Discipline

5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
9011	Disclosure Of Confidential/Privileged Information
9121	President
9124	Attorney
9130	Board Committees
9150	Student Board Members
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board

Exhibit 9321-E(2): Closed Session

Status: ADOPTED

Original Adopted Date: 07/01/2019 **| Last Revised Date:** ~~12~~11/01/~~2023~~2025 **| Last Reviewed Date:** ~~12~~11/01/~~2023~~2025

~~REPORTS~~DISCLOSURES OF CLOSED SESSION ACTIONS

CSBA NOTE: ~~Pursuant to Government Code 54957.7, whenever~~Whenever the Governing Board ~~holds a~~meets in closed session, the Brown Act generally requires it ~~must~~to reconvene in open session following ~~the~~ closed session to ~~report on its actions~~disclose, either orally or in writing, on each action taken in closed session and ~~make any disclosures required by law~~the vote, recusal, or absence on each action; see the accompanying Board Bylaw. The language offered below is intended to follow the specific ~~reporting~~disclosure requirements found in law. Where the law does not specifically ~~address the reporting of~~provide disclosure requirements for a closed session item, the following language is designed to inform the public of the Board's action without breaching confidentiality. Language in parentheses is for informational purposes only and should not be included as part of the general description of an item. The district may revise the following descriptions to reflect district practice and should consult ~~with~~ CSBA's District and County Office of Education Legal Services or district legal counsel, as appropriate.

~~Following a closed session during any~~ After the Governing Board ~~meeting~~meets in closed session, the Board shall reconvene in open session to ~~present,~~disclose, either orally or in writing, ~~a report of~~ any of the following actions taken during ~~the~~ closed session, as applicable:

Personnel Matters

CSBA NOTE: Government Code 54957.1 requires the Board to ~~publicly report~~disclose any closed session action taken to appoint, to employ, to dismiss, to accept the resignation of, or that otherwise ~~affect~~affects the employment status of a district employee. The Attorney General, in 89 Ops.Cal.Atty.Gen. 110 (2006), opined that boards are not required to ~~publicly report~~disclose an action taken in closed session to reject the proposed dismissal of an employee, as such a decision to maintain the status quo does not constitute "an action taken to dismiss."

PUBLIC EMPLOYEE APPOINTMENT

Title: _____
(Specify position to be filled)

Appointment Made: *(Yes; otherwise no action taken)*

Ayes: _____

Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

PUBLIC EMPLOYMENT

Title: _____
(Specify position to be filled)

Decision to Employ: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: _____
(Specify title of employee being evaluated)

(If applicable) Board evaluated an employee in the above listed position.

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CSBA NOTE: ~~Pursuant to~~ Government Code 54957.1~~,~~ generally requires the ~~general requirement is that~~disclosure of any action taken in closed session to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee ~~in closed session is required~~ be ~~reported after closed session.~~ ~~Any~~disclosed. Additionally, Government Code 54957.1 requires that any such ~~report is also required to~~disclosure identify the title of the position even, for items where the ~~item~~title of the position was not listed in the agenda. However, Government Code 54957.7 provides for an exception such that the ~~report~~disclosure of a dismissal or ~~of the~~ nonrenewal of an employment contract ~~must~~is required to be deferred until the first ~~public~~ meeting following the exhaustion of administrative remedies, if any.

Title: _____
(Specify position affected)

(If applicable) Decision to Dismiss/Release: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____

Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE

(If applicable) Board heard/discussed a specific complaint or charge against an employee.

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN

(If applicable) Board received/discussed an employee's application for early withdrawal of funds in deferred compensation plan.

Negotiations/Collective Bargaining

(If applicable) Agreement Reached With: _____
(Specify Employee Organization)

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter and will vote in open session as indicated in the agenda.

STUDENT EXPULSION

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter and will vote in open session as indicated in the agenda.

STUDENT GRADE CHANGE APPEAL

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter.

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter.

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES

(If applicable) Board consulted with: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

(If applicable) Board approved a Tactical Response Plan.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Real Property Negotiations

CSBA NOTE: Pursuant to Government Code 54957.1, if the Board approves an agreement concluding real estate negotiations pursuant to Government Code 54956.8 in closed session, it is required to ~~report~~disclose the vote and the substance of the agreement in open session at the ~~public~~same meeting ~~during~~ ~~which~~ ~~the~~ ~~closed~~ ~~session~~ ~~is~~ ~~held~~. However, if final approval rests with the other party to the agreement, the Superintendent or designee is required, upon inquiry by any person, to disclose the fact of that approval and the substance of the agreement as soon as the other party or its agent has informed the district of its approval.

(If applicable) Board approved an agreement concluding real estate negotiations and the agreement is final.

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Anticipated Litigation/Initiation of Litigation

CSBA NOTE: Pursuant to Government Code 54957.1, if the Board approves an agreement resolving litigation that is anticipated or litigation that the district was going to initiate, it is required to ~~report~~disclose the vote and the substance of the agreement in open session at the ~~public~~same meeting ~~during which the closed session is held~~. However, if final approval rests with the other party to the agreement, the Superintendent or designee is required, upon inquiry by any person, to disclose the fact of that approval and the substance of the agreement as soon as the other party or its agent has informed the district of its approval.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(If applicable) Board has given approval to legal counsel to defend the district against anticipated litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this matter and the agreement is final.

Adverse Party(s): _____

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

CSBA NOTE: Pursuant to Government Code 54957.1, in the case of approval given to initiate litigation, the Board is only required to ~~report~~disclose that it gave direction to initiate litigation. However, the Superintendent or designee is required, upon inquiry by any person, to disclose additional information regarding the action such as the name(s) of the defendant(s) once the litigation is formally commenced, unless doing so would jeopardize the district's ability to effectuate service of process on one or more unserved parties or conclude existing settlement negotiations to its advantage.

(If applicable) Board has given approval to legal counsel to initiate litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this matter and the agreement is final.

Adverse Party(s): _____

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Existing Litigation

CSBA NOTE: Pursuant to Government Code 54957.1, if the Board approves an agreement resolving existing litigation, it is required to ~~report~~disclose the vote and the substance of the agreement in open session at the ~~public~~same meeting ~~during which the closed session is held.~~. However, if final approval rests with the other party to the agreement, the Superintendent or designee is required, upon inquiry by any person, to disclose the fact of that approval and the substance of the agreement as soon as the other party or its agent has informed the district of its approval.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(If applicable) Board has given approval to legal counsel to defend the district, seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in this litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this litigation and the agreement is final.

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS

(If applicable) Board approved disposing of this claim and that disposition is final.

Substance Of Claim, Including Amount Of Payment To Claimant: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Joint Powers Agency Issues

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT

(If applicable) Board heard/discussed this matter.

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

(If applicable) Board heard/discussed this matter.

Review of Assessment Instruments

REVIEW OF STUDENT ASSESSMENT INSTRUMENT

(If applicable) Board reviewed the assessment in compliance with the applicable board resolution.

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

State	Description
Ed. Code 35012	Restorative justice
Ed. Code 35145	Public meetings
Ed. Code 35145.5	Public Comment
Ed. Code 35146	Closed sessions regarding suspensions
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 48912	Governing board suspension
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 49070	Challenging student records
Ed. Code 60617	Meetings of governing board
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 54950-54963	The Ralph M. Brown Act

Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

Management Resources	Description
Attorney General Opinion	98 Ops.Cal.Atty.Gen. 41 (2015)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)

Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Opinion	105 Ops.Cal.Atty.Gen. 89 (2022)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Fowler v. City of Lafayette (2020) 45 Cal.App.5th 68
Court Decision	Bell v. Vista Unified School District (2001) 82 Cal.App. 4th 672
Court Decision	Fischer v. Los Angeles Unified School District (1999) 70 Cal.App. 4th 87
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners (2003) 107 Cal.App.4th 860
Court Decision	Roberts v. City of Palmdale (1993) 5 Cal.App. 4th 363
Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors (1968) 263 Cal.App. 2d 41
Court Decision	San Diego Union v. City Council (1983) 146 Cal.App.3d 947
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2023
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	California Attorney General's Office
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1160	Political Processes
1220	Citizen Advisory Committees

1220	Citizen Advisory Committees
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
2120	Superintendent Recruitment And Selection
2121	Superintendent's Contract
2140	Evaluation Of The Superintendent
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3320	Claims And Actions Against The District
3515	Campus Security
3515	Campus Security
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4115	Evaluation/Supervision

4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.23	Unauthorized Release Of Confidential/Privileged Information
4140	Bargaining Units
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4144	Complaints
4144	Complaints
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.23	Unauthorized Release Of Confidential/Privileged Information
4240	Bargaining Units
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4244	Complaints
4244	Complaints
4312.1	Contracts
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4315	Evaluation/Supervision
4319.23	Unauthorized Release Of Confidential/Privileged Information

4340	Bargaining Units
4344	Complaints
4344	Complaints
~~5113.12~~	~~District School Attendance Review Board~~
~~5113.12~~	~~District School Attendance Review Board~~
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5125	Student Records
5125	Student Records
5125.3	Challenging Student Records
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
9011	Disclosure Of Confidential/Privileged Information
9121	President
9124	Attorney
9130	Board Committees
9150	Student Board Members
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices
9322	Agenda/Meeting Materials
9323	Meeting Conduct

9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board

HAPPY VALLEY UNION SCHOOL DISTRICT

ENROLLMENT HISTORY

As of January 9, 2026

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

HAPPY VALLEY UNION SCHOOL DISTRICT

ENROLLMENT HISTORY - CDS

As of January 9, 2026

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

Happy Valley Community Day School

2025-2026

Enrollment by Teacher and Grade

Teacher	4 M	4 F	4 Total	5 M	5 F	5 Total	6 M	6 F	6 Total	ALL M	ALL F	ALL Total
005 Duncan	1	-	1	1	-	1	-	1	1	2	1	3
School Total:	1		1	1		1		1	1	2	1	3

HAPPY VALLEY UNION SCHOOL DISTRICT

ENROLLMENT HISTORY - ELEMENTARY

As of January 9, 2026

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

Happy Valley Elementary School

01/09/2026
08:20 AM

2025-2026

Enrollment by Teacher and Grade

Teacher	------- 4 -------			------- 5 -------			------- 6 -------			------- 7 -------			------- 8 -------			--------- ALL ---------		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
172 Baldwin 3	-	-	-	-	-	-	-	-	-	15	11	26	-	-	-	15	11	26
										-	-	-	-	-	-			
164 Goodman 19	-	-	-	12	15	27	-	-	-	-	-	-	-	-	-	12	15	27
111 Hutchison 10	-	-	-	-	-	-	10	13	23	-	-	-	-	-	-	10	13	23
120 Jackson 17	-	-	-	14	15	29	-	-	-	-	-	-	-	-	-	14	15	29
141 Keown 8	-	-	-	-	-	-	-	-	-	-	-	-	15	8	23	15	8	23
119 McDonald 21	14	9	23	-	-	-	-	-	-	-	-	-	-	-	-	14	9	23
173 Morgan 2	-	-	-	-	-	-	-	1	1	-	1	1	-	-	-	-	2	2
118 Nickens 20	18	8	26	-	-	-	-	-	-	-	-	-	-	-	-	18	8	26
113 Price 11	-	-	-	-	-	-	14	10	24	-	-	-	-	-	-	14	10	24
110 Sanford 4	-	-	-	-	-	-	-	-	-	10	14	24	-	-	-	10	14	24
153 Youman 7	-	-	-	-	-	-	-	-	-	-	-	-	14	8	22	14	8	22
School Total:	32	17	49	26	30	56	24	24	48	25	26	51	29	16	45	136	113	249

HAPPY VALLEY UNION SCHOOL DISTRICT

ENROLLMENT HISTORY - PRIMARY

As of January 9, 2026

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

Happy Valley Primary School

01/09/2026
08:24 AM

2025-2026

Enrollment by Teacher and Grade

Teacher	------- TK -------			------- K -------			------- 1 -------			------- 2 -------			------- 3 -------			--------- ALL ---------		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
141 Collver 7	-	-	-	-	-	-	3	-	3	-	1	1	-	-	-	3	1	4
143 Cumpston 4	-	-	-	10	10	20	-	-	-	-	-	-	-	-	-	10	10	20
135 Jaramillo 6	-	-	-	-	-	-	11	7	18	-	-	-	-	-	-	11	7	18
007 Kimball 8	-	-	-	-	-	-	3	-	3	2	-	2	-	-	-	5	-	5
118 Nibert 1	6	5	11	-	-	-	-	-	-	-	-	-	-	-	-	6	5	11
121 Piazza 5	-	-	-	-	-	-	10	8	18	-	-	-	-	-	-	10	8	18
126 Roach 13	-	-	-	-	-	-	-	-	-	12	10	22	-	-	-	12	10	22
134 Salcido 16	-	-	-	-	-	-	-	-	-	-	-	-	14	12	26	14	12	26
136 Sanders 12	-	-	-	-	-	-	-	-	-	12	10	22	-	-	-	12	10	22
120 Spencer 15	-	-	-	-	-	-	-	-	-	-	-	-	13	12	25	13	12	25
132 Stacey 2	8	7	15	-	-	-	-	-	-	-	-	-	-	-	-	8	7	15
129 Stotka 3	-	-	-	10	12	22	-	-	-	-	-	-	-	-	-	10	12	22
School Total:	14	12	26	20	22	42	27	15	42	26	21	47	27	24	51	114	94	208