Siskiyou County Board of Education
Wednesday, May 20, 2026 – 2 p.m.

Siskiyou County Office of Education
609 S. Gold Street, Yreka CA 96097

AGENDA

Follow the instructions below to view the meeting via zoom. Please note that it is for broadcast purposes only. The County Board will not be accepting remote comments.

To watch this meeting, click on the link below:
https://us02web.zoom.us/j/85615627266?pwd=YjNTdUcwVGkxRTlsdmZXWVk2Zi9TZz09

Meeting ID: 856 1562 7266
Password: 686644
To join by telephone: 1-669-444-9171

In compliance with the Americans with Disabilities Act, the Siskiyou County Board of Education will make available to the public who has a disability, any needed modification or accommodation in order for that person to participate in the public meeting. Contact the Siskiyou County Office of Education at 530-842-8400 at least one (1) week prior to the scheduled meeting.

Public Comments: Persons who wish to address the Board for items listed on the agenda must complete the Speaker Card provided and hand it to the Board of Trustees' secretary, preferably prior to when the items are called on the agenda.

Meeting Schedule

- Call to Order
- Salute to the Flag
- Public Comment
- Announcements
- Agenda Items
- Adjournment

Hearing of persons desiring to address the Board or present petitions. Presentations not on the agenda will be limited to three minutes. The Board is prohibited by law from taking action on any item presented if it is not listed on the agenda.

Item 01
Subject: Closed Session – Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One case

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Item 02
Subject: Approval of Minutes
Approval of April 15, 2026, meeting minutes.

Type of Action: Action

Item 03
Subject: Resolution 25-26-05
Request for approval of Resolution 25-26-05 Designate an Adult Education Siskiyou County Office of Education Representative.

Type of Action: Action

Item 04
Subject: Coaching Program
Mrs. Pam Ward, SCOE Educational Services Director, and Mrs. Marie Rohl, SCOE Instructional Coach, will provide an overview of the SCOE Coaching Program.

Type of Action: Information

Item 05
Subject: Resolution 25-26-06
Request for approval of County Superintendent Discretionary Short Term Cashflow Assistance Program

Type of Action: Action

Item 06
Subject: Curriculum for Special Day Classes (2026-2027)
Request for approval of TeachTown curriculum adoption for SCOE Special Day Classes for the 2026–2027 school year.

Type of Action: Action

Item 07
Subject: Proposition 28 - Arts and Music in Schools Funding Annual Report Fiscal Year 2025-26
Request for approval of the Proposition 28 - Arts and Music in Schools Funding Annual Report Fiscal Year 2025-26.

Type of Action: Action

Item 08
Subject: MOU between SCOE and Siskiyou Union High School District
Request for approval of the MOU between SCOE and Siskiyou Union High School District for the rental of three buildings at the Jefferson High School Campus.

Type of Action: Action

Item 09
Subject: Second Reading of SCOE Board Policy Updates
Second Reading and Request for Approval of SCOE Board Policy Updates:

- BP 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction
- AR 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction
- BP 6142.8 – Comprehensive Health Education
- AR 6142.8 – Comprehensive Health Education
- BP 5113 – Absences and Excuses
- AR 5113 – Absences and Excuses
- BP 5141 – Health Care and Emergencies
- AR 5141 – Health Care and Emergencies
- BB 9005 – Governance Standards
- BP 1000 – Concepts and Roles
- BP 1114 – County-Sponsored Social Media
- AR 1114 – County-Sponsored Social Media
- BP 5000 – Concepts and Roles
- BP 5117.1 – Interdistrict Attendance Appeals
- BB 9310 – Board Policies
- BB 9321 – Closed Session
- Exhibit (1) 9321 – Closed Session
- Exhibit (2) 9321 – Closed Session
- BP 1340 – Access to District Records
- BP 5125 – Student Records
- BP 5125.1 – Release of Directory Information
- AR 5125.1 – Release of Directory Information
- Exhibit 5125.1 – Release of Directory Information
- BP 3400 – Management of County Office Assets/Accounts
- AR 3440 – Inventories

Type of Action: Action

Item 10
Subject: County Superintendent's Salary
Annual report to the County Board of Education on the County Superintendent's salary.

Type of Action: Information/Action

Item 11
Subject: Superintendent's Report

Type of Action: Information, Discussion

Item 12
Subject: Board Comments

Type of Action: Information, Discussion

Item 13
Subject: Items for Next Agenda

Type of Action: Discussion

ADJOURNMENT OF MEETING

This agenda and meeting materials are posted on the Siskiyou County Board of Education webpage. For more information concerning this agenda, please contact the Siskiyou County Office of Education at 530-842-8400.

Members of the public wishing to send written comments about an agenda item to the board are encouraged to send an email to siskiyoucbe@siskiyoucoe.net with the item number clearly marked in the subject line no later than noon on Tuesday, May 19, 2026. The following information should be included in the body of the email:

- Commenter's first and last name
- Organization affiliation, if applicable
- Agenda item number or general public comment

Questions: Siskiyou County Office of Education | siskiyoucbe@siskiyoucoe.net | 530-842-8400

Posted: Friday, May 15, 2026

Siskiyou County Board of Education Meeting
Regular Meeting, Wednesday, April 15, 2026, 2 p.m.
Siskiyou County Office of Education
609 S. Gold Street, Yreka CA 96097

Meeting Minutes

Members Present
John Bennett, President
Michelle O'Gorman, Vice President
Stace Jankowski
Michelle Harris

Members Absent
Karen Derry

Call to Order
President Bennett called the meeting to order at approximately 2:00 p.m.

Public Comment
There was no public comment.

AGENDA ITEMS

Item 01
Approval of Minutes
Mrs. O'Gorman moved to approve the minutes of the March 18, 2026 meeting. Mr. Jankowski seconded. Motion carried unanimously.

Item 02
Resolution 25-26-04
Mrs. Harris moved to approve Resolution 25-26-04 In Support of K12 Adult Education. Mr. Jankowski seconded. Motion carried unanimously.

Item 03
Golden State Pathways Program
Mrs. Erica Mitchell, SCOE Educational Services Director, provided an overview of the Golden State Pathways Program.

Item 04
Larry Wehmeyer Environmental Education Area
Mr. Barry Barnhart, SCOE Deputy Superintendent, provided updates on the Larry Wehmeyer Environmental Education Area.

Item 05
Quarterly Report on Williams Uniform Complaints
The Quarterly Report on Williams Uniform Complaints for April, 2026 was submitted as an information item.

Item 06
Presentation of Proposed Curriculum for Special Day Classes (2026-2027)
Sample materials from TeachTown were presented for review as part of the curriculum adoption process for SCOE Special Day Classes for the 2026–2027 school year. Formal action is planned for the May County Board of Education meeting.

Item 07
Secure Rural Schools Act – Forest Reserve Allocation Reauthorization
Mr. Jankowski moved to approve the Secure Rural Schools Act – Forest Reserve Allocation Reauthorization. Mrs. O'Gorman seconded. Motion carried unanimously.

Item 08
First Reading of SCOE Board Policy Updates
The First Reading of SCOE Board Policy Updates was presented as a discussion item:

- BP 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction
- AR 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction
- BP 6142.8 – Comprehensive Health Education
- AR 6142.8 – Comprehensive Health Education
- BP 5113 – Absences and Excuses
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- AR 5125.1 – Release of Directory Information
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- AR 3440 – Inventories

Item 09
Subject: CSBA Correspondence
A letter from the California School Boards Association (CSBA) was presented regarding an error in the posting of policies on the Siskiyou County Office of Education GAMUT Policy Plus website and recommended corrective actions.

Item 10
Superintendent's Report
- Mr. Carver shared highlights from the recent First 5 brunch he attended, where the late Mrs. Debbie Medeiros was honored and Mrs. Nicole Whitlow's upcoming retirement was recognized.
- Mr. Carver announced the upcoming Siskiyou County Teacher of the Year event.

Item 11
Subject: Board Comments
- Mrs. Harris shared information regarding the partnership with First 5 and the dental clinic pilot program, including the first screening event held in Weed. Concerns were discussed regarding low registration numbers and the process for referring students with identified needs to dental providers.
- Mrs. Harris suggested the topic of the afterschool radio program at Scott Valley Unified for a future Siskiyou COE Connection podcast.

Item 12
Items for Next Agenda
There were no suggested items for the next agenda.

Adjournment
The meeting was adjourned at approximately 3:29 p.m. The next county board meeting will be held on May 20, 2026, at 2 p.m.



Allan S. Carver, County Superintendent

RESOLUTION 25-26-05

ADULT EDUCATION SISKIYOU COUNTY OFFICE OF EDUCATION REPRESENTATIVE

Whereas, the Siskiyou County Office of Education is required to have designated district representatives for the purpose of signing and receiving correspondence, fiscal information and voting representation at consortium meetings, with the Siskiyou Adult Education Consortium, covering the Fiscal Year 2026/2027.

NOW, THEREFORE BE IT RESOLVED that the Siskiyou County Board of Education authorizes the following designees as representatives of the Siskiyou County Office of Education for the purpose of signing, receiving/sending correspondence and fiscal information with the Siskiyou Adult Education Consortium.

Allan S. Carver, County Superintendent – Member Representative
Barry Barnhart, Deputy Superintendent
Sarah Applegate, Associate Superintendent, Business Services

Passed and adopted, May 20, 2026.

AYES:
NOES:
ABSENT:
ABSTENTIONS:

Allan S. Carver
County Superintendent of Schools

John Bennett
Siskiyou County Board of Education

RESOLUTION 25-26-06

COUNTY SUPERINTENDENT DISCRETIONARY SHORT TERM CASHFLOW ASSISTANCE PROGRAM

Whereas, from time to time, school districts within the jurisdiction of the Siskiyou County Office of Education, that are otherwise fiscally sound, experience short-term cashflow and liquidity emergencies arising from the payment of authorized and budgeted expenses while awaiting receipt of periodic state apportionments.

Whereas, Education Code section 42621 authorizes the County Superintendent, with the approval of the County Board of Education, to make discretionary temporary transfers to any school district which does not have sufficient money to its credit to meet current operating expenses from the county school service fund, in such amounts and at such times as the County Superintendent deems necessary. Temporary transfers shall not exceed 85 percent of the amount of money accruing to the school district at the time of transfer. The amounts so transferred shall be repaid to the county school service fund from any funds subsequently received by the school district;

Whereas, Education Code section 42622 authorizes the County Superintendent, with the approval of the County Board of Education, to make a discretionary apportionment to school district or charter school from the county school service fund conditional upon the repayment to the fund during the next succeeding fiscal year of the amount apportioned to the school district or charter school and, during the next succeeding fiscal year, shall transfer the amount of the apportionment from the general fund of the school district or charter school to the county school service fund; and

Whereas, the total of all temporary transfers and conditional apportionments by the Siskiyou County Superintendent of Schools to school districts within the County of Siskiyou shall be for the amount deemed necessary by the Superintendent, up to the maximum amount permitted by law;

NOW THEREFORE, BE IT RESOLVED that:

1. The Siskiyou County Board of Education hereby grants its approval to the Siskiyou County Superintendent of Schools, pursuant to Education Code sections 42621 and 42622, to make temporary transfers and conditional apportionments to school districts on terms acceptable to the County Superintendent

2. The County Board's approval applies to any such transfer or apportionment when such a temporary transfer or conditional apportionment is deemed by the County Superintendent to be in the best interest of the County Office of Education and the schools of Siskiyou County.

Passed and adopted by the Siskiyou County Board of Education at a meeting held on this 20th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Allan S. Carver	John Bennett
County Superintendent of Schools	Siskiyou County Board of Education

RETURN TO AGENDA

enCORE

TEACHTOWN®

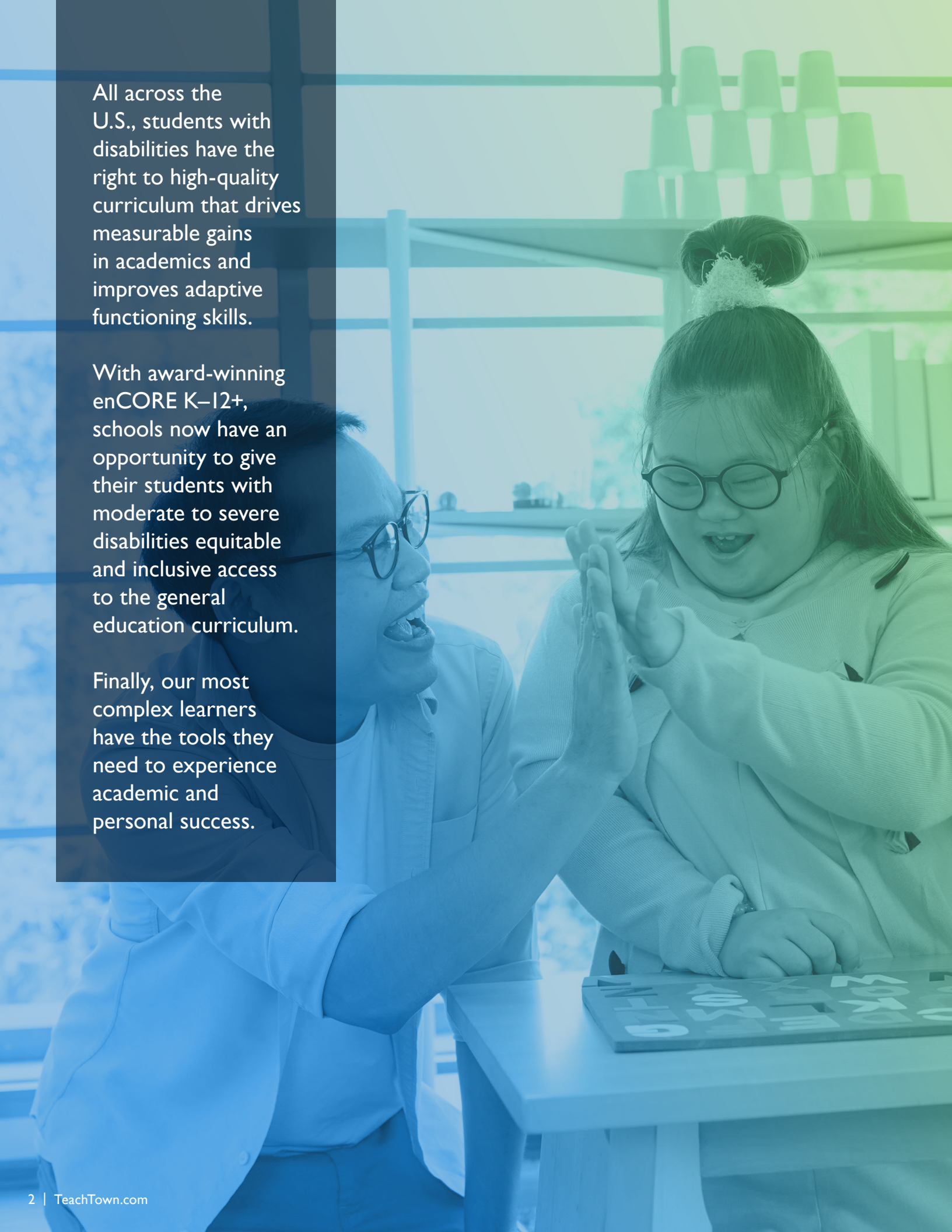
Access Digital Brochures & Samples



enCORE

Drive measurable student outcomes with enCORE, a K–12+, standards-first adapted core curriculum for students with moderate to severe disabilities.

TEACHTOWN®



All across the U.S., students with disabilities have the right to high-quality curriculum that drives measurable gains in academics and improves adaptive functioning skills.

With award-winning enCORE K–12+, schools now have an opportunity to give their students with moderate to severe disabilities equitable and inclusive access to the general education curriculum.

Finally, our most complex learners have the tools they need to experience academic and personal success.



What Makes enCORE Different?

COMPREHENSIVE AND CORE CURRICULUM, BUILT FOR SUCCESS

With enCORE, everything you need is in one place — a complete, adapted core curriculum across ELA, Math, Science, and Social studies, from Kindergarten through transition years. Scripted, differentiated lesson plans make it easy to deliver high-quality instruction built on evidence-based instructional practices. The expansive and integrated adapted reading library, student workbooks, and hands-on materials bring learning to life.

DATA-INFORMED TEACHING, EVERY DAY

With enCORE, you never have to guess how your students are doing. With Benchmark Assessments, Unit Assessments, and technology-facilitated lessons that automate data collection, enCORE makes it easy to monitor progress towards IEP goals and learning objectives. Students practice right within their zone of proximal development — not too easy, not too hard — helping to minimize frustration, reduce interfering behaviors, and keep learning on track.

FLEXIBLE BLENDED LEARNING TO SUPPORT ALL LEARNERS

enCORE gives you the best of both worlds: engaging, hands-on materials paired with responsive technology. Teachers can flexibly structure lessons to meet diverse learning and behavioral needs, adjust based on classroom support, and seamlessly blend print and tech for maximum impact.

DESIGNED BY EXPERTS, PROVEN TO WORK

Every lesson in enCORE is backed by evidence-based instructional practices and real-world classroom experience. Developed by BCBAs, PhDs, SLPs, and veteran educators, enCORE utilizes systematic instruction, the Science of Reading, and Applied Behavior Analysis — giving you confidence that the instruction you're delivering works.



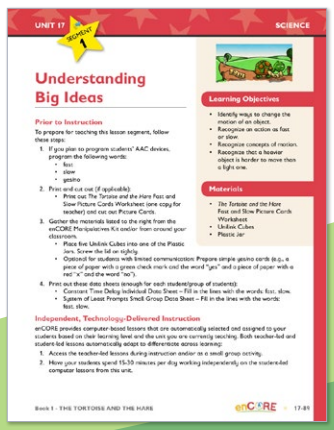
Supporting You Every Step of the Way

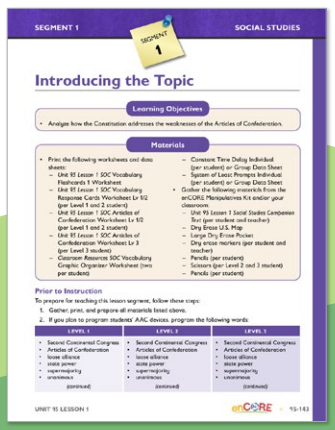
YOUR PARTNER IN SUCCESS, RIGHT FROM THE BEGINNING

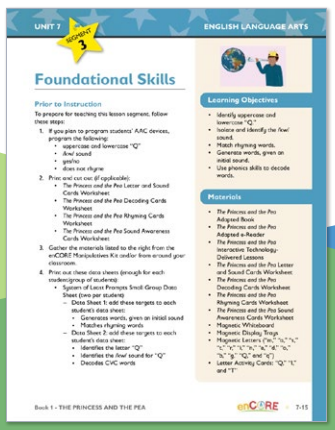
From customized evaluation and implementation plans to extensive professional development opportunities, we tailor everything to meet *your* needs. Whether it's in-person coaching, virtual training, or quick tips from our in-app Resource Center, you'll always have access to expert guidance and training — on your schedule, at your pace. With TeachTown, you're never in it alone.

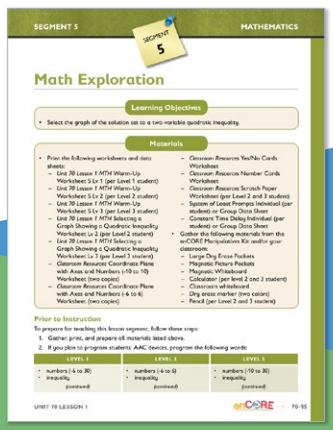
BE READY WITH SCRIPTED, DIFFERENTIATED LESSON PLANS

enCORE's comprehensive lesson plans make teaching easier for everyone — whether you're brand-new to the field or a seasoned pro. With built-in scripting and three levels of differentiation, you'll have the tools to meet every learner where they are. Lessons follow the Gradual Release of Responsibility model ('I Do, We Do, You Do'), helping students build confidence and independence as they tackle new skills. Plus, you'll find guidance for students who use AAC devices, ideas for extension and generalization, and so much more — everything you need to make every lesson count!











BRING LEARNING TO LIFE WITH HANDS-ON MATERIALS

enCORE is packed with multi-sensory, hands-on learning experiences that help new skills stick. From hard-copy literature books and student workbooks to math and science manipulatives, visual supports, and small group activities, students get plenty of ways to connect with what they're learning. With so many print-based and tangible materials, students not only build academic skills — they also strengthen social, emotional, and developmental connections with their teachers and peers.







COLLECT AND ANALYZE DATA WITH TECHNOLOGY-FACILITATED LESSONS

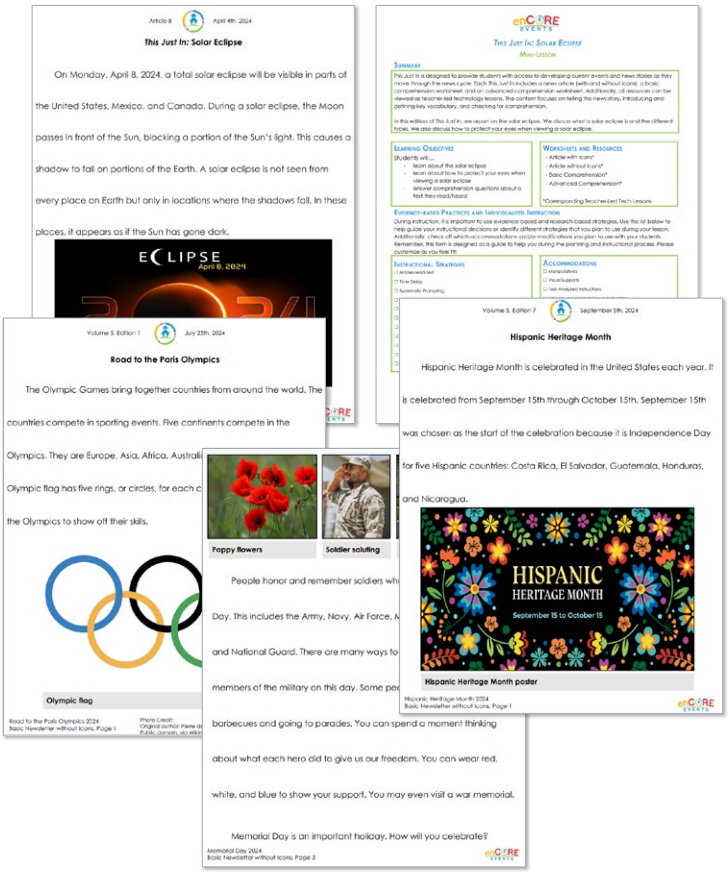
As a blended learning solution, we recognize the value of **responsive technology** in shaping individualized learning pathways. enCORE technology automates student data collection, ensuring each student has access to personalized instruction based on their demonstrated strengths and areas of need. Teachers who use enCORE may input student IEP goals and assign lessons specific to these goals to support progress monitoring efforts and keep parents informed. Technology lessons give teachers the ability to provide immediate feedback to students in 1:1, small group, or whole group settings, tracking student response in real time and adjusting the rigor accordingly.

SIMPLIFY PLANNING WITH DAILY IMPLEMENTATION GUIDES (DIGS)

Daily Implementation Guides (DIGs) make the day-to-day planning simple! The DIGs break down the unit's lesson plans day-by-day, outlining what to teach, how to use materials, and specific instructional steps. These guides ensure smooth implementation with or without support staff or for substitute lesson planning. DIGs also include corresponding teacher-led technology lessons, providing valuable data on student progress for progress monitoring and IEP development.

ENGAGE STUDENTS WITH ACCESSIBLE CURRENT EVENTS

enCORE Events are accessible news stories based on timely, real-world current events, such as Chinese New Year, the Super Bowl, and Women's History Month. Each current event topic includes a mini-lesson with a recipe and cross-curricular activities, along with materials and differentiated newsletters. *This Just In!* is designed to address national and global news stories that students may learn about in their everyday lives. enCORE Events and *This Just In!* provides the essential background knowledge and vocabulary necessary for students to be active consumers of mainstream media.





"I've been using TeachTown's enCORE solution in my self-contained classroom for the last three years. Once I got set up, **the solution was easy-to-implement, logical and effective**. I love that all of the lesson plans repeat a pattern, with sequencing, comprehension and phonemic awareness. The manipulatives and workbooks allow for hands-on activity in the classroom, which also boosts student engagement. The scaffolding of the material has produced great results with my students.

Heather K.
Special Education Teacher, FL

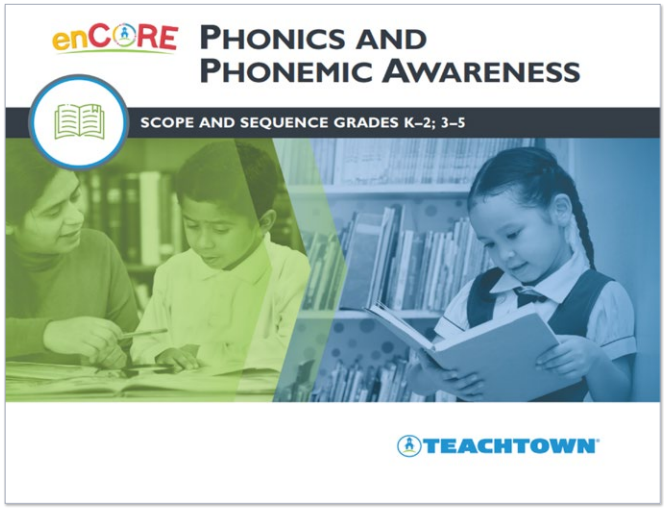
Deliver Evidence-Based Literacy Instruction with the Science of Reading

The five tenets of the Science of Reading are integrated and cohesive within the ELA domain of enCORE.

PHONEMIC AWARENESS

enCORE includes age-appropriate phonemic awareness activities to support students learning to identify and manipulate individual sounds in words. Includes rhyming skills and follows a developmental progression.

Ask us about our Phonics and Phonemic Awareness Scope and Sequence!



PHONICS

Each unit contains phonics instruction, beginning with single sound-letter correspondence, short vowels, digraphs, initial and final blends, common flections and silent 'e, progressing to vowel teams, vowel digraphs, r-controlled vowels, word patterns, and the most common prefixes and suffixes, and moving toward decoding and spelling.



FLUENCY

Repeated readings are embedded in the enCORE implementation guide within every unit, giving students the opportunity to read the literature from the e-Reader OR have the e-Reader read to them. Additionally, decodables readers are included for every enCORE Elementary Unit to support fluency.

enCORE ensures students develop essential reading skills from Kindergarten through transition years!

VOCABULARY

Every unit of enCORE focuses on vocabulary that is embedded within that unit's literature. The vocabulary targets were chosen to be useful for students in daily situations and to help with comprehension of the text. The vocabulary words are embedded in the text multiple times so that students have multiple opportunities to engage with the words and develop deeper semantic knowledge. Vocabulary instruction is incorporated into the teacher lesson plans, as well as within the technology lessons in order for the students to have repeated exposures.

TEXT COMPREHENSION

Every segment in enCORE begins with anchored instruction to help students connect information in the text to their daily lives or to build background knowledge prior to reading. Each book, companion text, and/or chapter incorporates multiple comprehension activities to address text comprehension standards.



¡APRENDAMOS JUNTOS!

Spanish Resources to Support Literacy Development for Spanish Speakers

With adapted literature and instructional materials available in both Spanish and English, you'll have what you need to meet students where they are now and build vocabulary, fluency, and comprehension skills.

Equip your special educators with tools to reach more students, including students with moderate to severe disabilities whose families speak Spanish in the home setting. With instructional materials in both English and Spanish, educators can:

Strengthen Partnership with Families

The printable PDFs can provide families with accessible opportunities to engage in curriculum content.

Bridge Learning Gaps

Equip students with content in their preferred language, helping them build confidence and comprehension.

Promote Equity

Ensure every learner has access to quality resources that meet their individual learning needs.

Boost Student Engagement

Create an inclusive environment where students feel seen, supported, and ready to succeed.



ENCORE ELEMENTARY OFFERS SPANISH CONTENT RESOURCES, INCLUDING:

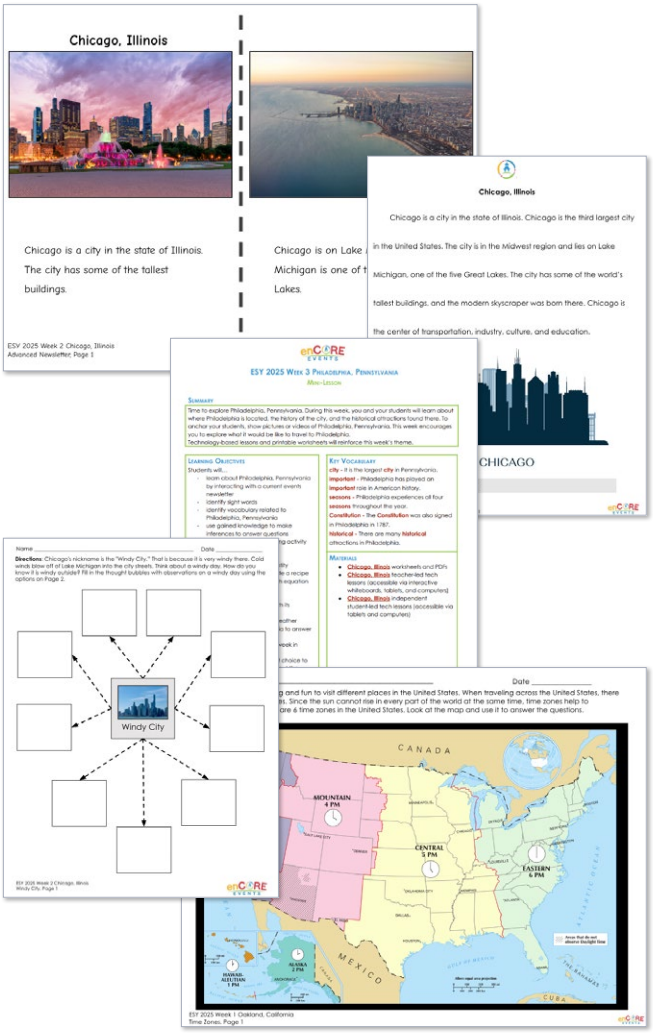
Adapted library books in Spanish in multiple format and practice opportunities for each book, including vocabulary flashcards and comprehension activities.

Hard Copy | **e-Readers** | **Printable PDFs** | **Book Read-Aloud Videos**

EXTENDED SCHOOL YEAR (ESY) IS INCLUDED

enCORE Extended School Year (ESY) is a flexible, engaging **4-week curriculum** aligned to state standards that covers ELA, math, science, and social studies for K–12. Designed to help students maintain essential skills throughout the summer and support IEP goals, enCORE ESY is flexible, fun, and engaging for students. It includes:

- Weekly newsletters
- Mini-lessons
- Worksheets
- Recipes and science experiments
- Teacher- and student-led technology-based lessons





My son's life changed forever. My practically nonverbal son, who had been learning the same thing repeatedly for years, suddenly showed that he knew more than what anybody could imagine. In more than a year my son can now read, spell simple words, answer yes/no, can do simple addition and subtraction, count money, time and much more. Just because he was not able to talk, or answer, didn't mean that he didn't know the answers....TeachTown was so amazing for my son.

S.D., Parent

Proven Impact for Students, Teachers, and Districts



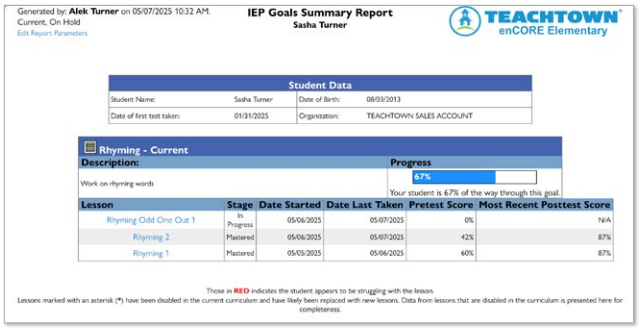
enCORE delivers measurable outcomes that matter. With standards-first, adapted core curriculum designed for students with moderate to severe disabilities, enCORE equips educators with the tools they need to deliver meaningful, individualized instruction. Administrators gain confidence knowing instruction is aligned, data-informed, and accessible. Teachers save time with ready-to-use materials and built-in progress monitoring to support IEP goal formation and tracking.

Importantly, students thrive — demonstrating, on average, nearly

70% growth

from pre-test to post-test across instructional domains.

Special education professionals can run reports at any time to analyze student progress, monitor growth toward IEP goals, assess mastery of specific learning objectives, and more. The reports provide a great way to share progress with families and support the home-to-school partnership. Here's a snapshot of what some of these reports look like:



Generated by: **Alek Turner** on 05/07/2025 10:32 AM.
Current, On Hold
Edit Report Parameters

IEP Goals Summary Report
Sasha Turner

TEACHTOWN enCORE Elementary

Student Data

Student Name:	Sasha Turner	Date of Birth:	08/03/2013
Date of first test taken:	01/31/2025	Organization:	TEACHTOWN SALES ACCOUNT

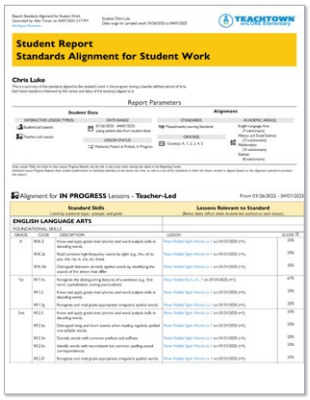
Rhyming - Current

Description:	Progress
Work on rhyming words	67%

Your student is 67% of the way through this goal.

Lesson	Stage	Date Started	Date Last Taken	Pretest Score	Most Recent Posttest Score
Rhyming Odd One Out 1	In Progress	05/06/2025	05/07/2025	0%	N/A
Rhyming 2	Mastered	05/06/2025	05/07/2025	42%	87%
Rhyming 1	Mastered	05/05/2025	05/06/2025	60%	87%

Those in **RED** indicates the student appears to be struggling with the lesson.
Lessons marked with an asterisk (*) have been disabled in the current curriculum and have likely been replaced with new lessons. Data from lessons that are disabled in the curriculum is presented here for completeness.



Student Report
Standards Alignment for Student Work

Chris Lake

Report Parameters

Alignment for **IN PROGRESS** Lessons - **Teacher-Led**

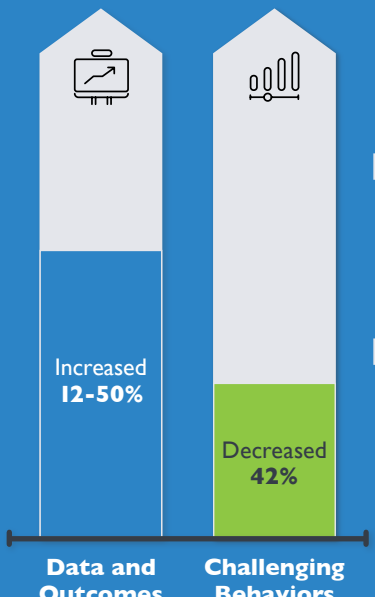
Standard Skills	Lessons Relevant to Standard
ENGLISH LANGUAGE ARTS	

INNOVATION FROM COAST TO COAST

All across the U.S., districts

CALIFORNIA SPOTLIGHT

The San Mateo County Office of Education reported a notable rise in monthly mastery levels alongside a significant drop in challenging behavior.



Data and Outcomes

Monthly mastery levels for students using enCORE **increased between 12-50%**

Challenging Behaviors

Behavior Emergency Reports across classrooms using enCORE **decreased by 42%**

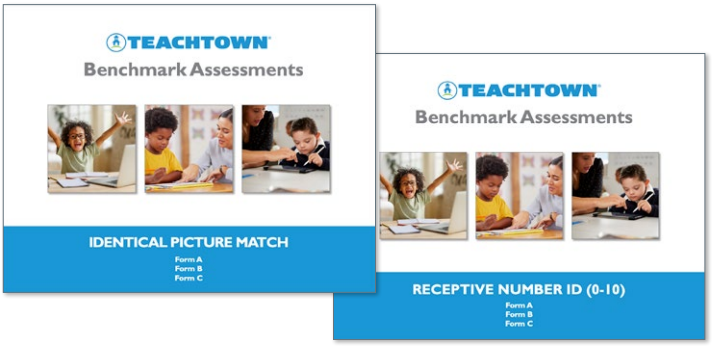


Measure Student Progress Over Time with TeachTown Benchmark Assessments

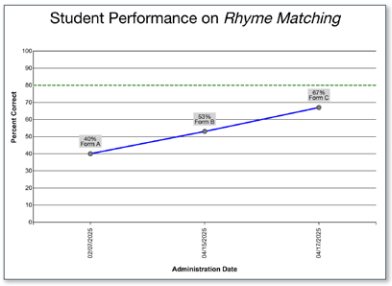
Available in enCORE Elementary, Middle, and High School

TeachTown Benchmark Assessments are designed to help you monitor student progress on individual skills over time and measure growth effectively. Track student progress on state-aligned standards throughout the school year, empowering data-driven decisions for personalized and effective curriculum planning.

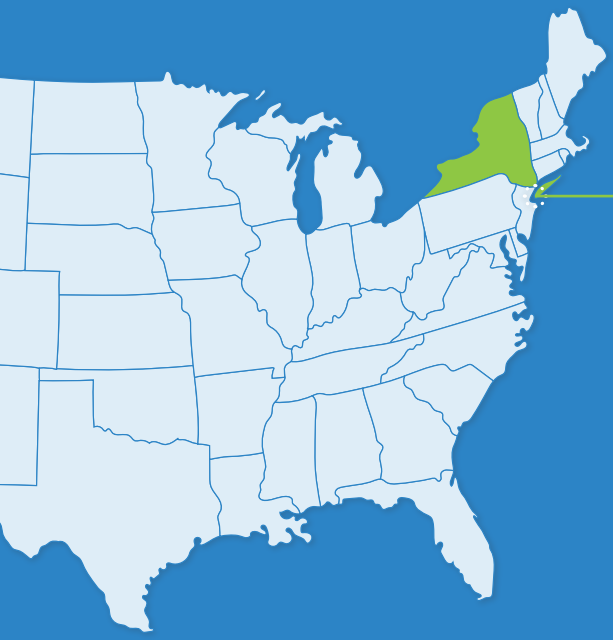
- TeachTown Benchmark Assessments offer over 270+ assessments across ELA, Math, and Early Learning skills.
- Available in multiple formats: printable PDFs, teacher-facilitated and student-led technology lessons.
- Each assessment includes three versions (A, B, C) to maintain validity when students retest on a skill.
- Detailed reports provide raw scores, percentages, and item analysis, linking directly to enCORE units that support student skill development.



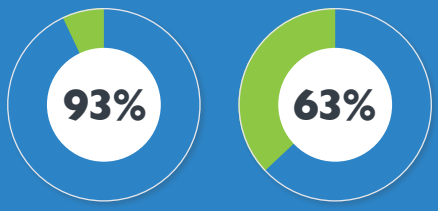
Plus, they seamlessly connect you to the specific unit in enCORE where you can turn to target instruction and accelerate student progress!



are seeing measurable growth. At TeachTown, we let the numbers speak for themselves.



In Patchogue-Medford School District **93% of students** using TeachTown's standards-first, adapted core curriculum, **enCORE**, scored proficient in ELA and Math on the New York State Alternate Assessment (NYSAA) compared to **63% of students** using the competitor.



Proficiency using TeachTown's enCORE

Proficiency using the competitor

**A student is required to score a level 3 or 4 to meet NYSAA standards and be considered proficient.*

NEW YORK SPOTLIGHT

In Patchoge-Medford School District in New York, students who had access to enCORE outperformed students who used the competitor across ELA and Math.



> We'd searched for a 'miracle' program that satisfies the requirements of all stakeholders: engaging and effective for students, **comprehensive and easy to use for teachers, aligned with state standards, and simple to share progress with families.** Clairview School staff trialed a few different programs. TeachTown provided all of the desired components.
>
> **Dr. Rebecca McGee** , Principal
> Clairview School

Built-in Accessibility, Designed for Every Learner

At TeachTown, accessibility is built right into enCORE. Our platform supports students who use AAC devices, including mechanical switches, with native scanning technology that works across any device or operating system. Whether learning through paper-based materials, digital lessons, or hands-on activities, every student can engage, participate, and grow.

BUILT-IN SUPPORTS FOR ALL LEARNERS:

- Scanning technology that supports switch access on any operating device
- AAC-friendly curriculum with guidance on programming high-priority vocabulary
- Text-to-speech (e-reader) for literature access
- Extended response time in technology-based activities
- Flexible learning formats: paper-based and digital options
- Hands-on learning with physical manipulatives

And more!



The enCORE Difference

Teachers Say...

- The comprehensive curriculum makes the job feel sustainable.
- enCORE frees up time to focus on 1:1 time with students, build relationships, and think creatively about how to meet all students' needs.
- For the first time, students have equitable and inclusive access to grade-level content.
- Data-informed instruction means students are getting the personalized interventions they needs.
- Communication between school and home improves as caregivers see increased engagement and excitement for learning.

Admins Love...

- White glove support services, professional development opportunities, and instructional coaching.
- Alignment to state standards.
- Evidence-based teaching strategies, including the principles of ABA, the Science of Reading, and systematic, explicit instruction.
- Supports compliance and decreases threat of litigation.
- Clear focus on measurable student outcomes.
- Teacher morale is *up* because their job is more sustainable.

Students Notice...

- Lesson materials, manipulatives, and adapted reading library books are engaging.
- Increased self-confidence with learning materials that mirror what their peers in general education see.
- Adapted content matches their developmental level and reinforces that their voice matters.
- They are preparing to meaningfully participate in the community and increased independence.
- Learning is individualized, just like the goals on their IEPs.



enCORE

Learn more about our K–12+, standards-first adapted core curriculum by scanning the QR code:

SCAN ME

TEACHTOWN® TeachTown.com

RETURN TO AGENDA

Proposition 28: Arts and Music in Schools Funding

Annual Report

Fiscal Year 2025-26

Name: Siskiyou Co. Office of Education
CDS Code: 4710470-0000000
Allocation Year: 2025-26, 2024-25, 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

SCOE Board, please see the accompanying narrative.

50/2500

2. Number of full-time equivalent teachers (certificated).	0.1
3. Number of full-time equivalent personnel (classified).	0
4. Number of full-time equivalent teaching aides.	0
5. Number of students served.	42
6. Number of school sites providing arts education.	3
Date of Approval by Governing Board/Body	05/20/

Annual Report Data URL

Will be assigned after 5/20/2026

The Annual Report Data URL field is not a valid fully-qualified http, https, or ftp URL.

Prop 28 Narrative for Fiscal Year 2025-2026 Annual Report

We successfully spent all of the money in the 2023-2024 allocation to fund art supplies and contract some time for one art teacher to serve students at two general education preschool sites. We continue to let the money from the 2024-2025 allocation build for greater impact next school year. We are doing the same for the 2025-2026 allocation.

SISKIYOU UNION HIGH SCHOOL DISTRICT

624 Everitt Memorial Highway, Mount Shasta, CA 96067-2047 ~ Phone: (530) 926-3006 ~ Fax: (530) 926-3113 ~ www.sisuhsd.net

Superintendent: Marie Caldwell ***Superintendent email:*** mcaldwell@sisuhsd.net

Board of Trustees: *Shelly Cain, Casey Chambers, Gail Dominski, Garrett Greene, Christina Johnson, Alfred Lugo, and Kristin Riccomini*

RECEIVED
MAY 12 2026

TO ENSURE LEARNING FOR ALL STUDENTS

MEMORANDUM OF UNDERSTANDING BETWEEN SISKIYOU UNION HIGH SCHOOL DISTRICT AND SISKIYOU COUNTY OFFICE OF EDUCATION

This Memorandum of Understanding is between Siskiyou Union High School District (SUHSD) and Siskiyou County Office of Education (SCOE) for the rental of one building at Jefferson High School (JHS) campus for the 2026-2027 School Year.

1. ***Length of Agreement***: July 1, 2026 through June 30, 2027
2. ***SUHSD agrees to***:
   a. Provide sole usage of the Science Building (building 3- $1500); Main Building ($3,000) and Siskiyou Pathways (Building 2-$1500) at Jefferson High School campus to SCOE for a sum of **$6,000.00** (five thousand two hundred fifty) due to the district by the 10th of each month.
   b. Provide custodial services with a district employee for one day a week for the grounds maintenance and upkeep, restrooms, office spaces including floors and surfaces, and trash disposal.
   c. Provide all utilities including electricity, HVAC, water, sewer, garbage, internet and phone.
3. ***SCOE agrees to***:
   a. Maintain the space with minimal damage and disruption to the structure as well as be conservative of the utility usage.
   b. Provide any custom reconfiguration of utility lines and supply all equipment and furniture at the cost of SCOE.
   c. Provide timely payments to SUHSD monthly for the sum of **$6,000.00** by the 10th of each month, beginning with the first payment due on 7/10/2026.
   d. Provide sole usage of the Portable (P1) at MSHS for the new location of the SUHSD Technology Department.

Any changes or termination of this MOU require a written notice of at least 30 days in advance.

Signed and dated by Authorized Representatives:

Marie Caldwell Superintendent, SUHSD	Allan Carver County Superintendent, SCOE
Date	5/13/26 Date

CSBA Sample Policies for COEs
CSBA Sample Manual Site

County Board Policy 6142.1: Sexual Health And HIV/AIDS Prevention Instruction

Status: ADOPTED

Original Adopted Date: ~~07~~08/01/~~2008~~ | **~~Last Revised Date:~~** ~~05/01/2019~~ |2025 | **Last Reviewed Date:** ~~05~~08/01/~~2019~~2025

~~INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.~~

~~CSBA NOTE: The following policy is for use by districts that offer any of grades 7-12. Education Code 51934 requires districts to provide comprehensive sexual health education and HIV prevention education to students in grades 7-12. See the accompanying administrative regulation for definitions and program requirements.~~

~~Education Code 51934 also authorizes, but does not require, districts to provide age-appropriate comprehensive sexual health education prior to grade 7 on any of the topics specified in Education Code 51934. Districts that choose to provide such instruction prior to grade 7 may revise the following policy and administrative regulation accordingly.~~

~~Sexual health education taught at any grade level must comply with the requirements of Education Code 51933.~~

CSBA NOTE: Education Code 51931 and 51934 require county offices of education (COEs) to provide comprehensive sexual health and human immunodeficiency virus (HIV) prevention education to students in grades 7-12. Pursuant to Education 51931 and 51934, COEs may choose to provide age-appropriate sexual health education prior to grade 7. The following optional County Board of Education policy may be revised to reflect local practice. Sexual health education taught at any grade level is required to comply with the requirements of Education Code 51933. See the accompanying administrative regulation for definitions and program requirements.

Pursuant to Education Code 51938, there is a statutory requirement to give parents/guardians notice about planned comprehensive sexual health and HIV prevention education and the

opportunity to opt their students out of such 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. Additionally, 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. Therefore, it is recommended that county boards consult CSBA's District and County Office of Education Legal Services or other legal counsel when determining whether notice and an opportunity to opt out is necessary beyond, or in addition to, what is required by Education Code 51938.

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

~~The Governing Board~~ The County Board of Education desires ~~to provide~~ a well-planned, integrated sequence of medically accurate and inclusive instruction ~~on~~in comprehensive sexual health and human immunodeficiency virus (HIV) prevention. ~~The district's educational program~~

The county office of education (COE) shall ~~address the goals of the California Healthy Youth Act pursuant to Education Code 51930-51939, including providing~~respect the rights of parents/guardians to supervise their students' education on these subjects and to impart values to their children regarding human sexuality.

As specified in the accompanying administrative regulation, the COE shall strive to provide students with the knowledge and skills necessary to protect them from risks presented by sexually transmitted infections, unintended pregnancy, sexual harassment, sexual assault, sexual abuse, and human trafficking ~~and~~; to have healthy, positive, and safe relationships and behaviors~~. The district's educational program shall also promote students' understanding of~~; to understand sexuality as a normal part of human development; and ~~their development of~~to develop healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, gender identity, gender expression, sexual orientation, relationships, marriage, and family.

~~The district shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.~~ (Education Code 51930-51939)

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

CSBA NOTE: The following paragraph should be revised to reflect the grade levels in which age-appropriate sexual health education is taught.

~~Comprehensive sexual health education~~ Each student in grades 7-12 shall receive comprehensive sexual health and HIV prevention education ~~shall be offered to all students in grades 7-12~~ at least once in junior high or middle school and at least once in high school~~.~~ unless the student's parent(s)/guardian(s) opt the student out of such instruction as specified in "Parent/Guardian Notification and Opt-Out" in the accompanying administrative regulation. (Education Code 51934)

~~CSBA NOTE: The following paragraph is for use by districts that require completion of a health education course for graduation from high school, and may be adapted for use by other districts. Pursuant to Education Code 51225.36, any district that has a health education course requirement for graduation from high school must include instruction in sexual harassment and violence, including, but not limited to, information on the affirmative consent standard pursuant to Education Code 67386. Also see AR 6146.1 - High School Graduation Requirements.~~

General Criteria for Instruction and Materials

The COE's comprehensive sexual health and HIV prevention and the associated materials shall: (Education Code 51930, 51933)

1. Be age appropriate

2. Be medically accurate and objective

3. Be aligned with and support the following purposes:

   a. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy

   b. To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family

   c. To promote understanding of sexuality as a normal part of human development

   d. To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education and provide educators with clear tools and guidance to accomplish that end

e. To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors

4. Be appropriate for use with English learners, students with disabilities, and students of all races, genders, sexual orientations, and ethnic and cultural backgrounds

5. Be available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner as otherwise provided in the Education Code

6. Be accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids

7. Not reflect or promote bias against any person in protected categories of discrimination pursuant to Education Code 220

8. Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships

9. Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes

10. Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so

11. Teach the value of and prepare students to have and maintain committed relationships such as marriage

12. Provide students with the knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, harassment, and intimidation

13. Provide students with the knowledge and skills for making and implementing healthy decisions about sexuality, including communication and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities

14. Not teach or promote religious doctrine

CSBA NOTE: The following paragraph is for use by COEs that require completion of a health education course for graduation from high school, and may be adapted for use by other COEs.

Pursuant to Education Code 51225.36, any district that has a health education course requirement for graduation from high school is required to include instruction in sexual harassment and violence, including, but not limited to, information on the affirmative consent standard pursuant to Education Code 67386. While there is no corresponding statutory requirement for COEs, the following paragraph includes the requirement of Education Code 51225.36 related to the affirmative consent standard. COEs should revise the following paragraph to reflect local practice.

~~The district's~~ Additionally, the COE's comprehensive sexual health education program shall include information on the affirmative consent standard. Affirmative consent is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity. ~~Teachers delivering such instruction shall consult information related to sexual harassment and violence in the state health curriculum framework. (Education Code 51225.36, 67386)~~

~~CSBA NOTE: Education Code 49381, as added by SB 1104 (Ch. 848, Statutes of 2018), requires districts that offer any of grades 6-12 to identify the most appropriate methods of informing parents/guardians of human trafficking prevention resources, and to provide such information through the identified methods by January 1, 2020. The following paragraph is for use by districts that maintain grades 6-12 and may be modified for districts that serve students in grades K-5.~~

~~The Superintendent or designee shall identify appropriate methods for informing the school community about subjects related to the district's comprehensive sexual health and HIV prevention education. The Superintendent or designee shall use such identified methods to inform parents/guardians of students in grades 6-12 about human trafficking prevention resources, as required pursuant to Education Code 49381.~~

~~**Parent/Guardian Consent**~~

~~CSBA NOTE: Education Code 51938 requires districts to notify parents/guardians about instruction in sexual health and HIV prevention and of their right to request that their child not receive the instruction. See the accompanying administrative regulation for details of the required notice.~~

~~Pursuant to Education Code 51938, districts must use a "passive consent" or "opt-out" process regarding sexual health and HIV prevention education and any assessments related to that instruction. Thus, each student must receive the instruction unless the parent/guardian notifies the district in writing that the student should not receive the instruction.~~

~~In addition, Education Code 51938 requires districts to use a passive consent or opt-out process to obtain parent/guardian consent when administering an anonymous, voluntary, and confidential research and evaluation tool to measure students' health behaviors and risks, including a test, questionnaire, or survey containing age-appropriate questions about sexual attitudes or practices. However, for any such research and evaluation tool administered prior to grade 7, Education Code 51513 requires that parents/guardians give permission before the instrument is administered to their child (i.e., "active consent").~~

~~20 USC 1232h mandates districts to adopt a policy regarding the district's arrangements to protect student privacy when such a survey is administered to any student, regardless of their grade level. See BP/AR 5022 - Student and Family Privacy Rights for language implementing this requirement.~~

Parent/Guardian Notification and Opt-Out

CSBA NOTE: Pursuant to Education Code 51931 and 51938, COEs are required to use a "passive consent" or "opt-out" process regarding sexual health and HIV prevention education and any assessments related to that instruction. Thus, each student is required to receive the instruction unless the parent/guardian notifies the COE in writing that the student should not receive the instruction.

Additionally, Education Code 51931 and 51938 require COEs to use a passive consent or opt-out process to obtain parent/guardian consent when administering an anonymous, voluntary, and confidential research and evaluation tool to measure students' health behaviors and risks, including a test, questionnaire, or survey containing age-appropriate questions about sexual attitudes or practices. However, for any such research and evaluation tool administered prior to grade 7, Education Code 51513 requires that parents/guardians give permission before the instrument is administered to their students (i.e., "active consent").

20 USC 1232h mandates COEs to adopt a policy regarding the COE's arrangements to protect student privacy when such a survey is administered to any student, regardless of their grade level.

At the beginning of each school year or at the time of a student's enrollment, parents/guardians shall be notified, in the manner specified in the accompanying administrative regulation, that they may request in writing ~~that~~to opt their ~~child be excused from~~students out of participating in comprehensive sexual health and HIV prevention education. Students so excused ~~by their parents/guardians~~ shall be given an alternative educational activity. ~~(Education Code 51240, 51938, 51939)~~

~~A~~ Additionally, a student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian ~~declines to permit~~opts the student ~~to receive the~~out of such instruction. (Education Code 51240, 51938, 51939)

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 ~~board~~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 220	Prohibition of discrimination
Ed. Code 231.7	Resources on abuse and teen dating violence; local and national hotlines
Ed. Code 232.7	Model policy and resources; body shaming
Ed. Code 33544	Inclusion of sexual harassment and violence in health curriculum framework
Ed. Code 33546.2	Health framework; sextortion

Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49381	Human trafficking prevention resources
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51210.8	Health education curriculum
Ed. Code 51225.36	Instruction in sexual harassment and violence; districts that require health education for graduation
Ed. Code 51240	Excuse from instruction due to religious beliefs
Ed. Code 51513	Test, questionnaire, survey, or examination containing questions about beliefs or practices
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 51950	Abuse, sexual abuse, and human trafficking prevention education
Ed. Code 67386	Student safety; affirmative consent standard
H&S Code 1255.7	Parents surrendering physical custody of a baby
Pen. Code 243.4	Sexual battery
Pen. Code 261.5	Unlawful sexual intercourse
Pen. Code 271.5	Parents voluntarily surrendering custody of a baby

Federal	**Description**
20 USC 1232h	Privacy rights
20 USC 7906	Sex education requirements and prohibited use of funds

Management Resources	**Description**
Court Decision	Mahmoud v. Taylor (2025) 606 U.S. ___ (2025 WL 1773627)
California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
California Department of Education Publication	Health Education Framework for California Public Schools: Kindergarten through Grade 12, ~~2003~~May 2019 (https://www.cde.ca.gov/ci/he/cf/documents/healthedframework2019.pdf)
California Department of Education Publication	Body Shaming Model Policy & Resources (https://www.cde.ca.gov/ls/mh/bodyshaming.asp)
CSBA Publication	Promoting Healthy Relationships for Adolescents: Board Policy Considerations, Governance Brief, August 2014 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201408_GBHealthyRelationships.ashx?la=en&rev=c7eca3dd0da24d4293ce675bb6463f8d)

Human Rights Campaign Foundation Publication	California LGBTQ Youth Report, January 2019
Website	CSBA District and County Office of Education Legal Services
Website	Human Rights Campaign
Website	U.S. Food and Drug Administration
Website	California Partnership to End Domestic Violence
Website	California Safe Schools Coalition
Website	California Department of Education, Sex Education and HIV/AIDS/STD Instruction
Website	California Department of Public Health
Website	California Healthy Kids Resource Center
Website	Centers for Disease Control and Prevention
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sex Discrimination and Sex-Based Harassment
5145.7	Sex Discrimination and Sex-Based Harassment
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education

County Office Regulation 6142.1: Sexual Health And HIV/AIDS Prevention Instruction

Status: ADOPTED

Original Adopted Date: ~~07~~08/01/~~2008~~ | **~~Last Revised Date:~~** ~~05/01/2019~~2025 | **Last Reviewed Date:** ~~05~~08/01/~~2019~~2025

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~~CSBA NOTE: The following administrative regulation is for use by districts that maintain any of grades 7-12. Education Code 51934 requires districts to provide comprehensive sexual health education and HIV prevention education to students in grades 7-12.~~

~~If the district chooses to provide age-appropriate sexual health education prior to grade 7 as authorized by Education Code 51934, it may revise the following administrative regulation accordingly.~~

~~Definitions~~

CSBA NOTE: For those County Offices of Education (COEs) in which the County Board of Education does not hire and supervise the County Superintendent of Schools, CSBA recommends that the County Board and the County Superintendent work together for the adoption of this administrative regulation, since some of the programs it covers may be subject to the independent statutory authority of both the County Board and the County Superintendent. The following administrative regulation presents sample procedures recommended for use by the County Superintendent of Schools to complement and/or implement COE policy. It is recommended that any County Superintendent intending to adopt this sample administrative regulation for use in the COE do so in cooperation with the County Board. This administrative regulation may be revised to reflect local practice and may be adopted as an administrative regulation or for the COE's use as a County Superintendent Policy.

Education Code 51931 and 51934 require county offices of education (COEs) to provide instruction in comprehensive sexual health and human immunodeficiency virus (HIV) prevention to students in grades 7-12. Pursuant to Education 51931 and 51934, COEs may choose to provide age-appropriate sexual health instruction prior to grade 7. The following optional administrative regulation may be revised to reflect localpractice. Sexual health instruction taught at any grade level is required to comply with the requirements of Education Code 51933.

Pursuant to Education Code 51938, there is a statutory requirement to give parents/guardians notice about planned instruction in comprehensive sexual health and HIV prevention and the opportunity to opt their students out of such 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. Additionally, 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. Therefore, it is recommended that county boards of education consult CSBA's District and County Office of Education Legal Services or other legal counsel when determining whether notice and an opportunity to opt out is necessary beyond, or in addition to, what is required by Education Code 51938.

Definitions

CSBA NOTE: Pursuant to Education Code 51931, as amended by AB 2229 (Ch. 706, Statutes of 2024), "comprehensive sexual health education" includes the topic of menstrual health.

Comprehensive sexual health education means education regarding human development and sexuality, including education on menstrual health, pregnancy, contraception, and sexually transmitted infections. (Education Code 51931)

HIV prevention education means instruction on the nature of human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS), methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS. (Education Code 51931)

Age appropriate refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. (Education Code 51931)

Medically accurate means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.

(Education Code 51931)

General Criteria for Instruction and Materials

The Superintendent or designee shall ensure that the district's comprehensive sexual health and HIV prevention instruction and materials: (Education Code 51933)

1. Are age appropriate

2. Are medically accurate and objective

3. Are aligned with and support the following purposes as specified in Education Code 51930:

    a. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy

    b. To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family

    c. To promote understanding of sexuality as a normal part of human development

    d. To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end

    e. To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors

4. Are appropriate for use with English learners, students with disabilities, and students of all races, genders, sexual orientations, and ethnic and cultural backgrounds

5. Are available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner as otherwise provided in the Education Code

6. Are accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids

7. Do not reflect or promote bias against any person in protected categories of discrimination pursuant to Education Code 220

8. ~~Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships~~

9. ~~Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes~~

10. ~~Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so~~

11. ~~Teach the value of and prepare students to have and maintain committed relationships such as marriage~~

12. ~~Provide students with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, harassment, and intimidation~~

13. ~~Provide students with knowledge and skills for making and implementing healthy decisions about sexuality, including communication and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities~~

14. ~~Do not teach or promote religious doctrine~~

Components of Sexual Health and HIV Prevention Education

~~The district's comprehensive sexual health education and HIV prevention education for students in grades 7-12, in~~In addition to complying with the criteria listed ~~above in the section~~in "General Criteria for Instruction and Materials~~,~~"" in the accompanying County Board of Education policy, the county office of education's (COE) comprehensive sexual health and HIV prevention education for students in grades 7-12 shall include all of the following: (Education Code 51934)

1. Information on the nature of HIV and other sexually transmitted infections and their effects on the human body

2. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual behaviors and injection drug use

3. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections, and that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy

   The instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.

4. Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the Centers for Disease Control and Prevention

5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing

6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others

7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV

   This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and testing is the only way to know if one is HIV-positive.

8. Information about local resources, how to access local resources, and students' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence

9. Information about the effectiveness and safety of FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception.

   ~~1.~~ Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to:

   a. Parenting, adoption, and abortion

   b. Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5

   c. The importance of prenatal care

~~CSBA NOTE: Pursuant to Education Code 51934, comprehensive sexual health education must include information about sexual harassment, sexual assault, sexual abuse, and human trafficking. AB 1861 (Ch. 807, Statutes of 2018) amended Education Code 51934 to require that the information on human trafficking include the components specified in items #10a and b below.~~

CSBA NOTE: Pursuant to Education Code 231.7, the California Department of Education (CDE) is required to make available on its website (1) resources on abuse, including sexual, emotional, and

physical abuse, and teen dating violence prevention for professional learning purposes, (2) information about local and national hotlines and services for youth experiencing teen dating violence, and (3) other relevant materials for parents/guardians and other caretakers of students.

10. Information about sexual harassment, sexual assault, sexual abuse, and human trafficking, including:

    a. Information on the prevalence and nature of human trafficking, strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance if there is a suspicion of trafficking

    b. Information on how social media and mobile device applications are used for human trafficking

~~CSBA NOTE: Education Code 51934 requires that the comprehensive sexual health instruction include information about adolescent relationship abuse, as provided below. For further information about adolescent dating abuse, see CSBA's governance brief Promoting Healthy Relationships for Adolescents: Board Policy Considerations.~~

CSBA NOTE: Education Code 51934, as amended by AB 2053 (Ch. 695, Statutes of 2024), requires that comprehensive sexual health education includes information about adolescent relationship abuse, including available resources such as the National Domestic Violence Hotline and local domestic violence hotlines, as provided below. For further information about adolescent dating abuse, see CSBA's governance brief, "Promoting Healthy Relationships for Adolescents: Board Policy Considerations."

11. Information about adolescent relationship abuse and intimate partner violence, including the early warning signs of each, and the resources available to students related to adolescent relationship abuse and intimate partner violence, including the National Domestic Violence Hotline and local domestic violence hotlines that provide confidential support services for students that have experienced domestic violence or stalking

~~CSBA NOTE: Education Code 51934, as amended by AB 1868 (Ch. 428, Statutes of 2018), authorizes districts to provide the instruction described below. The following paragraph may be revised to reflect district practice.~~

CSBA NOTE: Education Code 51931 and 51934 authorize COEs to provide the instruction described below. The following optional paragraph should be included for COEs that opt to include such instruction.

The ~~district's~~COE's comprehensive sexual health ~~education~~ and HIV prevention education shall include instruction regarding the potential risks and consequences of creating and sharing suggestive or sexually explicit materials through cell phones, social networking ~~web sites~~websites, computer networks, or other digital media. (Education Code 51934)

Professional Development

The ~~district's~~COE's comprehensive sexual health ~~education~~ and HIV prevention education shall be

provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections. (Education Code 51931, 51934)

~~The Superintendent or designee~~There shall ~~cooperatively plan and conduct~~be in-service training for all ~~district~~COE personnel who provide HIV prevention education, through regional planning, joint powers agreements, or contract services~~. (Education Code 51935)~~

~~In developing,~~ and ~~providing in-service training,~~ the ~~Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV prevention education and with the California Department of Education (CDE). (Education Code 51935)~~

~~The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV. In-service~~ training shall be ~~voluntary for personnel who have demonstrated expertise or received in-service training from the CDE or Centers for Disease Control and Prevention. (Education Code 51935)~~

~~The Superintendent or designee may expand HIV in-service training to cover the topic of comprehensive sexual health education in order for district personnel teaching comprehensive sexual health education to learn new developments in the scientific understanding of sexual health. (Education Code 51935)~~

~~The Superintendent or designee shall periodically provide~~developed and provided in accordance with Education Code 51935.

Additionally, continuing education that enables ~~district~~COE personnel to learn about new developments in the understanding of abuse, including sexual abuse, and human trafficking, and current prevention efforts and methods, shall be periodically provided. Such education may include early identification of abuse, including sexual abuse, and human trafficking of students and minors. (Education Code 51950)

Use of Consultants or Guest Speakers

~~CSBA NOTE: Pursuant to Education Code 51933, 51934, and 51936, the district's comprehensive sexual health and HIV prevention education may be taught by outside consultants or delivered by guest speakers at an assembly. Any such instruction must comply with the same requirements as instruction provided by the district and in accordance with Education Code 51930-51939. If the district elects to use outside consultants or guest speakers, parents/guardians must be provided additional notice about the speaker and the speaker's organization; see item #4 in the section below entitled "Parent/Guardian Notification."~~

CSBA NOTE: Pursuant to Education Code 51931, 51933, 51934, and 51936, a COE's comprehensive sexual health and HIV prevention education may be taught by outside consultants or delivered by guest speakers at an assembly. Any such instruction is required to comply with the same requirements as instruction provided by the COE and in accordance with Education Code 51930-51939. If the COE elects to use outside consultants or guest speakers, parents/guardians are required to be provided additional notice about the speaker and the speaker's organization; see Item #4 in "Parent/Guardian Notification and Opt-Out," below.

~~The Superintendent or designee may contract with outside~~ Outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, may be contracted with to deliver comprehensive sexual health and HIV prevention education or to provide training for ~~district~~COE personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health ~~education~~ and HIV prevention education and knowledge of the most recent medically accurate research on the relevant topic(s) covered in the instruction. ~~The Superintendent or designee shall ensure that any~~Any instruction provided by an outside speaker or consultant ~~complies~~shall comply with County Board policy, administrative regulation, and Education Code 51930-51939. (Education Code 51933, 51934, 51936)

Parent/Guardian Notification and Opt-Out

~~CSBA NOTE: Education Code 51938 requires the district to provide parents/guardians the following notification. A sample notification letter is available on the California Department of Education's web site.~~

~~In addition, Education Code 49381, as added by SB 1104 (Ch. 848, Statutes of 2018), requires districts that offer any of grades 6-12 to identify the most appropriate methods of informing parents/guardians of human trafficking prevention resources, and to provide such information through the identified methods by January 1, 2020; see the accompanying Board policy. Districts that combine such information with the annual notification required pursuant to Education Code 51938 may revise the following section accordingly.~~

CSBA NOTE: A sample notification and opt-out letter regarding student participation in comprehensive sexual health or HIV prevention education and how parents/guardians can opt their students out is available on CDE's website.

Education Code 49381 requires districts that offer any of grades 6-12 to identify the most appropriate methods of informing parents/guardians of human trafficking prevention resources, and to provide such information through the identified methods. While there is no corresponding statutory requirement for COEs, the following paragraph requires that COEs combine such information with the annual notification required pursuant to Education Code 51938. COEs should revise the following section to reflect local practice.

At the beginning of each school year or at the time of a student's enrollment, ~~the Superintendent or designee shall notify~~ parents/guardians shall be notified about ~~instruction in~~ comprehensive sexual health ~~education~~ and HIV prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV prevention education are available for inspection

2. That parents/guardians have a right to ~~excuse~~opt their ~~child from~~students out of comprehensive sexual health or HIV prevention education, or research on student health behaviors and risks, provided they submit their request in writing ~~to the district~~

3. That parents/guardians have a right to request a copy of Education Code 51930-51939

4. Whether the comprehensive sexual health or HIV prevention education will be taught by ~~district~~COE personnel or outside consultants and, if the ~~district~~COE chooses to use outside consultants or guest speakers for this purpose, the following information:

    a. The date of the instruction

    b. The name of the organization or affiliation of each guest speaker

    c. Information stating the right of the parent/guardian to request a copy of Education Code 51933, 51934, and 51938

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, ~~the Superintendent or designee shall notify~~ parents/guardians shall be notified by mail or another commonly used method of notification no fewer than 14 days before the instruction is given.

~~**Nonapplicability to Certain Instruction or Materials**~~

CSBA NOTE: Given the uncertainty in *Mahmoud* as explained above, it is recommended that county boards consult CSBA's District and County Office of Education Legal Services or other legal counsel to determine whether *Mahmoud* limits Items #1 and 2 below by requiring notice and the opportunity to opt out in certain circumstances.

~~The~~ Except as required by law, the requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and ~~parental~~parent/guardian notification and ~~consent~~opt-out shall not apply to the following: (Education Code 51932)

1. A description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health ~~education~~ or HIV prevention education as defined in Education Code 51931

2. Instruction, materials, presentations, or programming that discusses gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and does not discuss human reproductive organs and their functions

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These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the ~~board~~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 220	Prohibition of discrimination
Ed. Code ~~33544~~231.7	~~Inclusion of sexual harassment~~Resources on abuse and teen dating violence ~~in health curriculum framework~~; local and national hotlines
Ed. Code ~~49381~~232.7	~~Human trafficking prevention~~Model policy and resources; body shaming
Ed. Code 33544	Inclusion of sexual harassment and violence in health curriculum framework
Ed. Code 33546.2	Health framework; sextortion
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49381	Human trafficking prevention resources
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51210.8	Health education curriculum
Ed. Code 51225.36	Instruction in sexual harassment and violence; districts that require health education for graduation
Ed. Code 51240	Excuse from instruction due to religious beliefs
Ed. Code 51513	Test, questionnaire, survey, or examination containing questions about beliefs or practices
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 51950	Abuse, sexual abuse, and human trafficking prevention education
Ed. Code 67386	Student safety; affirmative consent standard
H&S Code 1255.7	Parents surrendering physical custody of a baby
Pen. Code 243.4	Sexual battery
Pen. Code 261.5	Unlawful sexual intercourse
Pen. Code 271.5	Parents voluntarily surrendering custody of a baby

Federal	Description
20 USC 1232h	Privacy rights
20 USC 7906	Sex education requirements and prohibited use of funds

Management Resources	Description
Court Decision	Mahmoud v. Taylor (2025) 606 U.S. ____ (2025 WL 1773627)

California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
California Department of Education Publication	Health Education Framework for California Public Schools: Kindergarten through Grade 12, ~~2003~~May 2019 (https://www.cde.ca.gov/ci/he/cf/documents/healthedframework2019.pdf)
California Department of Education Publication	~~Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008~~Body Shaming Model Policy & Resources (https://www.cde.ca.gov/ls/mh/bodyshaming.asp)
CSBA Publication	Promoting Healthy Relationships for Adolescents: Board Policy Considerations, Governance Brief, August 2014 (https://www.csba.org/-/media/CSBA/Files/GovernanceResources/GovernanceBriefs/201408_GBHealthyRelationships.ashx?la=en&rev=c7eca3dd0da24d4293ce675bb6463f8d)
Human Rights Campaign Foundation Publication	California LGBTQ Youth Report, January 2019
Website	~~U.S. Food and Drug Administration~~CSBA District and County Office of Education Legal Services
Website	Human Rights Campaign
Website	~~Centers for Disease Control and Prevention~~U.S. Food and Drug Administration
Website	California Partnership to End Domestic Violence
Website	California Safe Schools Coalition
Website	California Department of Education, Sex Education and HIV/AIDS/STD Instruction
Website	California Department of Public Health
Website	California Healthy Kids Resource Center
Website	~~California Department of Public Health~~Centers for Disease Control and Prevention
Website	~~California Department of Education, Sex Education and HIV/AIDS/STD Instruction~~CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures

1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sex Discrimination and Sex-Based Harassment
5145.7	Sex Discrimination and Sex-Based Harassment
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education

County Board Policy 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: ~~11~~08/01/~~2003~~ | **~~Last Revised Date:~~** ~~12/15/2023~~2025 | **Last Reviewed Date:** ~~12/15/2023~~08/01/2025

~~INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.~~

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

The U.S. Surgeon General's 2023 advisory, "Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Healing Effects of Social Connection and Community," emphasizes the critical role that social connection plays in individual and societal health and well-being, and provides recommendations for how to address the consequences when there is a lack of social connection. Because schools play an important role in facilitating positive social connection, the advisory includes specific actions ~~districts~~county offices of education (COEs) can implement, which include (1) developing a strategic plan for school connectedness and social skills with benchmark tracking, (2) building social connection into the health curriculum, (3) implementing socially based educational techniques, and (4) creating a supportive school environment.

In its 2023 advisory, "Social Media and Youth Mental Health," the U.S. Surgeon General describes the positive and negative impacts of social media on children and adolescents, including the impact on mental health and well-being, and recommends that schools develop, implement, and evaluate digital and media literacy curriculum to provide students and staff with the skills to strengthen digital resilience.

The ~~Governing~~County Board of Education believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial ~~in~~to promoting healthy development for all students. The ~~district's~~County Office of Education's (COE) health education program shall be part of a coordinated ~~school~~approach to student health ~~system~~ which recognizes that mental health and social connection are critical to ~~student's~~ overall

health, well-being, and academic success~~,~~; supports the physical, mental, and social well-being of students~~,~~; reflects the importance of digital and media literacy~~,~~; and is linked to ~~district~~COE and community services and resources.

CSBA NOTE: 42 USC 1758b requires each ~~district~~COE participating in the National School Lunch program (42 USC 1751-1769j) or any program in the Child Nutrition Act of 1966 (42 USC 1771-1793), including the School Breakfast Program, to adopt a ~~districtwide~~ ~~school~~COE-wide wellness policy, which includes goals for nutrition promotion and education, physical activity, and other ~~school~~COE-based activities that promote student wellness~~. See BP 5030 - Student Wellness for language fulfilling this mandate~~.

Goals for the ~~district's~~COE's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition promotion and education, physical activity, and other ~~school~~COE-based activities that promote student well-being.

CSBA NOTE: Education Code 51925 requires ~~districts~~COEs that offer health education courses to middle or high school students to include mental health instruction, as specified. For more information on the requirements of mental health instruction, see the accompanying administrative regulation ~~and AR 6143 - Courses of Study~~.

Any health education course offered to middle or high school students shall include instruction in mental health that meets the requirements of Education Code 51925-51926~~, and as specified in Administrative Regulation 6143 - Courses of Study~~.

~~CSBA NOTE: The following optional paragraph should be revised as necessary to reflect grade levels offered by the district.~~CSBA NOTE: Education Code 51210 requires that the adopted course of study for grades 1-6 include instruction in health, including instruction in the principles and practices of individual, family, and community health. Education Code 51202 requires that certain health-related topics be addressed at the appropriate elementary and secondary grade levels and in appropriate subject areas, as determined by the ~~district~~COE.

Education Code 51931 and 51934 ~~requires~~require that ~~districts~~COEs provide comprehensive sexual health ~~education~~ and HIV prevention ~~instruction~~education, at least once in middle school or junior high school and at least once in high school, by instructors trained in the appropriate courses. Education Code 51931 and 51934 also ~~authorizes~~authorize, but ~~does~~do not require, ~~districts~~COEs to provide age-appropriate comprehensive sexual health education prior to grade 7 on any of the topics specified in Education Code 51934. ~~See AR 6143 - Courses of Study and~~See BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

Additionally, Education Code 51900.6 authorizes ~~districts~~COEs to provide age-appropriate instruction to students in grades ~~K~~kindergarten-12 in sexual abuse and sexual assault awareness and prevention pursuant to content standards developed by the State Board of Education (SBE), ~~provided that students are allowed to be excused from such instruction upon the written request of their parents/guardians.~~although SBE has not yet ~~adopted content standards regarding sexual abuse and sexual assault awareness and prevention. Also see BP 5141.4 - Child Abuse Prevention and Reporting~~done so.

The California Department of Education's ~~publication~~, "Health Education Framework for California Public Schools, Kindergarten through Grade Twelve," provides nonprescriptive instructional guidance and support to ~~California~~ teachers, administrators, curriculum specialists, other educators,

and ~~school~~county boards of education for implementation of the voluntary health education standards, which include the following six content areas: nutrition and physical activity; growth, development, and sexual health; injury prevention and safety; alcohol, tobacco, and other drugs; mental, emotional, and social health; and personal and community health.

~~The district shall provide a~~A planned, sequential, research-based, and developmentally appropriate health education curriculum shall be provided for students in grades ~~K~~kindergarten-12 ~~which~~that is aligned with the state's content standards and curriculum framework and integrated with other content areas of the ~~district's curriculum. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation~~COE's curriculum.

CSBA NOTE: The following optional paragraph may be revised to reflect ~~district~~local practice. Education Code 51890 defines a "comprehensive health education program" as one that includes community participation in the teaching of health, including classroom participation by practicing professional health and safety personnel in the community. Education Code 51891 defines "community participation" as active participation in the planning, implementation, and evaluation of comprehensive health education by parents/guardians, practicing health care and public safety personnel, and public and private health care and service agencies.

~~As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program.~~ Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

~~The Superintendent or designee shall provide professional~~Professional development shall be provided as needed to ensure that health education teachers are knowledgeable about academic content standards, the state curriculum framework, and effective instructional methodologies.

Parent/Guardian Notification and Opt-Out

~~CSBA NOTE: The following optional paragraph should be revised to reflect indicators agreed upon by the Governing Board and Superintendent for evaluating the district's health education program. The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, and the manner in which the district's health education program supports the physical, mental, and social well-being of students.~~

CSBA NOTE: State law requires COEs to provide parents/guardians notice and the opportunity to opt their students out of certain instruction, in some instances only based on religious belief and in other instances for any basis. Additionally, in at least one instance, COEs are required to provide such students with an alternative educational activity and are prohibited from subjecting a student to disciplinary action, academic penalty, or other sanction if the student's parent/guardian opts the student out. The following paragraph applies this requirement and prohibition to all opt-out options and should be modified to reflect local practice.

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. Additionally, 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. Therefore, it is recommended that county boards consult CSBA's District and County Office of Education Legal Services or other legal counsel when determining whether notice and an opportunity to opt out is necessary beyond, or in addition to, what is statutorily required.

Parents/guardians shall be notified that they may request in writing to opt their students out of participating in instruction and assessments, including anonymous and confidential tests, questionnaires, and surveys, as specified in the accompanying administrative regulation. Students so excused shall be given an alternative educational activity. Additionally, a student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian opts the student out of such instruction. (Education Code 51240, 51900.6, 51938, 51939)

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State	Description
5 CCR 11800-11801	District health education plan
Ed. Code 35183.5	Sun protection
Ed. Code 49413	First aid and cardiopulmonary resuscitation training
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics, and dangerous drugs
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51210.8	Health education curriculum

Ed. Code 51220.5	Parenting skills; areas of instruction
Ed. Code 51225.36	Instruction in sexual harassment and violence; districts that require health education for graduation
~~Ed. Code 51913~~	~~District health education plan~~
~~Ed. Code 51920~~	~~Inservice training, health education~~
~~Ed. Code 8850.5~~	~~Family relationships and parenting education~~
Ed. Code 51225.38	Instruction in the dangers associated with fentanyl use
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation; districts that require health education for graduation
Ed. Code 51240	Excuse from instruction due to religious beliefs
Ed. Code 51260-51269	Drug education
Ed. Code 51513	Personal beliefs
Ed. Code 51880-51881.5	Health education; legislative findings and intent
Ed. Code 51890-51891	Comprehensive health education programs and community participation; definitions
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention instruction
Ed. Code 51913	District health education plan
Ed. Code 51920	Inservice training; health education
Ed. Code 51925-51929	Mandatory mental health education and in-service training
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 67386	Student safety; affirmative consent standard
Ed. Code 8850.5	Family relationships and parenting education

Federal	**Description**
~~42 USC 1751-1769j~~	~~National School Lunch Program~~
42 USC 1751-1769j	School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1771-1793	Child Nutrition Act

Management Resources	**Description**
~~American Association For Health Ed Publication~~	~~National Health Education Standards: Achieving Excellence, 2007~~
Court Decision	Mahmoud v. Taylor (2025) 606 U.S. ___ (2025 WL 1773627)
~~California Department of Education Publication~~	~~Health Framework for California Public Schools: Kindergarten through Grade 12, 2003~~

~~California Department of Education Publication~~	~~Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008~~
~~CSBA Publication~~	~~Sun Safety in Schools, Policy Brief, July 2006~~
~~CSBA Publication~~	~~Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006~~
~~CSBA Publication~~	~~Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, March 2007~~
~~CSBA Publication~~	~~Physical Education and California Schools, Policy Brief, rev. October 2007~~
~~CSBA Publication~~	~~Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007~~
California Department of Education Publication	Health Education Framework for California Public Schools: Kindergarten Through Grade Twelve, 2019
California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
CSBA Publication	Integrating Oral Health into School Health Programs and Policies, May 2010
CSBA Publication	Promoting Healthy Relationships for Adolescents: Board Policy Considerations, August 2014
CSBA Publication	Integrating Physical Activity into the School Day, April 2016
CSBA Publication	Preventing Catastrophic Health Illness, Governance Brief, July 2018
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CSBA Publication	Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, November 2008
Human Rights Campaign Foundation Publication	California LGBTQ Youth Report, January 2019

Society of Health & Physical Educators Publication	National Health Education Standards: Achieving Excellence, rev. November 2012
US Department of Health and Human Services Pub.	Social Media and Youth Mental Health: The U.S. Surgeon General's Advisory, 2023
US Dept of Health and Human Services Publication	Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Health Effects of Social Connection and the Community, 2023
Website	SHAPE America, Society of Health and Physical Educators
Website	CSBA District and County Office of Education Legal Services
Website	Human Rights Campaign Foundation
Website	U.S. Department of Health and Human Services
Website	American School Health Association
Website	California Association of School Health Educators
Website	California Department of Education, Health Education
Website	California Subject Matter Project, Physical Education-Health Project
Website	Center for Injury Prevention Policy and Practice
Website	National Center for Health Education
Website	National Hearing Conservation Association
Website	Centers for Disease Control and Prevention
Website	CSBA
Website	California Subject Matter Project, Physical Education-Health Project
Website	California Department of Public Health
Website	California Healthy Kids Resource Center
~~Website~~	~~American Association for Health Education~~

Cross References

Code	Description
0415	Equity
~~3550~~	~~Food Service/Child Nutrition Program~~
3550	~~Food Service/Child Nutrition Program~~
5131.2	Bullying
5131.2	Bullying

5141.52	Suicide Prevention
5141.52	Suicide Prevention
~~5142~~	~~Safety~~
~~5142~~	~~Safety~~
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 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
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology

County Office Regulation 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: ~~11~~08/01/~~2003~~ | **~~Last Revised Date:~~** ~~12/15/2023~~2025 | **Last Reviewed Date:** ~~12/15/2023~~08/01/2025

~~INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.~~

CSBA NOTE: For those County Offices of Education (COEs) in which the County Board of Education does not hire and supervise the County Superintendent of Schools, CSBA recommends that the County Board and the County Superintendent work together for the adoption of this administrative regulation, since some of the programs it covers may be subject to the independent statutory authority of both the County Board and the County Superintendent. The following administrative regulation presents sample procedures recommended for use by the County Superintendent of Schools to complement and/or implement COE policy. It is recommended that any County Superintendent intending to adopt this sample administrative regulation for use in the COE do so in cooperation with the County Board. This administrative regulation may be revised to reflect local practice and may be adopted as an administrative regulation or for the COE's use as a County Superintendent Policy.

Content of Instruction

CSBA NOTE: Education Code 51202 requires ~~districts~~county offices of education (COEs) to teach certain health-related topics at the "appropriate elementary and secondary grade levels." Items #1-6 below reflect six content areas delineated in the voluntary content standards for health education adopted by the State Board of Education (SBE) in March 2008, and included in ~~the publication~~, "Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve." The ~~district~~County Board of Education may revise the following list to reflect the topics to be addressed in the ~~district's~~COE's program.

The ~~district's~~County Office of Education's (COE) health education program shall include instruction at the appropriate grade levels in the following content areas:

CSBA NOTE: Education Code 51203 requires COEs to provide instruction on the nature of alcohol, narcotics, restricted dangerous drugs, and other dangerous substances and, as amended by AB 2865 (Ch. 314, Statutes of 2024), to include information about excessive alcohol use and the short- and long-term health risks of excessive alcohol use.

1. Alcohol, tobacco, and other drugs

CSBA NOTE: Education Code 51931 and 51934 ~~requires~~require that ~~districts~~COEs provide comprehensive sexual health ~~education and~~ and human immunodeficiency virus (HIV) prevention ~~instruction~~education, at least once in middle school or junior high school and at least once in high school, by instructors trained in the appropriate courses. Education Code 51931 and 51934 also ~~authorizes~~authorize, but ~~does~~do not require, ~~districts~~COEs to provide age-appropriate comprehensive sexual health education prior to grade 7 on any of the topics specified in Education Code 51934. ~~See AR 6143 - Courses of Study and~~See BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

Education Code 51900.6 authorizes ~~districts~~COEs to provide age-appropriate instruction to students in grades ~~K~~kindergarten-12 in sexual abuse and sexual assault awareness and prevention pursuant to content standards developed by SBE, ~~provided that students are allowed to be excused from such instruction upon the written request of their parents/guardians. SBE has not yet adopted content standards regarding sexual abuse and sexual assault awareness and prevention. Also see BP 5141.4 - Child Abuse Prevention and Reporting~~although SBE has not yet done so.

2. Human growth, development, and sexual health

CSBA NOTE: The optional paragraph under Item #3 below includes examples of topics that are addressed in the state content standards within the content area of injury prevention and safety.

3. Injury prevention and safety

   Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, violence prevention, topics related to bullying and harassment, emergency procedures, and Internet safety~~, and as required by law~~.

~~CSBA NOTE: Education Code 51925 requires districts that offer health education courses to middle or high school students to include mental health instruction, as specified. For more information on the requirements of mental health instruction see 6143 - Courses of Study.~~

4. Mental, emotional, and social health

   Health education courses offered to middle and/or high school students shall include mental health instruction that meets the requirements of Education Code 51925-51927~~, as specified in Administrative Regulation 6143 - Courses of Study.~~.

5. Nutrition and physical activity

CSBA NOTE: The optional paragraph under Item #6 below includes examples of topics that are addressed in the state content standards within the content area of personal and community health.

6. Personal and community health

   Instruction in personal and community health may include, but is not limited to, oral health, personal hygiene, sun safety, vision and hearing protection, transmission of germs and communicable diseases, symptoms of common health problems and chronic diseases, and the effect of behavior on the environment~~, and as required by law~~.

CSBA NOTE: Items #1-6 below combine eight "overarching standards" described in the state content standards as essential concepts and skills to be taught to students.

Within each of the above content areas, instruction shall be designed to assist students in developing:

1. An understanding of essential concepts related to enhancing health

2. The ability to analyze internal and external influences that affect health

3. The ability to access and analyze health information, products, and services

4. The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health

5. The ability to practice behaviors that reduce risk and promote health

6. The ability to promote and support personal, family, and community health

High School Health Education

CSBA NOTE: The following section is for use by ~~districts~~COEs that ~~serve students in grades 9-12 and~~ require a course in health education as a requirement for graduation from high school. Pursuant to Education Code 51225.36, districts that require a course in health education for graduation from high school ~~must~~are required to include instruction in sexual harassment and violence, including, but not limited to, the affirmative consent standard as defined in Education Code 67386. ~~In addition~~Additionally, pursuant to Education Code 51225.6, districts that require a course in health education for graduation from high school ~~must~~are required to include instruction in performing compression-only cardiopulmonary resuscitation, as specified. In addition, Education Code 51225.38, as added by AB 2429 (Ch. 37, Statutes of 2024), requires a district that includes a course in health education as a high school graduation requirement to include instruction in the dangers associated with fentanyl use beginning with the 2026–27 school year. While there are no corresponding statutory requirements for COEs, Items #1-3 below include such requirements. COEs should revise the following section to reflect local practice.

Whenever the ~~Board~~COE requires a course in health education for graduation from high school, the ~~district's~~COE's high school health education course(s) shall include instruction in:

1. Sexual harassment and violence, including, but not limited to, the affirmative consent standard as defined in Education Code 67386~~. When delivering such instruction, teachers~~

~~shall consult information related to sexual harassment and violence in the Health Education Framework for California Public Schools. (Education Code 51225.36)~~ (Education Code 51225.36)

2. Compression-only cardiopulmonary resuscitation (CPR), which is based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR and includes instruction relative to the psychomotor skills necessary to perform compression-only CPR. (Education Code 51225.6)

3. ~~**Students Excused from Health Instruction**~~

~~Upon written request from a parent/guardian, a student shall be excused from any part of health instruction~~Starting with the 2026-27 school year, the dangers associated with fentanyl use (Education Code 51225.38)

Parent/Guardian Notification and Opt-Out

CSBA NOTE: Pursuant to Education Code 51931 and 51938, a COE is required to give parents/guardians notice and the opportunity to opt their students out of comprehensive sexual health and HIV prevention education. Additionally, Education Code 51240 and 51900.6, respectively, require COEs to permit parents/guardians to opt their students out of any instruction in health and out of any instruction in sexual abuse and sexual assault awareness and prevention. While neither Education Code 51240 nor 51900.6 explicitly require notification, it is recommended that COEs provide notification. In addition, 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. Additionally, 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. Therefore, it is recommended that County Boards consult CSBA's District and County Office of Education Legal Services or other legal counsel when determining whether notice and an opportunity to opt out is necessary beyond, or in addition to, what is statutorily required.

At the beginning of each school year or at the time of a student's enrollment, parents/guardians shall be notified that they may request in writing to opt their students out of participating in the following:

1. Anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex (Education Code 51938, 51939)

2. Any instruction in health that conflicts with the student's religious training and beliefs, including personal moral convictions. (Education Code 51240)

~~CSBA NOTE: Pursuant to Education Code 51938, a student's parent/guardian has the right to excuse the student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. The district may not require active parental consent ("opt-in") for such purpose. The district's notice to parents/guardians regarding planned instruction for the school year in the area of comprehensive sexual health education and HIV prevention education must include notification of the right to excuse a student from such education by written request to the district. See BP/E 5145.6 - Parental Notifications and BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.~~

~~The "opt-out" right described above only applies to comprehensive sexual health education, HIV prevention education, and related assessments, and does not apply to instruction, materials, presentations, and programming that discuss the topics specified in Education Code 51932.~~

~~The district shall excuse a student from instruction in comprehensive sexual health education and HIV prevention education if the student's parent/guardian requests in writing that the student be excused. However, pursuant to Education Code 51932, such parental request shall not excuse a student from instruction, materials, presentations, or programming that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions. (Education Code 51938)~~

3. ~~CSBA NOTE: Pursuant to Education Code 51900.6, districts that provide~~Any instruction in sexual abuse and/or sexual assault awareness and prevention ~~are required to excuse students whose parent/guardian has made a written request. The following paragraph is for districts that provide instruction in sexual abuse and/or sexual assault awareness and prevention.~~ (Education Code 51900.6

4. ~~In addition, the district shall excuse a student from~~Any instruction in comprehensive sexual ~~abuse~~health and~~/or sexual assault awareness and~~ human immunodeficiency virus (HIV) prevention ~~if the student's parent/guardian requests in writing that the student be excused.~~ (Education Code ~~51900.6)~~51938, 51939)

~~CSBA NOTE: Pursuant to Education Code 51513, districts may not administer exams, surveys, or questionnaires containing questions about a student's or a student's family's personal beliefs or practices in sex, family life, morality, and religion unless the student's parent/guardian is notified in writing of such administration and has provided prior written consent. See AR 5022 - Student and Family Privacy Rights.~~

5. Any other instruction as permitted by law

~~The district~~Additionally, the COE shall not administer any exam, survey, or questionnaire ~~which~~that contains questions about the student's or the student's family's personal beliefs or practices in sex, family life, morality, or religion unless the student's parent/guardian has given written permission. (Education Code 51513~~)~~

~~CSBA NOTE: Notwithstanding Education Code 51513, Education Code 51938 authorizes anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes concerning or practices relating to sex, to students in grades 7-12. Parents/guardians have the right to excuse their child from such research and evaluations~~

~~through a passive ("opt-out") process and may not be required to provide active ("opt-in") consent. The district is required to notify parents/guardians of the test, questionnaire, or survey to be administered, given the opportunity to review such research or evaluation tool, and notified of their right to excuse their child by making such request in writing to the district. The following paragraph is for use by districts that serve students in any of grades 7-12 and should be deleted by districts that do not serve such students.~~

~~However, the district may administer anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex, as long as parents/guardians are notified of the right to request in writing that the student be excused from participation. A student shall be excused from participating in any such research or evaluation tools if the student's parent/guardian requests in writing to excuse the student from participation.~~ (~~Education Code 51938~~)

Involvement of Health Professionals

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the ~~district~~COE are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative

2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs if the activities are conducted in compliance with the statutory, regulatory, and programmatic guidelines applicable to those programs

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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 ~~board~~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 11800-11801	District health education plan
Ed. Code 35183.5	Sun protection
Ed. Code 49413	~~First aid training~~First aid and cardiopulmonary resuscitation training
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs

Ed. Code 49500-49505	School meals
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics, and dangerous drugs
Ed. Code 51210~~.8~~	~~Health education curriculum~~Course of study for grades 1-6
Ed. Code ~~51220.5~~51210.8	~~Parenting skills; areas of instruction~~Health education curriculum
~~Ed. Code 51260-51269~~	~~Drug education~~
~~Ed. Code 51513~~	~~Personal beliefs~~
Ed. Code ~~51880-51881~~51220.5	~~Health education, legislative findings and intent~~Parenting skills; areas of instruction
Ed. Code ~~51890-51891~~51225.36	~~Comprehensive health education programs~~Instruction in sexual harassment and violence; districts that require health education for graduation
~~Ed. Code 51913~~	~~District health education plan~~
~~Ed. Code 51920~~	~~Inservice training, health education~~
~~Ed. Code 8850.5~~	~~Family relationships and parenting education~~
Ed. Code 51225.38	Instruction in the dangers associated with fentanyl use
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation; districts that require health education for graduation
Ed. Code 51240	Excuse from instruction due to religious beliefs
Ed. Code 51260-51269	Drug education
Ed. Code 51513	Personal beliefs
Ed. Code 51880-51881.5	Health education; legislative findings and intent
Ed. Code 51890-51891	Comprehensive health education programs and community participation; definitions
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention instruction
Ed. Code 51913	District health education plan
Ed. Code 51920	Inservice training; health education
Ed. Code 51925-51929	Mandatory mental health education and in-service training
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 67386	Student safety; affirmative consent standard
Ed. Code 8850.5	Family relationships and parenting education
Federal	**Description**

42 USC 1751-1769j	~~National School Lunch Program~~School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1771-1793	Child Nutrition Act
Management Resources	**Description**
~~American Association For Health Ed Publication~~Court Decision	~~National Health Education Standards: Achieving Excellence, 2007~~Mahmoud v. Taylor (2025) 606 U.S. ____ (2025 WL 1773627)
~~California Department of Education Publication~~	~~Health Framework for California Public Schools: Kindergarten through Grade 12, 2003~~
~~California Department of Education Publication~~	~~Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008~~
~~CSBA Publication~~	~~Sun Safety in Schools, Policy Brief, July 2006~~
~~CSBA Publication~~	~~Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006~~
~~CSBA Publication~~	~~Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, March 2007~~
~~CSBA Publication~~	~~Physical Education and California Schools, Policy Brief, rev. October 2007~~
~~CSBA Publication~~	~~Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007~~
~~CSBA Publication~~	~~Asthma Management in the Schools, Policy Brief, March 2008~~
California Department of Education Publication	Health Education Framework for California Public Schools: Kindergarten Through Grade Twelve, 2019
California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
CSBA Publication	Integrating Oral Health into School Health Programs and Policies, May 2010
CSBA Publication	Promoting Healthy Relationships for Adolescents: Board Policy Considerations, August 2014
CSBA Publication	Integrating Physical Activity into the School Day, April 2016
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CSBA Publication	Asthma Management in the Schools, Policy Brief, March 2008
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Website	U.S. Department of Health and Human Services
Website	American School Health Association
Website	California Association of School Health Educators
Website	California Department of Education, Health Education
Website	California Subject Matter Project, Physical Education-Health Project
Website	Center for Injury Prevention Policy and Practice
Website	National Center for Health Education
Website	National Hearing Conservation Association
Website	Centers for Disease Control and Prevention
Website	CSBA
Website	~~California Subject Matter Project, Physical Education-Health Project~~California Department of Public Health
Website	California Healthy Kids Resource Center

~~Website~~	~~California Department of Public Health~~
~~Website~~	~~American Association for Health Education~~

Cross References

Code	Description
~~3550~~0415	~~Food Service/Child Nutrition Program~~Equity
~~3550~~5131.2	~~Food Service/Child Nutrition Program~~Bullying
~~5142~~5131.2	~~Safety~~Bullying
~~5142~~5141.52	~~Safety~~Suicide Prevention
5141.52	Suicide Prevention
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 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
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology

County Board Policy 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 03/01/2022 **| Last Revised Date:** ~~06~~09/01/~~2024~~2025 **| Last Reviewed Date:** ~~06~~09/01/~~2024~~2025

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

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

For strategies to reduce chronic absences, see CSBA's governance brief, "Seize the Data: Using Chronic Absence Data to Drive Student Engagement." ," the U.S. Department of Education's, "Action Planner for Reengaging Students to Support Everyday Attendance," and the Institute of Education Sciences', "Resources for Supporting Student Engagement and Attendance."

The County Board of Education believes that regular attendance plays an important role in student achievement. The County Office of Education shall work with parents/guardians and students to ensure compliance with all state attendance laws and to correct problems of chronic absence or truancy.

In accordance with law and any policies, procedures, or measures implemented by the County Superintendent of Schools to promote student attendance and/or minimize student absence, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons as specified in Education Code 48205, and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

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

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

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 46014, COEs, with the written consent of the student's parent/guardian, may excuse a student from school in order to participate in religious exercises or instruction. ~~In order for the~~ For the COE to receive average daily attendance funding for such absences, the County Board of Education is required to first adopt a resolution permitting an excused absence for this purpose. The County Board is also mandated to

adopt regulations governing students' attendance at such exercises or instruction and the reporting of these absences; see the accompanying administrative regulation.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused in accordance with Education Code 46014.

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

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

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

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

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

Parent/guardian and/or student notifications related to student absences shall be provided in accordance with law and as specified by the County Superintendent or designee.

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

Ed. Code 46000	Attendance records
Ed. Code 46010-46015	Absences
Ed. Code 46110-46120	Attendance in kindergarten and elementary schools
Ed. Code 46140-46148	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48210-48216	Exclusions from attendance
Ed. Code 48225.5	Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48292	Filing complaint against parent
Ed. Code 48320-48324	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48980	Parent/~~Guardian~~guardian notifications
Ed. Code 49067	Unexcused absences as cause of failing grade
Ed. Code 49701	Provisions of the interstate compact on educational opportunities for military children
Elec. Code 12302	Student participation on precinct boards
Fam. Code 6920-6930	Consent by minor for medical treatment
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 601-601.5	Habitually truant minors

Management Resources	**Description**
Attorney General Opinion	87 Ops.Cal.Atty.Gen. 168 (2004)
Attorney General Opinion	66 Ops.Cal.Atty.Gen. 244 (1983)
Court Decision	American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307
CSBA Publication	Seize the Data: Using Chronic Absence Data to Drive Student Engagement, March 2024
U.S. Department of Education Publication	Action Planner for Reengaging Students to Support Everyday Attendance, May 2024 (https://www.ed.gov/sites/ed/files/2024/05/Action-Planner-for-Reengaging-Students-to-Support-Everyday-Attendance.-FINAL.pdf)

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

Cross References

Code	Description
~~0450~~	~~Comprehensive Safety Plan~~
~~0450~~	~~Comprehensive Safety Plan~~
~~3516~~	~~Emergencies And Disaster Preparedness Plan~~
~~3516~~	~~Emergencies And Disaster Preparedness Plan~~
~~4119.41~~	~~Employees With Infectious Disease~~
~~4219.41~~	~~Employees With Infectious Disease~~
~~4319.41~~	~~Employees With Infectious Disease~~
~~5000~~	~~Concepts And Roles~~
~~5020~~	~~Parent Rights And Responsibilities~~
~~5020~~	~~Parent Rights And Responsibilities~~
~~5112.1~~	~~Exemptions From Attendance~~
~~5112.1~~	~~Exemptions From Attendance~~
~~5112.2~~	~~Exclusions From Attendance~~
~~5112.5~~	~~Open/Closed Campus~~
~~5121~~	~~Grades/Evaluation Of Student Achievement~~
~~5121~~	~~Grades/Evaluation Of Student Achievement~~
~~5131~~	~~Conduct~~
~~5131.4~~	~~Student Disturbances~~
~~5131.4~~	~~Student Disturbances~~
~~5141.21~~	~~Administering Medication And Monitoring Health Conditions~~
~~5141.21~~	~~Administering Medication And Monitoring Health Conditions~~

~~5141.33~~	~~Head Lice~~
~~5144.1~~	~~Suspension And Expulsion/Due Process~~
~~5144.1~~	~~Suspension And Expulsion/Due Process~~
~~5145.6~~	~~Parent/Guardian Notifications~~
~~5145.6-E(1)~~	~~Parent/Guardian Notifications~~
~~5146~~	~~Married/Pregnant/Parenting Students~~
~~5147~~	~~Dropout Prevention~~
~~6141.2~~	~~Recognition Of Religious Beliefs And Customs~~
~~6141.2~~	~~Recognition Of Religious Beliefs And Customs~~
~~6145~~	~~Extracurricular And Cocurricular Activities~~
~~6145~~	~~Extracurricular And Cocurricular Activities~~
6154	Homework/Makeup Work
~~6173.2~~	~~Education Of Children Of Military Families~~
~~6173.2~~	~~Education Of Children Of Military Families~~
~~6176~~	~~Weekend/Saturday Classes~~
~~6177~~	~~Summer Learning Programs~~
~~6183~~	~~Home And Hospital Instruction~~
~~6184~~	~~Continuation Education~~
~~6184~~	~~Continuation Education~~
~~6185~~	~~Community Day School~~
~~6185~~	~~Community Day School~~

County Office Regulation 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 03/01/2022 **| Last Revised Date:** ~~06~~09/01/~~2024~~2025 **| Last Reviewed Date:** ~~06~~09/01/~~2024~~2025

CSBA NOTE: The following regulation presents sample procedures recommended for use by the County Superintendent of Schools to complement and/or implement County Office of Education (COE) policies. It is recommended that any County Superintendent intending to adopt this sample regulation for use in the COE do so in cooperation with the County Board of Education. This regulation may be revised to reflect local practice and may be adopted as a regulation or for the COE's use as a County Superintendent Policy.

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

The County Superintendent of Schools shares the belief of the County Board of Education that regular attendance plays an important role in student achievement, and shall implement policies and measures to ensure the County Office of Education's (COE) compliance with all state attendance laws and to correct problems of chronic absence or truancy.

Excused Absences

CSBA NOTE: Items ~~#1-17~~ #1-18 below reflect absences that are authorized by law to be considered as excused absences for purposes of enforcing the compulsory state attendance laws. Pursuant to Education Code 48205, absences specified in Items ~~#1-13,~~ #1-14 and #18, although excused for purposes of enforcing compulsory state attendance laws, are considered absences in computing average daily attendance and do not generate state apportionment payments.

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

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)

2. Quarantine under the direction of a county or city health officer (Education Code 48205)

3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)

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

4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family (Education Code 48205)

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

5. Jury duty in the manner provided for by law (Education Code 48205)

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

6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)

7. Upon advance written request by the parent/guardian and the approval of the school site administrator or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)

   a. Attendance or appearance in court

   b. Attendance at a funeral service

   c. Observance of a religious holiday or ceremony

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

   d. Attendance at religious retreats for no more than one school day each semester

   e. Attendance at an employment conference

   f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

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

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

combat zone or combat support position. This allows for an excused absence when a student spends time with any deployed immediate family member who is an active duty member of the uniformed service.

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

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

10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)

11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)

12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (Education code 48205)

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

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

13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)

    a. To access services from a victim services organization or agency~~.~~

    b. To access grief support services~~.~~

    c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or person determined by the student's parent/guardian to be so closely associated with the student as to be considered the student's immediate family

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

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

~~In order for the COE to receive average daily attendance funding for such absences, the County Board must first adopt a resolution permitting an excused absence for this purpose and regulations governing students' attendance at religious exercises or instruction and the reporting of such absences. These regulations should include all of Item #14 below and may be expanded to reflect local practice.~~

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

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

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

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

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

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

~~14.~~ 15. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church or denomination (Education Code 46014)

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

~~15.~~ 16. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5)

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

~~16.~~ 17. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

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

~~17.~~ 18. Other reasons authorized at the discretion of the ~~principal~~school administrator or designee based on the student's specific circumstances (Education Code 48205, 48260)

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

Method of Verification

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

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

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

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

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

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

1. Written, digital, or audio message from parent/guardian or parent representative

2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative

~~The employee shall subsequently record~~Subsequently, the following shall be recorded:

a. Name of student

b. Name of parent/guardian or parent representative

c. Name of verifying employee

d. Date(s) of absence

e. Reason for absence

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated

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

4. Physician's verification

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

a. When excusing students for confidential medical services or verifying such appointments, ~~COE staff~~there shall not ~~ask~~be an inquiry into the purpose of such appointments, but ~~may~~a request ~~a note~~may be made from the medical office to confirm the time of the appointment

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

b. If a student shows a pattern of chronic absenteeism due to illness, ~~COE staff may require~~ physician verification of any further student absences may be required

~~Parental~~Parent/Guardian and Student Notifications

~~At~~The following notifications shall occur at the beginning of ~~each~~the school year~~, the County Superintendent or designee shall~~:

CSBA NOTE: The requirement in Item #1 below is for use when the County Board has adopted a resolution permitting an excused absence for religious instruction or exercises. If such a resolution has not been adopted, do not include #1 below. See the accompanying County Board policy and ~~Item #14 in the section~~ Item #15 in "Excused Absences" above.

1. ~~Notify~~ ~~parents~~ Parents/guardians shall be notified of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

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

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

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

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

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

State	**Description**
5 CCR 306	Explanation of absence
5 CCR 420-424	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance
Ed. Code 42238-~~42250~~42252.1	Apportionments
Ed. Code 46000	Attendance records
Ed. Code 46010-46015	Absences
Ed. Code 46110-46120	Attendance in kindergarten and elementary schools

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

Website	California Department of Education
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~~6184~~	~~Continuation Education~~
~~6185~~	~~Community Day School~~
~~6185~~	~~Community Day School~~

County Board Policy 5141: Health Care And Emergencies

Status: ADOPTED

Original Adopted Date: 0309/01/2005 **| Last Revised Date:** 12/01/20152025 **| Last Reviewed Date:** 1209/01/20152025

INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.

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

The Governing Board The County Board of Education recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during school-county office of education (COE)-sponsored activities.

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

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

District staff Student accidents shall be appropriately reportreported and document student accidents. documented.

"Do Not Resuscitate" Orders

Coordination of Sharing Mental Health Professionals

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

Single school district COEs are required to comply with Education Code 49429.5 by entering into an agreement(s) with at least one other COE that they share a border with. Additionally, COEs that share a county border with a single school district COE are required to consult with and enter into an agreement(s) with at least one single school district COE.

In order to develop a system through which qualified mental health and other key school employees can be rapidly deployed to an area of the county that has experienced a natural disaster or other traumatic event, the COE shall coordinate agreements between districts and charter schools within the county to provide support to students and staff. (Education Code 49429.5)

When developing such agreements, the COE shall consider, at a minimum, all of the following: (Education Code 49429.5)

1. The cost of creating and maintaining the system
2. The criteria required for a district, charter school, or COE to request the use of mental health professionals and other key school personnel employed by another local educational agency
3. Potential reimbursement between local educational agencies
4. Reimbursement for travel expenses incurred by mental health professionals and other key school personnel

"Do Not Resuscitate" Orders

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

~~The~~ The County Board believes that staff members should not be placed in the position of determining whether ~~or not~~ to follow any ~~parental~~parent/guardian or medical "do not resuscitate" ~~orders.~~ ~~Staff~~order. A "do not resuscitate" order shall not ~~accept~~be accepted or ~~follow any such orders~~followed except under the specific written direction of the County Superintendent of Schools or designee. ~~The Superintendent or designee may~~ A "do not resuscitate" order shall only ~~direct a staff member to follow a "do not resuscitate" order~~ be followed if ~~he/she has received a written~~ the

student's parent/guardian has submitted a written authorization, with an authorized health care provider statement, and an order of an appropriate court.

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

Automated External Defibrillators

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

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

CSBA NOTE: The following optional section is for use by COEs that have or are considering purchasing or receiving a donation of automated external defibrillators (AEDs) to be used to treat victims of sudden cardiac arrest.

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

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

It is recommended that COEs considering placement of an AED on school grounds work closely with medical professionals, the manufacturer of the device, local officials, nonprofit organizations, and the COE's risk manager or insurance specialist to ensure that necessary precautions are taken, such as staff training, equipment maintenance and storage, proper placement of the devices, and record-keeping. Local chapters of the American Red Cross and American Heart Association may

help provide training and facilitate the purchase of AEDs. Additionally, it is recommended that COEs with questions about AEDs consult CSBA's District and County Office of Education Legal Services or other legal counsel.

~~The Board authorizes the Superintendent or designee to place automated~~ Automated external defibrillators (AEDs) shall be placed at designated school sites for use by school employees in an emergency~~.~~

~~The Superintendent or designee shall develop guidelines for employees~~ , in accordance with the accompanying administrative regulation.

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

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

Trauma Kits

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

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

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

Policy Reference UPDATE Service
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Policy Reference Disclaimer:

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State	**Description**
8 CCR 5193	~~California bloodborne pathogens standard~~Bloodborne pathogens

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

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

Cross References

Code	**Description**
~~5142~~5141.52	~~Safety~~Suicide Prevention

~~5142~~5145.13	~~Safety~~Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement

County ~~Office~~Board Regulation 5141: Health Care And Emergencies

Status: ADOPTED

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

~~**INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.**~~

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

Emergency Contact Information

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

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

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

Notification/Consent for Medical Treatment

Whenever a student requires emergency or urgent medical treatment while at school or a ~~school-~~ county office of education (COE)-sponsored activity, the ~~principal or designee shall contact~~parent/guardian or, if the parent/guardian ~~or other~~cannot be reached, another person identified ~~on~~in the COE's student information system as an emergency contact ~~form~~, shall be contacted in order to obtain consent for the medical treatment.

~~CSBA NOTE: Pursuant to Education Code 49407, the district may not be held liable for the reasonable treatment of a student during regular school hours if the parent/guardian cannot be reached, unless the parent/guardian has previously filed a written objection to any medical treatment other than first aid.~~

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

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

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

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

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

Automated External Defibrillators

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

~~SB 658 (Ch. 264, Statutes of 2015) amended Health and Safety Code 1797.196 to require notification of the local emergency medical services agency regarding the existence, location, and~~

~~type of AED acquired. Pursuant to Health and Safety Code 1797.200, the local emergency medical services agency is designated by each county and may be the county health department, another agency that the county has established or contracted with, or a joint powers agency.~~

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

CSBA NOTE: The following optional section is for use by county offices of education (COE) that choose to place automated external defibrillators (AEDs) in school facilities.

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

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

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

~~The Superintendent or designee shall ensure that any~~Any AED placed at a ~~district~~COE school ~~is maintained~~shall be: (Health and Safety Code 1797.196)

1. Maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer~~.~~

2. Tested at least biannually and after each use

3. Inspected at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED

Additionally, all laws and regulations governing the placement of an AED shall be complied with and records of the AED maintenance and testing shall be maintained. (Health and Safety Code

1797.196)

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

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

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

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

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

1. Sudden cardiac arrest

2. The school's emergency response plan

3. The proper use of an AED

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

A demonstration shall be annually offered to at least one school staff member on how to use an AED properly in an emergency.~~CSBA NOTE: SB 658 (Ch. 264, Statutes of 2015) amended Health and Safety Code 1797.196 to reduce the inspection requirements from once every 30 days to once every 90 days.Each AED shall be checked for readiness at least biannually and after each use. In addition, the Superintendent or designee shall ensure that an inspection is made of all AEDs at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED. The Superintendent or designee shall maintain records of these checks. (Health and Safety Code 1797.196)~~

CSBA NOTE: Pursuant to Health and Safety Code 1797.196, as amended by AB 3262 (Ch. 19, Statutes of 2024), when an AED is placed in a school serving students in grades 6-12, the principal or school administrator is required to, at least annually, notify students as to the location of all AED units on the campus.

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

Trauma Kits

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

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

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

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State	Description
8 CCR 5193	~~California bloodborne pathogens standard~~Bloodborne pathogens
Civ. Code 1714.21	Defibrillators; CPR; immunity from civil liability
Ed. Code 32040-32044	First aid equipment: field trips

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

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

Cross References

Code	**Description**
~~5142~~5141.52	~~Safety~~Suicide Prevention
~~5142~~5145.13	~~Safety~~Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement

Board Bylaw 9005: Governance Standards

Status: ADOPTED

Original Adopted Date: 01/01/2016 **| Last Revised Date:** 09/01/2025 **| Last Reviewed Date:** 0109/01/20162025

CSBA NOTE: The following optional County Board of Education bylaw is based on theCSBA's Professional Governance Standards for County Boards adopted by CSBA and California County Boards of Education in October 2014may be modified to reflect local practice.

The County Board of Education believes that its primary responsibility isexpects itself to act in the best interests of every student in every school or program operated by the county office of education (COE).) within the legal confines established by law and the fiscal confines established by the budget. The County Board has commitments to parents/guardians, all members of the community, COE employees, and the state of California. The County Board is bound by laws pertaining to public education and the established policies of the COE. To maximize County Board effectiveness and public confidence in its governance, County Board members are expected toshall govern responsibly and hold themselves touphold the highest standards of ethical conduct.

The County Board expects its members to work with each other and with the County Superintendent of Schools to ensure that a In order to provide a high-quality education is provided to all students in COE schools and programs, ensure proper accountability and oversight, and offer community leadership on behalf of the COE, the County Board expects itself to have a unity of purpose and to:

1. Keep focused on learning and that high-qualityachievement for all students, as well as the role of the COE in providing services are provided to the community and to theto school districts within the jurisdiction of the COE and the community
2. Work collaboratively with the County Superintendent of Schools
3. Communicate a common vision
4. Operate openly, with trust and integrity
5. Govern in a dignified and professional manner, treating everyone with civility and respect
6. Govern within County Board-adopted policies and procedures
7. Take collective responsibility for the County Board's performance
8. Periodically evaluate its own effectiveness
9. Ensure opportunities for the diverse range of views in the community to inform County Board deliberations

In fulfilling its role, the County Board is responsible for:

1. Involving the community, parents/guardians, students, and staff in regularly developing or updating a common vision focused on learning and achievement and responsive to the

needs of all students

2. Adopting and updating policies consistent with law and the COE's vision and goals

3. Adopting a fiscally responsible budget based on the COE's vision and goals, and regularly monitoring the fiscal health of the COE

4. Ensuring that a safe and appropriate educational environment is provided to all students

5. Providing community leadership on educational issues and advocating on behalf of students and public education at the local, state, and federal levels

~~Each~~ In addition, each individual County Board member ~~shall~~is expected to:

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

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

~~1. Keep focused on student learning and achievement, as well as the role of the COE in providing services to school districts and the community~~

~~Work collaboratively with the County SuperintendentGovern within the law and~~

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State	Description

Ed. Code 1040	Duties and responsibilities; county boards of education
Ed. Code 1042	County boards; authority
Ed. Code 35160-35160.1	Authority of county boards
Gov. Code 1090	Financial interest in contract
Gov. Code 1098	Disclosure of confidential information
Gov. Code 1125-1129	Incompatible activities
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 87300-87313	Conflict of interest code

Management Resources	**Description**
~~California County Boards of Education Publication~~	~~County Board Member Handbook: A Guide to Effective Governance, 2015~~
CSBA Publication	Professional Governance Standards for County Boards
Website	CSBA
Website	California County Boards of Education

Cross References

Code	**Description**
9012	Board Member Electronic Communications
9121	President
9230	Orientation
9240	Board Training
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board
9324	Minutes And Recordings
9400	Board Self-Evaluation

County Board Policy 1000: Concepts And Roles

Status: ADOPTED

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

~~INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.~~

The ~~Governing~~County Board of Education 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 county office of education (COE) and COE schools, promote collaboration between the ~~Board shall establish effective two-way communication systems between schools and the community.~~

~~Schools~~COE, parents/guardians, community members, and local organizations ~~must continually collaborate as partners. The Board~~, and to identify and respond to community priorities, effective two-way communication systems between the COE and the community shall be established.

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

The County 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 COE students and students who are enrolled in COE schools within its jurisdiction, the County 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.

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State	Description
Ed. Code 1040-1048	Duties and responsibilities of County Boards
Ed. Code 1240-1281	Duties, responsibilities, and general powers of County Superintendent

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

Cross References

Code	Description
1112	Media Relations
1150	Commendations And Awards
9005	Governance Standards

County Board Policy 1114: County Office ~~of Education~~-Sponsored Social Media

Status: ADOPTED

Original Adopted Date: ~~07~~11/01/~~2011~~ | **~~Last Revised Date:~~** ~~09/15/2024~~2025 | **Last Reviewed Date:** ~~09/15/2024~~11/01/2025

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CSBA NOTE: The following optional policy is for use by ~~districts~~county offices of education (COE) that have created ~~an~~one or more official ~~district~~COE (i.e., ~~district~~COE-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, ~~LinkedIn, etc.~~

~~District strategies for effective use of online social media may be incorporated into the district's comprehensive communications plan; see BP 1100 - Communication With The Public~~or LinkedIn.

The ~~Governing~~County Board of Education recognizes the value of social media to share ~~district~~county office of education (COE) information with families and the community and promote community involvement and collaboration in ~~district~~COE decisions. The purpose of any official ~~district~~COE social media account shall be to further the ~~district's~~COE'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~~Content posted by the ~~district~~COE on an official ~~district~~COE social media account ~~is~~shall be accessible to individuals with disabilities.

CSBA NOTE: To minimize liability to the ~~district~~COE, it is important to clearly define ~~the official~~which social media accounts ~~which the district sponsors~~ are official COE social media accounts and to specify the standards, guidelines, and protocols for their use. ~~Board~~Local policies and administrative regulations do not apply to personal social media accounts ~~that may be~~, such as those created by students, staff members, individual County Board of Education members, or other individuals ~~which~~since those accounts are not sponsored by the COE even though they may sometimes include discussion of ~~district~~COE-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~~ Content guidelines and protocols for official ~~district~~COE social media accounts shall be developed to ensure public access, appropriate and responsible use, and compliance with law~~, 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~~COE's ability to remove comments or posts. Any removal of content by the ~~district~~COE 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~~COE'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. See the accompanying administrative regulation for language regarding removal of posts and monitoring of accounts.~~ It is recommended that ~~districts~~COEs consult CSBA's District and County Office of Education Legal Services or ~~district~~other legal counsel to ensure that any provisions related to removal of posts or discipline of students or staff are consistent with law.

Official ~~district~~COE 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~~COE 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~~COE social media accounts ~~is~~shall be 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 COE social media accounts.

CSBA NOTE: Staff and students who post prohibited content on official districtCOE social media accounts aremay be subject to discipline in accordance with board policies and administrative regulations.. Pursuant to Education Code 48900(r), a student may be subject to suspension or expulsion discipline if the student engages in an act of bullying by means of an electronic act, as defined in Education Code 32261; see AR 5144.1 - Suspension and Expulsion/Due Process.. Pursuant to Education Code 3226148900, an "electronic act" includes, but is not limited to, posts on a social networking site. such as a social media platform.

When Additionally, when staff and students misuse the district'sCOE's technological resources, they also may be subject to cancellation of user privileges in accordance with the district'sCOE's Acceptable Use Agreement; see BP. For more information regarding acceptable use of the COE's technological resources, see SP/E(1) 4040 - EmployeeAcceptable Use of Technology and BP/E 6163.4 - Student Use of Technology.

Staff or students who post prohibited contenton, reply from, or otherwise engage withuse an official districtCOE social media account in a manner that violates board policies and administrative regulations shallmay be subject to discipline in accordance with such applicable policies and regulations.

Users of official districtCOE social media accounts, and anyone who posts on, replies to, or otherwise leaves a digital footprint on an official districtCOE social media account, should be aware of the public nature and accessibility of social media and that such information posted on, replied with, or otherwise left on an official districtCOE 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, County Board members, and other individuals areshall be protected on official districtCOE 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 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 districtCOE operations.

Policy Reference UPDATE Service
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Policy Reference Disclaimer:

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Bus. and Prof Code 22589-22589.4	Cyberbullying 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	Downs v. Los Angeles Unified School District (9th Cir. 2000) 228 F.3d 1003
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Court Decision	Board of Education, Island Trees Union Free School District, et.al. v. Pico (1982) 457 U.S. 853
Court Decision	Aaris v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112
Court Decision	Lindke v. Freed (2024) 601 U.S. 187
~~Facebook Publication~~	~~Facebook for Educators Guide, 2013~~
National Labor Relations Board Decision ~~18-CA-1908~~	~~Sears Holdings, December 4, 2009~~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 County Office Programs And Activities
0440	County Office of Education Technology Plan
~~0510~~0441	~~School Accountability Report Card~~Artificial Intelligence
~~0510~~	~~School Accountability Report Card~~
~~1100~~	~~Communication With The Public~~
~~1112~~	~~Media Relations~~
~~1113~~	~~County Office of Education And School Websites~~
~~1113~~	~~County Office of Education And School Websites~~
~~1113-E(1)~~	~~County Office of Education And School Websites~~
~~1160~~	~~Political Processes~~
~~1260~~	~~Educational Foundation~~
1312.3	Uniform Complaint Procedures
1312.3- E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.3-E(3)	Uniform Complaint Procedures
~~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	Acceptable Use Of Technology

4040-E(1)	Acceptable Use Of Technology
~~4118~~	~~Dismissal/Suspension/Disciplinary Action~~
~~4118~~	~~Dismissal/Suspension/Disciplinary Action~~
~~4119.21~~	~~Professional Standards~~
~~4119.21-E(1)~~	~~Professional Standards~~
~~4119.23~~	~~Unauthorized Release Of Confidential/Privileged Information~~
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~~4132~~	~~Publication Or Creation Of Materials~~
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~~5022~~	~~Student And Family Privacy Rights~~
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~~5125~~	~~Student Records~~
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
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~~
~~5144~~	~~Discipline~~
~~5144.1~~	~~Suspension And Expulsion/Due Process~~
~~5144.1~~	~~Suspension And Expulsion/Due Process~~
~~5145.2~~	~~Freedom Of Speech/Expression~~
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5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7~~-~~ E(1)	Sexual Harassment
~~6020~~	~~Parent Involvement~~
~~6020~~	~~Parent Involvement~~
~~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~~
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
9010	Public Statements
9012	Board Member Electronic Communications
9320	Meetings and Notices

County Office Regulation 1114: County Office ~~of Education~~-Sponsored Social Media

Status: ADOPTED

Original Adopted Date: ~~07~~11/01/~~2011~~ | **~~Last Revised Date:~~** ~~09/15/2024~~2025 | **Last Reviewed Date:** ~~09/15/2024~~11/01/2025

~~INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.~~

CSBA NOTE: The following optional administrative regulation may be revised to reflect ~~district~~ local practice and the types of social media accounts used by the ~~district.~~county office of education (COE).

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~~COE, it is important ~~that the district~~ to clearly define ~~the official~~which social media accounts ~~over which it has control~~ are official COE 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~~Local policies and administrative regulations do not apply to personal social media accounts ~~that may be~~such as those created by students, staff members, individual County Board of Education members, or other individuals ~~which~~since those are not sponsored by the COE even though they may sometimes include discussion of ~~district~~COE-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 local practice.

An *official* ~~district~~*county office of education (COE) social media account* is an account on a social media platform authorized by the County Board of Education or the County Superintendent of Schools or designee.

An account that contains content related to the ~~district~~COE or comments about ~~district~~COE operations but that has not been created based on proper 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~~COE social media account.

Guidelines for Content

Each official ~~district~~COE 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~~; see BP/AR 6162.6 - Use of Copyrighted Materials.~~. However, as this is a fact-specific determination, it is recommended that ~~districts~~COEs consult CSBA's District and County Office of Education Legal Services or ~~district~~other legal counsel.

~~District employees or agents in charge of posting or adding information to an official district social media account~~ Copyright laws shall ~~ensure that copyright laws are not~~not be violated in the use of material on official ~~district~~COE 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~~COE's ability to remove comments or posts. Any removal of content by the ~~district~~COE 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 Policy~~County Board policy, or that is unrelated to the purpose of the account. Additionally, in order to help maintain the ~~district's~~COE'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~~COEs consult CSBA's District and County Office of Education Legal Services or ~~district~~other 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 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~~COE chooses to post advertising of a commercial nature on an official ~~district~~COE 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~~COE should also be cautious about the use of ~~district~~COE resources, such as its official ~~district~~COE social media account, for political purposes~~; see BP 1160 - Political Processes~~.

Pursuant to the U.S. Supreme Court's decision in *Lindke v. Freed*, a ~~district official~~County Board member 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~~County Board member (1) has been granted the power to speak on behalf of the ~~district~~County Board or COE, 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~~COEs with questions regarding this issue consult CSBA's District and County Office of Education Legal Services or ~~district~~other legal counsel.

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

Each official ~~district~~COE 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~~COE decisions and ~~Governing~~County Board meetings; and sharing information regarding employment opportunities with the ~~district~~COE

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~~COE premises, violation of ~~district~~COE or school rules, or substantial disruption to the ~~district~~COE 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~~local 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~~COE 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~~COE

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~~COE

8. The individual(s) to contact regarding violation of ~~district~~COE guidelines on the use of official ~~district~~COE 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~~COE, to report cyberbullying or any content that violates the existing terms of service. Although not directly applicable to ~~districts~~COEs, it is good guidance for ~~districts~~COEs seeking to create a safe online space. For more information, COEs 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~~local 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: 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.~~

~~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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Court Decision	Page v. Lexington County School District (2008, 4th Cir.) 531 F.3d 275
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Court Decision	Lindke v. Freed (2024) 601 U.S. 187
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National Labor Relations Board Decision ~~18-CA-1908~~	~~Sears Holdings, December 4, 2009~~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
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5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
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~~5142.2~~	~~Safe Routes To School Program~~
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~~5144~~	~~Discipline~~
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6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
9010	Public Statements
9012	Board Member Electronic Communications
9320	Meetings and Notices

County Board Policy 5000: Concepts And Roles

Status: ADOPTED

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

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The ~~Governing~~County Board ~~shall make every effort~~of Education 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 County Board recognizes that student services offered by the county office of education (COE) play an integral role in the academic achievement and emotional well-being of COE students. In addition, the County Board expects students to ~~make good use of~~ engage in learning opportunities offered by the COE by demonstrating regular attendance~~,~~ and completing assigned work in a timely and diligent manner, while maintaining appropriate conduct and respect for others.

~~The~~The County 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 County Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for staff and student conduct, responsible behavior, and respect for others.

The County Board is fully committed to providing equal educational opportunities and ~~keeping the~~maintaining schools that are free from discriminatory practices. The County Board shall not tolerate the intimidation or harassment of any student for any reason~~.~~

~~The Superintendent or designee shall establish and keep parents/guardians and students well informed about school and district~~, including discriminatory harassment, intimidation, and bullying,

in accordance with County Board Policy 0410 – Nondiscrimination in COE Programs and Activities and County Board Policy/Administrative Regulation 5145.3 – Nondiscrimination/Harassment.

School and COE rules and regulations related to attendance, health examinations, records, grades ~~and student conduct.~~ , and student conduct shall be established, and parents/guardians and students shall be informed about such school and COE rules and regulations. When conducting hearings related to ~~discipline, attendance and other~~ student matters, the County Board shall afford ~~students~~all parties their due process rights in accordance with law and applicable County Board policies.

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State	Description
CA Constitution Article I, Section 28	Declaration of rights
Ed. Code 1040-1048	Duties and responsibilities of County Boards
Ed. Code 1240-1281	Duties, responsibilities, and general powers of County Superintendent
~~Ed. Code 35160.1~~	~~Broad authority of school districts~~
~~Ed. Code 35291-35291.5~~	~~School discipline 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
5113	Absences And Excuses
5113	Absences And Excuses
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment

County Board Policy 5117.1: Interdistrict Attendance Appeals

Status: ADOPTED

Original Adopted Date: 01/01/2020 **| Last Revised Date:** 11/01/2025 **| Last Reviewed Date:** 0111/01/20202025

CSBA NOTE: Certain decisions by the governing boards of school districts may be appealedPursuant to the County Board of Education. Education Code 46601 allows, a student's parent/guardian to /educational rights holder may appeal to the County Board of Education when a school district under the jurisdiction of the County Board denies a request for interdistrict attendanceor refuses to issue an interdistrict transfer permit. Pursuant to Education Code 46600.2, a district that issues such a denial or refusal is required to give written notice to the parent/guardian/educational rights holder of the right to appeal to the County Board with jurisdiction over the district.

When a school district within the jurisdiction of the County Board of Education denies a request for or otherwise fails or refuses to issue an interdistrict attendance permittransfer to a student or fails to provide written notification of its decision within prescribed timelineswho resides in the district and seeks to enroll in another district or has requested to transfer into the district, the student's parent/guardian/educational rights holder may appeal the decision to the County Board. (Education Code 46601)

An Such an appeal shall be filed in writing, by a person having legal custody of the student, within 30 calendar days of the district's final denial of the transfer. An appeal shall be accepted only upon verification by the County Superintendent of Schools or designee that appeals in the district have been exhausted. (Education Code 46601)

Failure to appeal the district decision to the County Board within 30 days is good cause for rejection of the appeal.decision. (Education Code 46601)

CSBA NOTE: The following paragraph is optional and may be revised to reflect local practice. Pursuant to Education Code 46601, the County Board is authorizedmay, but is not required, to, deny an appeal that is not filed within 30 days of a district's denial of a permit or refusal or failure to issue a permitby the 30-day deadline. The following paragraph is optional and may be revised to reflect local practice.

AnIf an appeal that is not filed within 30 days may, at the discretionrequired 30 calendar days, the County Superintendent of Schools may immediately reject the appeal on behalf of the County Board, be considered on its merits if it includes the reason(s) that the appeal is late and. Alternately, the County Board determines that the reasons provided are good cause to conduct the hearingSuperintendent may recommend that the County Board still consider the appeal, in which case the County Board may agree to consider such an appeal for good cause.

In addition, the County Board shall not consider appeals of any of the following: (Education Code 46601, 46600.1)

1. An interdistrict ~~attendance~~transfer request that was deemed abandoned due to the parent/~~guardian's~~guardian/educational rights holder's failure to meet district timelines ~~(Education Code 46600.1)~~

2. An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the district's ~~governing board (Education Code 46600.1)~~ board

3. The denial of a request by the district of proposed enrollment when no permit has first been issued by the district of residence ~~(Education Code 46600.1)~~

4. An interdistrict ~~attendance~~transfer request submitted for a student who is being considered for expulsion or ~~has been~~is expelled~~, while expulsion proceedings are pending~~ from a district pursuant to Education Code 48915 or ~~during the term of the expulsion. (Education Code 46601)~~ 48918

Upon receipt of an appeal, the County Superintendent or designee shall investigate to determine whether local remedies in the matter have been exhausted and to provide any additional information deemed useful to the County Board in reaching a decision. (Education Code 46601)

The County Superintendent of Schools shall develop a form and process for a parent/guardian/educational rights holder to submit such an appeal. The parent/guardian/educational rights holder may include written statements and documentation as part of the appeal form submission but may not subsequently provide additional written statements and documentation unless required by law. (Education Code 46601)

Hearing

CSBA NOTE: ~~The following section is optional.~~ Although county boards are not required to hold a hearing before making a determination on ~~the~~an appeal, ~~the~~it is common practice ~~is to schedule~~ . The following section provides for such a hearing ~~giving both the parents/guardians~~ and ~~the district(s) the opportunity to present their respective positions on the denial of the permit. Any such hearing must~~should be ~~scheduled prior to the time period specified by Education Code 46601 for the County Board's final decision; see the section "Final Decision of the County Board" below~~revised to reflect local practice.

Prior to making ~~its~~a determination on an appeal, the County Board shall hold ~~a hearing~~ one or more hearings at which the district(s) and the student's parent/guardian/educational rights holder will have an opportunity to be heard and present their positions ~~the denial of the interdistrict attendance permit~~.

CSBA NOTE: Pursuant to Education Code 46601, the County Board is required to provide the parent/guardian/educational rights holder and the district "adequate notice" of the date and time of any hearing. As Education Code 46601 does not define "adequate notice," the following paragraph requires notice of at least 10 calendar days and should be modified to reflect local practice.

For any hearing that is held, the County Superintendent shall notify the parent/guardian/educational rights holder of the date, time, and location of the hearing at least 10 calendar days prior to the hearing.

CSBA NOTE: Pursuant to Education Code 46601, the County Board may establish rules for granting continuances upon a showing of good cause. The following paragraph delegates this authority to the County Superintendent of Schools and should be modified to reflect local practice.

The parent/guardian/educational rights holder or the district may request a postponement of a hearing, and the County Superintendent shall determine whether to grant the request based on good cause. (Education Code 46601)

CSBA NOTE: State law does not provide specific procedural requirements for a hearing. The following paragraph is based on basic due process requirements and should be modified to reflect local practice.

Each hearing shall include translation as required by law. Additionally, any hearing shall ensure that the parent/guardian/educational rights holder and the district have the opportunity to be heard and shall be sufficiently informal to encourage open communication and understanding of the appeal process. A parent/guardian/educational rights holder may be represented by legal counsel at each hearing.

CSBA NOTE: Education Code 46601 provides the County Board of a class 1 or class 2 county with flexibility in the timeline and process of an appeal that is not provided to all other County Boards. For instance, a County Board of a class 1 or class 2 county may appoint a hearing officer pursuant to Government Code 27720-27728 or an impartial administrative panel to hear appeals on behalf of the County Board and may grant the officer or panel the authority to render final decisions on behalf of the County Board.

Pursuant to Education Code 48919.5, a class 1 county is defined as a county with countywide average daily attendance (ADA) of more than 500,000 in the 1994-95 school year and a class 2 county is defined as a county with countywide ADA of at least 180,000 but less than 500,000 in the 1994-95 school year.

Option 1 below is for County Boards of a class 1 or class 2 county that opt to utilize a hearing officer. Option 2 below is for County Boards of a class 1 or class 2 county that opt to utilize an impartial administrative panel. Option 3 below is for all other County Boards.

OPTION 1: Class 1 or Class 2 Counties (Hearing Officer)

The County Board shall, within 30 calendar days after an appeal is filed, determine whether to permit the student to attend the district of proposed enrollment and the applicable period of attendance. However, the County Board may extend this timeline by up to 30 calendar days if one or more of the following circumstances apply: (Education Code 46601)

1. A delay in response by the parent/guardian/educational rights holder or district

2. A delay due to incompatible availability for a hearing of the parent/guardian/educational rights holder or district or the inability of the parent/guardian/educational rights holder to attend a hearing

3. A request to delay a hearing by the parent/guardian/educational rights holder

4. A district has closed its annual application window and is no longer accepting permit~~.~~ applications for the remainder of the current or future school year

~~CSBA NOTE: Pursuant to Education Code 46601, a county office of education (COE) with 1994-95 countywide average daily attendance of 180,000-499,000 (class 2 county) or 500,000 or more (class 1 county) may appoint a hearing officer or an impartial administrative panel to hear appeals on behalf of the County Board and may grant the hearing officer or panel with the authority to render final decisions on behalf of the County Board.~~

~~Any COE with 1994-95 countywide ADA of less than 180,000 should delete the following paragraph and any references to the hearing officer/administrative panel in this policy.~~

~~As authorized for any county with 180,000 or more countywide ADA, the County Board may appoint a hearing officer or impartial administrative panel of three or more certificated persons who are not County Board members or employees of any school district involved in the requested transfer to hear the appeal. In hearing the appeal, the hearing officer/administrative panel shall adhere to the law and this policy.~~

CSBA NOTE: Pursuant to Education Code 46601, the hearing officer may not be a member of the County Board or employed by the district of residence or the district of proposed enrollment. Additionally, the County Board may authorize the hearing officer to render either a recommendation or a final decision on the appeal. If the hearing officer is only authorized to render a recommendation, the County Board is required to render a final decision within 10 calendar days of receiving the recommendation. The following paragraph provides only for the hearing officer to issue a recommendation and should be revised to reflect local practice.

There shall be a hearing officer render a recommendation to the County Board on each appeal. The County Superintendent shall select the hearing officer, provided that the hearing officer is not a member of the County Board or employed by the district of residence or the district of proposed enrollment. The County Board shall render a final decision within 10 calendar days of receiving the recommendation, or sooner if required by the 30- or 60- day deadline. (Education Code 46601)

OPTION 1 ENDS HERE

OPTION 2: Class 1 or Class 2 Counties (Administrative Panel)

The County Board shall, within 30 calendar days after the appeal is filed, determine whether to permit the student to attend the district of proposed enrollment and the applicable period of attendance. However, the County Board may extend this timeline by up to 30 calendar days if one or more of the following circumstances apply: (Education Code 46601)

1. A delay in response by the parent/guardian/educational rights holder or district

2. A delay due to incompatible availability for a hearing of the parent/guardian/educational rights holder or district or the inability of the parent/guardian/educational rights holder to attend a hearing

3. A request to delay a hearing by the parent/guardian/educational rights holder

4. A district has closed its annual application window and is no longer accepting permit applications for the remainder of the current or future school year

CSBA NOTE: Pursuant to Education Code 46601, the administrative panel is required to consist of at least three certificated persons. However, no member of the administrative panel may be a member of the County Board or employed by the district of residence or the district of proposed enrollment. Additionally, the County Board may authorize the panel to render either a recommendation or a final decision on the appeal. If the panel is only authorized to render a recommendation, the County Board is required to render a final decision within 10 calendar days of receiving the recommendation. The following paragraph, which provides for a three-person panel and only for the panel to issue a recommendation, should be revised to reflect local practice.

There shall be a three-person administrative panel to render a recommendation to the County Board on each appeal. The County Superintendent shall select the members of the panel, each of whom must hold the necessary certificate. However, no member of the panel may be a member of the County Board or employed by the district of residence or the district of proposed enrollment. The County Board shall render a final decision within 10 calendar days of receiving the recommendation, or sooner if required by the 30- or 60- day deadline. (Education Code 46601)

OPTION 2 ENDS HERE

OPTION 3: All Other Counties - This is the option Siskiyou COE will adopt

The County Board shall, within 30 calendar days after the appeal is filed, determine whether the student should be permitted to attend the district of proposed enrollment and the applicable period of attendance. However, in no event shall the County Board render a decision more than three (3) school days after any hearing conducted by the County Board unless the parent/guardian/educational rights holder requests a postponement. The County Superintendent shall determine whether to grant such a request for postponement. (Education Code 46601)

~~CSBA NOTE: Pursuant to Education Code 46601, the County Board shall provide adequate notice to all parties of the date and time of any hearing, the opportunity to submit written statements and documentation, and the opportunity to be heard at the hearing held pursuant to regulations adopted by the County Board. The following paragraph recommends a timeline for notifying the parties to ensure the County Board's compliance with the timelines set by law for the hearing and the rendering of a decision. Pursuant to Education Code 46601, the County Superintendent or~~

~~designee is required to investigate to determine whether local remedies have been exhausted and to provide any additional information deemed useful to the County Board in reaching a decision on the hearing. The County Board may revise the paragraph to reflect local practice.~~

~~No later than 10 days prior to the hearing, the secretary to the County Board shall serve a notice of the hearing upon the student's parents/guardians, the district of residence, and the district of proposed enrollment, by certified mail with return receipt requested. The notice shall include details of the date, time, and place of the hearing. It shall also notify the parents/guardians of the opportunity to be heard during the hearing and to submit written statements and documentation to the County Board prior to the hearing, including the deadline by which the parties may submit such statements and documentation.~~

~~CSBA NOTE: Pursuant to Government Code 54962, the County Board may only hold a closed session when the purpose is expressly authorized by the Brown Act or by a provision of the Education Code. While closed session is not expressly authorized for matters of student attendance, when disclosure of confidential student information may be involved, the County Board may hold a closed session pursuant to Education Code 35146. CSBA recommends consulting with legal counsel before going into closed session.~~

The hearing shall be conducted in open session except when any information to be presented about the student is determined by the County Superintendent or designee prior to the hearing to be confidential information. The County Board may also decide at any time during open session to reconvene in closed session if necessary to protect confidential information about the student that may be presented during the hearing.

Regardless of whether the hearing is conducted in open or closed session, any action related to the hearing shall be taken in open session and shall be a matter of public record. No information shall be released in violation of student privacy rights provided in law. (Education Code 35146; 20 USC 1232)

OPTION 3 ENDS HERE

CSBA NOTE: The following paragraph is optional and may be revised to reflect local practice.

~~Families~~A single joint hearing may be held for a family with multiple appeals ~~may have them heard separately or as one appeal.~~ . Regardless of the hearing format, the County Board may decide to issue a joint decision or more than one decision.

Final Decision ~~of the County Board~~

CSBA NOTE: Pursuant to Education Code 46601, ~~county boards are required to make a determination~~the County Board may extend the deadline to render a decision on an appeal ~~within 30 calendar days after the appeal is filed, except~~by up to five school days for good faith and permits the County Board to promulgate rules that ~~a county board in a class 1 county must make such a determination within 60 calendar days after the appeal is filed. County boards in class 1 counties should revise the~~ allow for further extensions for good cause. The following paragraph ~~accordingly~~provides for additional extensions for good cause and should be revised to reflect local practice.

The County Board ~~shall, within 30 calendar days after the appeal is filed, determine whether the student should be permitted to enroll in the district of proposed enrollment. The County Board or the County Superintendent may extend the time period for~~may extend the deadline to render a

decision by up to an additional five school days for good cause. ~~The~~Additionally, the County Board may permit additional continuances for good cause. (Education Code 46601)

~~CSBA NOTE: Option 1 below is for use by any county board that either (1) conducts the hearing and decides the appeal itself or (2) uses a hearing officer/administrative panel to conduct the hearing, as authorized for class 1 and 2 counties, and has delegated to the hearing officer/administrative panel the authority to render the final decision. Option 2 below applies only to a county board in a class 1 or 2 county that has appointed a hearing officer/administrative panel to conduct the hearing but retains authority to render the final decision.~~

~~OPTION 1: A decision shall be rendered on the appeal within three school days of the hearing unless the student's parent/guardian requests a postponement. (Education Code 46601)~~

~~OPTION 2: The County Board shall render a decision within 10 calendar days of receiving the hearing officer/administrative panel's recommended decision. (Education Code 46601)~~

~~CSBA NOTE: The remainder of this policy applies to all county boards, regardless of how the hearing is conducted or how the decision is made.~~

CSBA NOTE: Education 46601 only provides that the County Board is required to decide whether to grant or deny an interdistrict transfer appeal "on its merits." Some County Boards have established more specific bases for granting or denying an appeal. The following paragraph may be modified to reflect local practice.

The County Board shall either grant or deny an appeal on its merits. However, if new evidence or grounds for the request are introduced, the County Board may remand the matter to the district for further consideration. ~~(Education Code 46601~~(Education Code 46601)

The County Superintendent shall ensure that notice of the County Board's decision is delivered to the parent/guardian/educational rights holder and to the district by regular mail, email, or any other method normally used to communicate with the parent/guardian/educational rights holder in writing. Any notice shall comply with the translation requirements in Education Code 48985. (Education Code 46602)

CSBA NOTE: If the County Board grants an appeal, Education Code 46601 authorizes the County Board to order the enrollment of the student in the district, but not in any specific school in the district.

When the County Board determines that a student should be permitted to attend school in the district of proposed enrollment, the County Board shall also determine the applicable period of attendance and the student shall be admitted to school in that district without delay. ~~(Education Code 44601, 46602)~~

~~Written notice of the decision by the County Board shall be delivered to the parent/guardian of the student and to the governing boards of both districts. (Education Code 46602)~~ (Education Code 44601, 46602)

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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 35146	Closed sessions; student matters
Ed. Code 46600-46610	Interdistrict attendance agreements
Ed. Code 48204	Residency requirements for school attendance
Ed. Code 48209-48209.17	Student attendance alternatives
Ed. Code 48660-48666	Community day schools
Ed. Code 48900-48926	Suspension and expulsion
Ed. Code 48919.5	Defining class 1 and class 2 counties
Ed. Code 49073-49079	Privacy of student records
Gov. Code 11455.20	Contempt
Gov. Code 27720-27728	Hearing officer
Gov. Code 54950-54963	The Ralph M. Brown Act

Federal	Description
20 USC 1232	Access to student records

Cross References

Code	Description
9000	Role Of The Board
9000-E(1)	Role Of The Board
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Board Bylaw 9310: Board Policies

Status: ADOPTED

Original Adopted Date: 07/01/2018 **| Last Revised Date:** 11/01/2025 **| Last Reviewed Date:** ~~07~~11/01/~~2018~~2025

CSBA NOTE: The following optional bylaw may be revised to reflect local practice.

Definitions

County Board policies are the written rules of the County Board of Education ~~practice.~~

~~The~~. They establish the parameters by which County ~~Board~~Office of Education (COE) staff, students, parents/guardians, volunteers, contractors, visitors, and others shall ~~adopt written policies to convey its expectations for actions that will be taken by the county office of education (COE), clarify~~abide while engaging in activities within the jurisdiction of the County Board. Additionally, County Board policies clarify the roles and responsibilities of the County Board, and communicate County Board philosophy and ~~positions~~values to COE students, staff, parents/guardians, and the community.

County Board bylaws are specific County Board policies that govern the operations of the County Board and establish the rights and obligations of County Board members.

CSBA NOTE: The use of administrative regulations is most appropriate for County Offices of Education (COEs) in which the County Board of Education appoints and evaluates the County Superintendent of Schools. However, some County Boards that do not appoint or evaluate the County Superintendent still approve administrative regulations, or approve them as exhibits that serve as administrative regulations. For more information on administrative regulations, see the options in the "Administrative Regulation Development and Approval" section. The following general definition of "administrative regulations" may be used in either situation, but should be revised to reflect local practice.

Administrative regulations, which shall not be inconsistent with County Board policies, are written rules that implement County Board policies or prescribe the operations and administration of the COE. In case of conflict between an administrative regulation and a County Board policy, the County Board policy, or applicable portion thereof, shall prevail.

~~The~~ County Board policies and administrative regulations shall align with the County Board's ~~policies shall~~vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students, and proactively address equity and the provision of equal access to opportunities for all students.

CSBA NOTE: State and federal laws mandate that the ~~county office of education~~ (COE) ~~develop policy or~~ enact policies or administrative regulations on numerous topics~~. CSBA maintains a list of~~, with certain County Board policies or administrative regulations being mandated ~~policies and also indicates throughout its sample policy manual instances where policy language is mandated~~only if specific conditions apply.

The County Board recognizes the importance of maintaining ~~a policy manual~~ County Board policies and administrative regulations that ~~is~~are up to date and ~~reflects~~reflect the mandates of law. County Board policies or administrative regulations shall be binding to the extent that they do not conflict with federal or state law and are consistent with the COE's collective bargaining agreements. No ~~COE~~County Board policy~~, bylaw,~~ or administrative regulation, or any portion thereof, shall be operative if it is ~~found~~determined to be, on advice of legal counsel, in conflict with applicable federal or state law or regulations or court decisions. ~~If~~However, any portion of a County Board policy ~~is found~~or administrative regulation so determined to be ~~invalid, that invalidity~~inoperative shall not affect the operability of other provisions of the ~~policy.~~

~~Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public County Board meetings.~~

County Board policy or administrative regulation.

County Board Policy Development and Adoption ~~Process~~

CSBA NOTE: In general, the process of policy review is not specified in state law. The following section describes the basic steps in the policy development process and ~~may~~should be revised to reflect local practice. CSBA offers a variety of policy services designed to assist ~~the~~ governance ~~team~~teams with this process, including comprehensive reviews of County Board policies and policy development workshops.

~~The County Board's policy development process shall include the~~ The County Board shall regularly review County Board policies and shall do so at County Board meetings or Policy Committee meetings, as applicable. County Board policies shall be monitored and reviewed as specified in the County Board policy itself or as needed to reflect changes in law or local circumstances.

The following ~~basic~~ steps~~:~~ shall be used to develop, propose, and adopt a new County Board policy or revisions to an existing County Board policy:

1. The County Board 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 vision statement, new goals in the local control and accountability plan, educational research or trends, an incident that has arisen within the jurisdiction of the County Board, or a recommendation or request from the County Superintendent of Schools, a parent/guardian, or other interested person.~~or revised County Board policy

2. As needed, the County Board shall gather fiscal data, input from the County Superintendent of Schools, COE staff, and the public, sample policies from the California School Boards Association ~~or other organizations or agencies~~, legal advice, and other useful information and data ~~to fully inform the County Board about a particular issue.~~

3. The County Board may ~~hold discussions during a public County Board meeting to gain an understanding of the issue. The discussion may include, but not be limited to, community expectations and the anticipated impact of the policy on student learning and well-being, governance, the COE's fiscal resources, and operational efficiency.~~ agendize one or more discussions or presentations with respect to the need for a new or revised County Board policy

As part of those discussions or presentations, the County Board may request additional information or research or request review by legal counsel.

4. TheCSBA NOTE: Once a new or revised County Board may request that legal counsel review the draft policy is drafted, it is common for it to be agendized at two different meetings, with the first time (often referred to as appropriate.

CSBA NOTE: Most policies are given two readings at a the "first read") being for public input and County Board meeting. However, a discussion, and the second reading is generally not required by law so it may be waived by the time (often referred to as the "second read") being for further discussion, if warranted, and County Board. action. This approach is reflected in Item #54, below, and should be modified by county boards that only require one reading of policies prior to adoptionto reflect local practice.

5. 4. A draft Once drafted, the proposed new or revised County Board policy shall be presented for a first readingagendized at a public County Board meeting. At its second reading, the two separate County Board may take action on the proposed policy. meetings, with the first for public input and County Board review and direction, and the second for further discussion, if warranted, and County Board action

The County Board may waive the second reading or may require an additional reading if necessary.

Only policies or modify any of the above requirements on a case-by-case basis.

All County Board policies shall be formally adopted by a majority vote of the County Board shall constitute official County Board policy. .

The 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 County Board policies shall become effective upon County Board adoption or at a future date if so designated by the County Board at the time of adoption.

Board Bylaws

The County Board shall adopt rules and regulations for its own governance consistent with state law and regulations. (Education Code 1040)

At any time, the County Board may determine that progress reports to the County Board on the implementation and/or effectiveness of a County Board policy are necessary. If so, the County Board shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the County Board policy in achieving its purpose.

Administrative Regulation Development and Approval

CSBA NOTE: Option 1 below is for COEs in which the County Board does not appoint or evaluate the County Superintendent. In those instances, the County Board would approve administrative regulations, or would approve as exhibits that serve as administrative regulations.

Option 2 is for COEs in which the County Board appoints and evaluates the County Superintendent. In those instances, it is common for the County Superintendent or designee to be solely responsible for the development and approval of administrative regulations.

Regardless of the option chosen, the following section should be revised to reflect local practice.

OPTION 1: Where County Board does not appoint or evaluate County Superintendent - **This is the option Siskiyou COE will adopt.**

~~Bylaws governing County Board operations may be developed, adopted, and amended following~~ The County Board shall develop, propose, and adopt administrative regulations using the same ~~procedures~~process as ~~those used~~it uses for ~~the adoption or amendment of~~ County Board ~~policy.~~ policies.

OPTION 1 ENDS HERE

~~**Administrative Regulations**~~

~~It is the responsibility of the~~ **OPTION 2: Where County Board appoints and evaluates County Superintendent** ~~or designee to develop and enforce administrative regulations for the operation of the COE. At his/her discretion, the~~

The County Superintendent or designee ~~may also~~shall be responsible for the development and approval of administrative regulations.

When new County Board policies are created or existing County Board policies are revised, the County 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 County Board policy.

To carry out the intent of the County Board, the County Superintendent or designee may, in addition to developing and approving administrative regulations, develop procedures manuals, handbooks, or other guides ~~to carry out the intent of County Board policy.~~ .

~~The County Board may review the County Superintendent's regulations for the purpose of determining conformity with the intent of County Board policy.~~

OPTION 2 ENDS HERE

~~**Monitoring and Evaluation**~~

~~At any time, the County Board may determine that progress reports and/or an evaluation of the policy should be scheduled. If so, it shall establish a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.~~

~~**Access to Policies**~~ Access

CSBA NOTE: ~~COEs~~County Boards that subscribe to CSBA's GAMUT Policy Plus service are ~~updating~~ able to update and provide public access to their ~~policy manual~~County Board policies, administrative regulations, and related documents, such as exhibits, through ~~CSBA's Manual Maintenance service have the option of accessing~~ their ~~policy manual and other legal and management resources through CSBA's GAMUT Online web~~GAMUT Policy Plus site.

~~All staff and the public shall have access to an up-to-date policy manual. The policy manual shall be maintained electronically and/or by paper copy.~~

~~As necessary, the County Board or County Superintendent shall determine the appropriate communication strategy to notify COE staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. Policies shall be posted on the COE's web site when required by law.~~

All COE employees and the public shall have easy and free access to all County Board policies, administrative regulations, and, as applicable, related documents.

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Policy Reference Disclaimer:
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State	Description
Ed. Code 1015	Vote requirements
Ed. Code 1040-1042	Duties and responsibilities of County Boards
Ed. Code 35160-35160.2	Authority of governing boards

Management Resources	Description
Website	~~CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online), Policy Manual Review Program, and Individual Policy Development Workshops~~CSBA GAMUT and Policy Services

Cross References

Code	Description
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
9000	Role Of The Board
9000-E(1)	Role Of The Board

Board Bylaw 9321: 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

CSBA NOTE: The County Board of Education 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 County 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 County Board meets in closed session, the Brown Act generally requires ~~the County 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 of every member present~~absence on each action. Consistent with the Brown Act, the accompanying Exhibit (2) provides specific language for ~~reporting out on~~ disclosing closed session items in open session following ~~a~~ closed session.

The County Board of Education is committed to complying with state open meeting laws and modeling transparency in conducting its business. The County 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 ~~specified~~provided in the accompanying Exhibit (1). (Education Code 35145, Government Code 54954.2, 54954.5, 54957)

In the open session preceding ~~a~~ closed session, the County Board shall disclose the items to be discussed in closed session ~~either~~as specified by ~~stating~~ this bylaw. The County Board chair, who is either the ~~information on~~ County Board president or the County Board member chairing the meeting at the time if the County Board president is absent, shall either verbally state the closed session items listed in the agenda or ~~referring~~refer the public to the closed session item(s) as listed by number or letter ~~on~~in the agenda. In ~~the~~ closed session, the County Board ~~may~~shall consider only those items covered in its statement. (Government Code 54957, 54957.7)

CSBA NOTE: Pursuant to Government Code 54954.3, the public is required to be given an opportunity to directly address the County Board on any agenda item of interest to the public, including closed session items, either before or during the County 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 County Board on any closed session item in the agenda in accordance with County Board Bylaw 9322 - Agenda/Meeting Materials and County Board Bylaw 9323 - Meeting Conduct. (Government Code 54954.3)

After ~~a~~ closed session, the County 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 ~~applicable~~ disclosures as specified in this bylaw ~~or the accompanying Exhibit (2).~~. Such ~~reports~~disclosures may be made in writing or orally at the location announced in the agenda for ~~the~~ closed session~~, so long as the location is open to the public at the time of announcement.~~required by law and provided in the accompanying Exhibit (2). (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 ~~the~~ final approval or adoption of a document, such as a contract or settlement agreement, that becomes public upon such approval or adoption, any person present at the conclusion of the closed session who submitted a written request or has made a standing request for all documentation as part of a request for notice of meetings shall be immediately provided a copy of the document. (Government Code 54957.1)

If ~~the action taken results in one or more~~, when adopting or approving a document during closed session, substantive amendments are required to finalize the document, the document shall be made 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 County 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 County Board member may attend closed session for each agenda item except if the ~~end of~~County Board member is required to recuse themselves or is prohibited by law from attending. Additionally, the ~~closed session. (Government Code 54957.1)~~

~~**Confidentiality**~~County Superintendent of Schools may attend closed session for each agenda item, except for personnel matters, complaints, or charges regarding the County Superintendent under Government Code 54957, if applicable, or to discuss the County Superintendent's compensation under Government Code 54957.6, if applicable.

In addition, the County 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: Pursuant to Government Code 54963, a County Board~~

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., 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 County 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 County Board ~~member who discloses confidential~~ chair or the County Superintendent:

1. Legal counsel, labor negotiators, or other County Office of Education (COE) staff authorized by statute to attend for the particular item

2. Any other individual whose attendance is essential to the County Board's ability to conduct its closed-session business with respect to the particular item

Any other individual shall not attend closed session.

Confidentiality

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~~closed session except as permitted by County Board ~~member if such information is disclosed, see BB~~Bylaw 9011 ~~–~~ – Disclosure of Confidential/Privileged Information.

~~A County Board member shall not disclose confidential information received in closed session unless the County Board authorizes the disclosure of that information or, as authorized by the County Board, the information has been publicly reported by the County Board or the County Superintendent of Schools. (Government Code 54963)~~

The County 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 County 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: ~~This~~The following section is only applicable where the County Board appoints and/or evaluates the County Superintendent of Schools. If the County Board does not appoint and/or evaluate the County Superintendent, this section is inapplicable and should be removed.

While the Attorney General has concluded in 59 Ops.Cal.Atty.Gen. 532 (1976) that it is appropriate to discuss and evaluate the County Superintendent's performance in closed session pursuant to Government Code 54957, Government Code 54957 explicitly prohibits the County Board from discussing any proposed change in the County Superintendent's compensation other than a reduction of compensation that results from the imposition of discipline under this exception. However, the County Board may meet in closed session to discuss the County Superintendent's

compensation in closed session pursuant to Government Code 54957.6; see "Negotiations with County Superintendent," below.

Since the County Superintendent is appointed, the County 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 the County Superintendent. ~~Such~~Except as permitted by law, such a closed session item shall be held consistent with any terms of the employment agreement with the County Superintendent and 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)

Personnel Matters: Specific Complaints or Charges

CSBA NOTE: ~~This~~The following section is only applicable where the County Board appoints and and/or evaluates the County Superintendent. If the County Board does not appoint and/or evaluate the County Superintendent, this section is inapplicable and should be removed.

Government Code 54957 authorizes the ~~use of~~County Board to meet in closed ~~sessions~~session to consider and, as applicable, vote on complaints or charges against the County Superintendent, so long as the County Board provides the County Superintendent with 24-hour notice in advance of closed session. Failure to provide such notice will render any action taken by the County 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 County Board ~~should~~ consult ~~with~~ CSBA's District and County Office of Education Legal Services or ~~County Board~~other legal counsel as appropriate.

~~Unless~~Since the County Superintendent ~~requests an open session~~is appointed, the County Board may ~~hold a~~meet in closed session to hear complaints or charges brought against the County Superintendent~~.~~, unless the County Superintendent requests an open session. Before the County Board ~~holds a~~meets in closed session on ~~such~~ specific complaints or charges brought against the County Superintendent, the County Superintendent shall be provided 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)

Personnel Matters: Application for Early ~~Withdraw~~Withdrawal of Funds in Deferred Compensation Plan

CSBA NOTE: The following section is only applicable where the County Board appoints and and/or evaluates the County Superintendent. If the County Board does not appoint and/or evaluate the County Superintendent, this section is inapplicable and should be removed.

~~The~~ Since the County Superintendent is appointed, the County Board may ~~hold a~~meet in closed session to discuss the County Superintendent'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 with County Superintendent

CSBA NOTE: This section is only applicable where the County Board appoints and/or evaluates the County Superintendent. If the County Board does not appoint and/or evaluate the County

Superintendent, this section is inapplicable and should be removed.

Pursuant to Government Code 54957.6, the County Board is authorized to ~~hold a~~meet in closed session with the County Board's designated representatives regarding the salary or compensation paid in the form of fringe benefits to the County Superintendent. However, Government Code 54957.6 explicitly prohibits the County Board from taking final action in closed session on the proposed compensation.

Since the County Superintendent is appointed, the County Board may meet in closed session to review the County Board's position and/or instruct its designated representative(s) regarding the salary or compensation paid in the form of fringe benefits to the County Superintendent. Final action on the proposed compensation shall not be taken in closed session. (Government Code 54957.6)

Matters Related to Students

~~CSBA NOTE: Education Code 48918 requires a hearing to determine whether a student should be expelled. The hearing may be held by the County Board, a hearing officer, or an administrative panel.~~

~~If the County Board conducts an expulsion hearing, the County 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 County Board shall meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)~~

~~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 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 County Boards consult CSBA's District and County Office of Education Legal Services or County Board legal counsel prior to adopting the following paragraph.~~

The County Board shall meet in closed session to consider a confidential matter related to a student and the agenda shall list the item as permitted by law. 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 the closed session portion of the agenda.~~

Security Matters

CSBA NOTE: Government Code 54957 permits the County Board to meet in closed session with the Governor, Attorney General, District Attorney, 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 County Board may meet in closed session with the Governor, Attorney General, District attorney, ~~county office of education (COE)~~ legal counsel, sheriff or chief of police, or ~~their respective deputies,~~other law enforcement or ~~a~~ security ~~consultant or a security operations manager,~~personnel on matters posing a threat to any of the following: (Government Code 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 County Board Bylaw 9320 - Meetings And Notices and County Board Bylaw/Exhibit (1) 9323.2 - Actions By The Board. (Government Code 57957)~~

4. Critical infrastructure controls or critical infrastructure information relating to cybersecurity

The County 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 County Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by the County Board 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 County 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 County Board'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 County Board 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 County 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 County Board 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 County Board but which the County Board 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 County Board, 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 County Board~~.~~

5. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the County Board, provided that the County Board member, County Superintendent, or COE 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 County Board ~~should~~ consult ~~with~~ CSBA's District and County Office of Education Legal Services or ~~County Board~~other legal counsel as appropriate. ~~Each of the~~The following ~~three paragraphs~~paragraph should be revised to reflect ~~County Board~~local 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 County 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 County Board's position with respect to such litigation. Litigation is considered to be "existing" when the County Board has been named a party to the litigation or a County Board member 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 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 County Boards participating in a joint powers agency (JPA) for insurance pooling or in a self-insurance authority.

The County 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 County Board 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 County 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 ~~paragraphs are~~paragraph is for use by County Boards that participate in a JPA that has adopted such a provision.

~~When the board of the JPA has so authorized and upon advice of legal counsel, the~~The County 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 County Board and that was obtained in a closed session of a JPA of which the County Board is a member. ~~During the County Board's closed session~~However, a County Board member serving on the JPA board may only disclose confidential information acquired during a closed session of the JPA to fellow County Board members~~.~~ if the governing board of the JPA has so authorized and upon advice of legal counsel. (Government Code 54956.96~~))~~)

Review of Audit Report from California State Auditor's Office

CSBA NOTE: Government Code 54956.75 authorizes the County 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 ~~County Board or county office of education~~county office of education (COE). This audit is separate from the annual audit that COEs are required to conduct pursuant to Education Code 41020. The law does not authorize the County Board to meet in closed session to discuss the COE'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 County 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 County 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)

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 1040	Duties and responsibilities; county boards of education
Ed. Code 1042	County boards; authority
Ed. Code 32281	Comprehensive school safety plans
Ed. Code 35145	Public meetings
Ed. Code 35146	Closed session for student suspension or disciplinary action
Ed. Code 41020	Annual audit
~~Ed. Code 44929.21~~	~~Notice of reelection decision; districts with 250 ADA or more~~
~~Ed. Code 48912~~	~~Governing board suspension of student~~
~~Ed. Code 48918~~	~~Rules governing expulsion procedures; hearings and notice~~
~~Ed. Code 49070~~	~~Challenging student records~~
~~Ed. Code 60617~~	~~Closed session (re review of contents of statewide assessment)~~
Gov. Code 3540-3549.3	Educational Employment Relations Act
~~Gov. Code 54950~~	~~Brown Act: Meetings~~
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 7920.000-7930.215	California Public Records Act

Management Resources	Description
Attorney General Opinion	98 Ops.Cal.Atty.Gen. 41 (2015)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 77 (2002)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)

Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
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	San Diego Union v. City Council (1983) 146 Cal.App.3d 947
Court Decision	Fischer v. Los Angeles Unified School District (1999) 70 Cal.App.4th 87
Court Decision	Gillespie v. San Francisco Public Library Commission (1998) 67 Cal.App.4th 1165
Court Decision	Kleitman v. Superior Court of Santa Clara County (1999) 87 Cal Rptr. 2d 813
Court Decision	Rim of the World Unified School District v. San Bernardino County Superior Court (2002) 104 Cal.App.4th 1393
Court Decision	Moreno v. City of King (2005) 127 Cal.App.4th 17
Court Decision	Fowler v. City of Lafayette (2020) 45 Cal.App.5th 68
Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors~~,~~ (1968) 263 Cal.App. 2d 41
Court Decision	Roberts v. City of Palmdale~~,~~ (1993) 5 Cal.App. 4th 363
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners (2003) 107 Cal.App.4th 860
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Bell v. Vista Unified School District (2000) 82 Cal.App. 4th 672
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	CSBA
Website	California Office of the Attorney General

Cross References

Code	**Description**
~~0450~~	~~Comprehensive Safety Plan~~

~~0450~~	~~Comprehensive Safety Plan~~
~~1112~~	~~Media Relations~~
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.3-E(3)	Uniform Complaint Procedures
3320	Claims And Actions Against The County Office of Education
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
5117.1	Interdistrict Attendance Appeals
5144.3	Student Expulsion Appeals
6162.5	Student Assessment
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
9500	County Superintendent's Remuneration

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

COUNTY BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

CSBA NOTE: Pursuant to Government Code 54954.2, the agenda for each County Board of Education meeting ~~must~~is required to contain a general description of each item to be discussed in closed session; see the accompanying County 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 County Board may revise the following descriptions to reflect ~~County Board~~local practice and should consult ~~with~~ CSBA's District and County Office of Education Legal Services or ~~County Board~~other legal counsel, as appropriate.

The County Board of Education meeting agenda shall include the following description of a closed session item, as applicable:

Personnel Matters

CSBA NOTE: This section is only applicable where the County Board appoints and/or evaluates the County Superintendent of Schools. If the County Board does not appoint and/or evaluate the County Superintendent, this section is inapplicable and should be removed.

PUBLIC EMPLOYEE APPOINTMENT
Government Code 54957

Title: County Superintendent of Schools

PUBLIC EMPLOYMENT
Government Code 54957

Title: County Superintendent of Schools

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957

Title: County Superintendent of Schools

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 with County Superintendent of Schools

CSBA NOTE: This section is only applicable where the County Board appoints and/or evaluates the County Superintendent. If the County Board does not appoint and/or evaluate the County Superintendent, this section is inapplicable and should be removed.

NEGOTIATIONS WITH COUNTY SUPERINTENDENT OF SCHOOLS
Government Code 54957.6

County Board-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.)

Matters Related to Students

~~STUDENT EXPULSION~~
~~Education Code 48912~~

~~Tracking/Identification Number: _____~~
~~*(Due to student privacy rights, no additional information may be provided. The County Board may use other means to identify the student for record-keeping purposes.)*~~

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____
(~~If the County Board is considering a confidential student matter other than those listed above, specify type of action.)~~Specify type of action, if appropriate.)

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The County Board 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 County 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 County 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.)

County Board 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 County Board 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 County Board 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). County Boards should consult with CSBA's District and County Office of Education Legal Services or ~~County Board~~other 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 COUNTY BOARD
Government Code 54956.96

Name Of JPA: _____

Discussion Will Concern: _____
(Specify closed session description used by the JPA.)

Name Of County Board 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.)

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 1040	Duties and responsibilities; county boards of education
Ed. Code 1042	County boards; authority
Ed. Code 32281	Comprehensive school safety plans
Ed. Code 35145	Public meetings
Ed. Code 35146	Closed session for student suspension or disciplinary action
Ed. Code 41020	Annual audit
~~Ed. Code 44929.21~~	~~Notice of reelection decision; districts with 250 ADA or more~~
~~Ed. Code 48912~~	~~Governing board suspension of student~~
~~Ed. Code 48918~~	~~Rules governing expulsion procedures; hearings and notice~~
~~Ed. Code 49070~~	~~Challenging student records~~
~~Ed. Code 60617~~	~~Closed session (re review of contents of statewide assessment)~~
Gov. Code 3540-3549.3	Educational Employment Relations Act
~~Gov. Code 54950~~	~~Brown Act: Meetings~~
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 7920.000-7930.215	California Public Records Act

Management Resources	Description
Attorney General Opinion	98 Ops.Cal.Atty.Gen. 41 (2015)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 77 (2002)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
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	San Diego Union v. City Council (1983) 146 Cal.App.3d 947
Court Decision	Fischer v. Los Angeles Unified School District (1999) 70 Cal.App.4th 87
Court Decision	Gillespie v. San Francisco Public Library Commission (1998) 67 Cal.App.4th 1165
Court Decision	Kleitman v. Superior Court of Santa Clara County (1999) 87 Cal Rptr. 2d 813
Court Decision	Rim of the World Unified School District v. San Bernardino County Superior Court (2002) 104 Cal.App.4th 1393
Court Decision	Moreno v. City of King (2005) 127 Cal.App.4th 17
Court Decision	Fowler v. City of Lafayette (2020) 45 Cal.App.5th 68
Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors~~,~~ (1968) 263 Cal.App. 2d 41
Court Decision	Roberts v. City of Palmdale~~,~~ (1993) 5 Cal.App. 4th 363
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners (2003) 107 Cal.App.4th 860
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Bell v. Vista Unified School District (2000) 82 Cal.App. 4th 672
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	CSBA
Website	California Office of the Attorney General

Cross References

Code	Description
~~0450~~	~~Comprehensive Safety Plan~~
~~0450~~	~~Comprehensive Safety Plan~~
~~1112~~	~~Media Relations~~

1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.3-E(3)	Uniform Complaint Procedures
3320	Claims And Actions Against The County Office of Education
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
5117.1	Interdistrict Attendance Appeals
5144.3	Student Expulsion Appeals
6162.5	Student Assessment
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
9500	County Superintendent's Remuneration

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 County Board of Education ~~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 of each action; see the accompanying County 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 County 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 County Board may revise the following descriptions to reflect ~~County Board~~local practice and should consult with CSBA's District and County Office of Education Legal Services or ~~County Board~~other legal counsel, as appropriate.

~~Following a~~ After the County Board of Education meets in closed session ~~during any County Board of Education meeting~~, the County Board shall reconvene in open session to ~~present~~disclose, orally or in writing, ~~a report of~~ any of the following actions taken during ~~the~~ closed session, as applicable:

Personnel Matters

CSBA NOTE: This section is only applicable where the County Board appoints and/or evaluates the County Superintendent of Schools. If the County Board does not appoint and/or evaluate the County Superintendent, this section is inapplicable and should be removed.

Government Code 54957.1 requires the County Board to ~~publicly report~~disclose any closed session action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of the County Superintendent. 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 the County Superintendent, as such a decision to maintain the status quo does not constitute "an action taken to dismiss."

PUBLIC EMPLOYEE APPOINTMENT

Appointment Made: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____

(Enter names of County Board members)

PUBLIC EMPLOYMENT

Decision to Employ: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: _____
(Specify title of employee being evaluated)

(If applicable) County 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 the County Superintendent ~~in closed session is required to be reported after closed session.~~. 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.

(If applicable) Decision to Dismiss/Release: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

SPECIFIC COMPLAINT OR CHARGE AGAINST COUNTY SUPERINTENDENT OF SCHOOLS

(If applicable) County Board heard/discussed a specific complaint or charge against the County Superintendent of Schools.

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN

(If applicable) County Board received/discussed the County ~~Superintendent's~~Superintendent of Schools 's application for early withdrawal of funds in deferred compensation plan.

Negotiations with County Superintendent of Schools

CSBA NOTE: This section is only applicable where the County Board appoints and/or evaluates the County Superintendent. If the County Board does not appoint and/or evaluate the County Superintendent, this section is inapplicable and should be removed.

(If applicable) Agreement Reached With County Superintendent of Schools

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

Matters Related to Students

~~STUDENT EXPULSION~~

~~Tracking/Identification Number:~~ _____

~~*(If applicable)* County Board heard/discussed this matter and will vote in open session as indicated in the agenda.~~

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____

Tracking/Identification Number: _____

(If applicable) County Board heard/discussed this matter.

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES

(If applicable) County Board consulted with: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the County Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

(If applicable) County Board approved a Tactical Response Plan.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____

Recused: _____
(Enter names of County Board members)

Real Property Negotiations

CSBA NOTE: Pursuant to Government Code 54957.1, if the County 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 fact of that approval and the substance of the agreement is required to be disclosed, upon inquiry by any person, as soon as the other party or its agent has informed the County Board of its approval.

(If applicable) County Board approved an agreement concluding real estate negotiations and the agreement is final.

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

Anticipated Litigation/Initiation of Litigation

CSBA NOTE: Pursuant to Government Code 54957.1, if the County Board approves an agreement resolving litigation that is anticipated or litigation that the County Board 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 fact of that approval and the substance of the agreement is required to be disclosed, upon inquiry by any person, as soon as the other party or its agent has informed the County Board of its approval.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(If applicable) County Board has given approval to legal counsel to defend the County Board against anticipated litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

or

(If applicable) County 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 County 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 County Board is only required to ~~report~~disclose that it gave direction to initiate litigation. However, additional information regarding the action such as the name(s) of the defendant(s) once the litigation is formally commenced is required to be disclosed, upon inquiry by any person, unless doing so would jeopardize the County Board's ability to effectuate service of process on one or more unserved parties or conclude existing settlement negotiations to its advantage.

(If applicable) County Board has given approval to legal counsel to initiate litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

or

(If applicable) County 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 County Board members)

Existing Litigation

CSBA NOTE: Pursuant to Government Code 54957.1, if the County 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 fact of that approval and the substance of the agreement is required to be disclosed, upon inquiry by any person, as soon as the other party or its agent has informed the County Board of its approval.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(If applicable) County Board has given approval to legal counsel to defend the County Board, 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 County Board members)

or

(If applicable) County Board approved an agreement concluding this litigation and the agreement is final.

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS

(If applicable) County 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 County Board members)

Joint Powers Agency Issues

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR COUNTY BOARD

(If applicable) County Board heard/discussed this matter.

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

(If applicable) County Board heard/discussed this matter.

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Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	CSBA

Website	California Office of the Attorney General

Cross References

Code	Description
~~0450~~	~~Comprehensive Safety Plan~~
~~0450~~	~~Comprehensive Safety Plan~~
~~1112~~	~~Media Relations~~
1312.3	Uniform Complaint Procedures
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9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board
9500	County Superintendent's Remuneration

County Board Policy 1340: Access To County Office Records

Status: ADOPTED

Original Adopted Date: ~~02/~~01/~~1999~~ | **~~Last Revised Date:~~** ~~03/15/2025~~01/2026 | **Last Reviewed Date:** ~~03/15/2025~~01/01/2026

~~INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.~~

CSBA NOTE: The following optional policy ~~and accompanying administrative regulation reflect~~reflects requirements of the California Public Records Act (CPRA) (Government Code 7920.000 ~~-~~ -7930.215) pertaining to public access to public records of the ~~district.~~county office of education (COE). "Public records," as defined by Government Code 7920.530, include any writing containing information relating to the conduct of the ~~district's~~COE's business prepared, owned, used, or retained by the ~~district~~COE regardless of physical form or characteristics~~; see "Definitions" in the accompanying administrative regulation.~~. For information regarding retention of student records, see BP~~/AR 3580 - District Records,~~ AR 4112.6/4212.6/4312.6 ~~- Personnel Files, and BP/AR~~ 5125 - Student Records.

Because the rules and regulations surrounding CPRA disclosures are complex, it is recommended that ~~districts~~county boards of education with questions about an appropriate response to a CPRA request consult CSBA's District and County Office of Education Legal Services or ~~district~~other legal counsel.

The ~~Governing~~County Board of Education recognizes the right of members of the public to have access to public records of the ~~district.~~county office of education (COE). The ~~district~~COE shall provide any ~~person~~ member of the public reasonable access to the public records of the ~~schools and district~~COE during normal business hours and within the requirements of law. Public access shall not be given to records ~~listed as~~that are exempt from public disclosure ~~in~~pursuant to the California Public Records Act ~~and~~or other state or federal law.

CSBA NOTE: In *City of San Jose v. Superior Court*, the California Supreme Court held that communications regarding public business that have been sent, received, or stored by public officials on a personal account or device are not categorically exempt from disclosure under the CPRA. The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public official's or employee's personal device, regardless of whether they were transmitted through ~~district~~COE servers. Such searches need not be extraordinarily extensive or intrusive. For further information, see CSBA's, "Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications." Also see ~~AR 3580 - District Records,~~ BP 4040 ~~-~~ ~~Employee~~– Acceptable Use of Technology~~,~~ and BB 9012 - Board Member Electronic Communications.

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

The ~~district~~COE may charge for copies of public records or other materials requested by individuals or groups, in accordance with law ~~and as specified in the accompanying administrative regulation~~.

CSBA NOTE: The following paragraph is optional.

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

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State	Description
5 CCR 430-438	Individual student records
CA Constitution Article 1, Section 3	Right of access to governmental information
Civil Code 1798.3	Personal information
Ed. Code 234.7	Student protections related to immigration and citizenship status
Ed. Code 35145	Public meetings
Ed. Code 35170	Authority to secure copyrights
Ed. Code 35250	Duty to keep certain records and reports
Ed. Code 35266	Cybersecurity
Ed. Code 41020	~~Annual audit~~Requirement for annual audit

Ed. Code 42103	~~Publication of proposed budget; hearing~~Budget notification
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 44839	Medical certificates; periodic medical examination
Ed. Code 49060-49079	Student records
Ed. Code 49091.10	Parental review of curriculum and instruction
Gov. Code 11549.3	Office of Information Security
Gov. Code 3547	Proposals relating to representation
Gov. Code 53262	Employment contracts
Gov. Code 54957.2	Minute book record of closed sessions
Gov. Code 54957.5	Agendas and other writings distributed for discussion or consideration
Gov. Code 6205-6210	Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse
Gov. Code ~~6275-6276.48~~	~~California Public Records Act; other exemptions from disclosure~~
Gov. Code 6215-6216	Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence
Gov. Code 7920.000-7930.~~170~~215	California Public Records Act
Gov. Code 81008	Political Reform Act, public records; inspection and reproduction
Gov. Code 8310.3	California Religious Freedom Act
Gov. Code 8450	Tribal financial information
Gov. Code 8550-8669.7	California Emergency Services Act
Gov. Code 8586.5	Office of Emergency Services; California Cybersecurity Information Center

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

Management Resources	**Description**
Attorney General Opinion	64 Ops.Cal.Atty.Gen. 186 (1981)
Attorney General Opinion	71 Ops.Cal.Atty.Gen. 235 (1988)
CA Office of the Attorney General Publication	Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist ~~CA K~~California's TK-12 Schools in Responding to Requests for Access and

	Information for Immigration ~~Issues Apr 18~~Enforcement Purposes, December 2025 (https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
CA Office of the Attorney General Publication	Summary of the California Public Records Act, August 2004
CA Office of the Attorney General Publication	California Department of Justice Guidelines for Access to Public Records, October 2017
Court Decision	National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward (2020) 9 Cal.5th 488
Court Decision	Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal.App.4th 440
Court Decision	Fairley v. Superior Court (1998) 66 Cal.App.4th 1414
Court Decision	International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County (2007) 42 Cal.4th 319
Court Decision	Kleitman v. Superior Court (1999) 74 Cal.App.4th 324
Court Decision	Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282
Court Decision	Los Angeles Times v. Alameda Corridor Transportation Authority (2001) 88 Cal.App.4th 1381
Court Decision	North County Parents Organization for Children with Special Needs v. Department of Education (1994) 23 Cal.App.4th 144
Court Decision	City of San Jose v. Superior Court (2017) 2 Cal.5th 608
CSBA Publication	Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017
League of California Cities Publication	The People's Business: A Guide to the California Public Records Act, rev. April 2017
Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)
Website	California Department of Education, Resources to Include Immigrant Families (Resources to Include Immigrant Families - Including Immigrant Families (CA Dept of Education))

Website	California Office of Emergency Services
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	State Bar of California
Website	California Office of the Attorney General
Website	CSBA

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Code	Description
~~0400~~	~~Comprehensive Plans~~
~~0420~~	~~School Plans/Site Councils~~
~~0420~~	~~School Plans/Site Councils~~
0440	County Office of Education Technology Plan
0441	Artificial Intelligence
~~0450~~	~~Comprehensive Safety Plan~~
~~0450~~	~~Comprehensive Safety Plan~~
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
~~1100~~	~~Communication With The Public~~
~~1112~~	~~Media Relations~~
~~1113~~	~~County Office of Education And School Websites~~
~~1113~~	~~County Office of Education And School Websites~~
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1312.3-E(2)	Uniform Complaint Procedures
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County Board Policy 5125: Student Records

Status: ADOPTED

Original Adopted Date: ~~03/~~01/~~2009~~ | **~~Last Revised Date:~~** ~~03/15/2025~~01/2026 | **Last Reviewed Date:** ~~03/15/2025~~01/01/2026

~~INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.~~

CSBA NOTE: The following **mandated** County Board of Education policy ~~and accompanying administrative regulation~~ address student records, which are governed by both federal and state law, including the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g, 34 CFR 99.1-99.8), the Protection of Pupil Rights Amendment (PPRA) (20 USC 1232h), the Children's Online Privacy Protection Act (COPPA) (15 USC 6501-6506, 16 CFR 312), Education Code 49069.7 and 49073.1, K-12 Pupil Online Personal Information Protection Act (Business and Professions Code 22584), Early Learning Personal Information Protection Act (Business and Professions Code 22586), and 5 CCR 430-438. For information regarding public access to certain records in accordance with the California Public Records Act (CPRA) (Government Code 7920.000 - 7930.215), see BP/AR 1340 - Access to ~~District~~County Office Records and BB 9012 ~~-~~– County Board Member Electronic Communications. ~~For information regarding retention of records, see BP/AR 3580 - District Records and AR 4112.6/4212.6/4312.6 - Personnel Files.~~

Pursuant to 5 CCR 431, ~~districts~~county offices of education (COEs) are **mandated** to establish policies and procedures to implement state law and regulations regarding student records, including policies and procedures which (1) enumerate and describe the student records collected and maintained by the ~~district~~COE, (2) ensure security of the records, and (3) guarantee access to authorized persons within five days of a request. Education Code 49069.7 **mandates** procedures related to ~~parental review of student records. See the accompanying administrative regulation for additional language implementing these mandates.~~

~~Pursuant to Education Code 234.7, districts were mandated to adopt policies with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues," first published in April 2018 ("2018~~

~~Guidance"), by June 1, 2018. The Attorney General updated the 2018 Guidance in December 2024 ("2024 Guidance") and has stated that districts "should" adopt or update their policies based on the 2024 Guidance by May 1, 2025. The 2024 Guidance is available on the Office of the Attorney General's website and includes model policy language regarding student records~~review of student records by parent/guardian.

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

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

The County Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law.

CSBA NOTE: The privacy of online information of COE students ~~in prekindergarten (preK) through grade 12~~ is addressed in Privacy Rights for California Minors in the Digital World (Business and Professions Code 22580-22582), the K-12 Pupil Online Personal Information and Protection Act (Business and Professions Code 22584-22585), and the Early Learning Personal Information Protection Act (Business and Professions Code 22586-22587), which prohibit an operator of a website, online service or application, or mobile application from knowingly using, disclosing, or compiling the personal information of a minor for the purpose of marketing or advertising specified types of products or services; allowing a third party to use, disclose, or compile such information; or selling or disclosing specified student information or knowingly using such student information to engage in targeted advertising to students or parents/guardians or to amass a profile about a preK-12 student. Covered student information includes any personally identifiable information or materials created or provided by a student, parent/guardian, or ~~district~~COE employee ~~(e.g.,~~ such as name, contact information, educational record, discipline records, test results, health records, and socioeconomic information~~).~~. Pursuant to Business and Professions Code 22584 and 22586, an operator is required to delete data under the control of the school or ~~district~~COE upon the request of the school or ~~district~~COE. However, Business and Professions Code 22584~~, as amended by AB 801 (Ch. 935, Statutes of 2024),~~ does not require the deletion of student records held by a national assessment provider when the records only include standardized test results.

Additionally, pursuant to Business and Professions Code 22584 and 22586, ~~as amended by AB 801,~~ an operator is required to delete a student's covered information that is not subject to the California Consumer Privacy Act which is under the operator's control, as specified below. Business and Professions Code 22584 and 22586~~, as amended by AB 801,~~ do not require the deletion of mandatory permanent student records or any official records or files directly related to a student and maintained by the operator, school, or ~~district~~COE.

If student records containing covered information which is not subject to the California Consumer Privacy Act are under the control of the operator of a website, online service or application, or

mobile application, and the student's parent/guardian or the student, if 18 years of age or older, requests deletion of such records, the ~~Superintendent or designee~~ operator shall ~~provide~~be provided documentation ~~to the operator~~ that the student has not been enrolled in the ~~district~~COE for at least 60 days. (Business and Professions Code 22584)

~~All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information, including which information should not be solicited.~~

CSBA NOTE: Pursuant to Education Code 49076.7, a ~~district~~COE is prohibited from soliciting or collecting social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. One such exception is the collection of the last four digits of the social security number for the purpose of establishing eligibility for a federal benefit program.

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

CSBA NOTE: Unless an exception applies, Education Code 234.7 , as amended by AB 495 (Ch. 664, Statutes of 2025), prohibits the collection and disclosure of information or documents regarding the citizenship or immigration status of students or their family members~~, as provided below. If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing that~~. For more information~~, as such disclosure is not among the limited exceptions specified in law for which student records may be released without parental consent or a lawful judicial order.~~

~~The following two paragraphs are equivalent to model policy language from the 2024 Guidance.~~

~~No information or documents~~ regarding the prohibition against collecting and disclosing citizenship or immigration status of students or their family members ~~shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. In accordance with Board Policy 5145.13 - Response to Immigrant Enforcement, the Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena/warrant. If a district employee receives such a request, the employee shall respond in accordance with Board Policy 5145.13 - Response to Immigrant Enforcement. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)~~

~~The district or any district employee shall not compile a~~, and limited exceptions, see BP/AR 1445 - Response to Immigration Enforcement and BP 1340 – Access to County Office Records.

The immigration or citizenship status of a student or a student's family member may only be collected and disclosed in accordance with County Board Policy/Administrative Regulation 1445 – Response to Immigration Enforcement.

No list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation~~, or disclose~~ shall be compiled and no student information may be disclosed to federal government authorities for the purpose of compiling such a list, registry, or database for purposes

of immigration enforcement. This prohibition does not apply to information that is aggregated and is not personally identifiable. (Government Code 8310.3)

CSBA NOTE: Pursuant to Family Code 6323.5, ~~districts~~COEs are required to develop protocols to comply with a court's restraining order that prohibits a party from accessing records and information pertaining to the education, daycare, health care, recreational activities, or employment of a minor child of the parties, which may include prohibiting access to a parent/guardian who would otherwise be entitled to the records. The protocols must, at a minimum, (1) designate an appropriate employee(s) who is responsible for receiving protective order(s), (2) establish a means of ensuring that the restrained party is not able to access the prohibited records or information, and (3) implement a procedure for submitting a copy of the restraining order including confirmation of when and to whom it was submitted. It is recommended that ~~districts~~COEs with questions about complying with these procedures consult CSBA's District and County Office of Education Legal Services or ~~district~~other legal counsel.

~~The Superintendent or designee~~Protocols shall ~~develop protocols~~be developed to comply with a court's restraining order that prohibits a party from accessing specified records and information pertaining to a student. (Family Code 6323.5)

Student Records from Social Media

CSBA NOTE: The following section is optional and may be revised to reflect ~~district~~local practice. Pursuant to Education Code 49073.6, any ~~district~~COE considering a program to gather information from students' social media activity, as defined, ~~must~~is required to first notify students and parents/guardians and provide an opportunity for public comment. The notification may be provided as part of the annual ~~parental~~parent/guardian notification required pursuant to Education Code 48980. ~~If such a program is then adopted, the district must comply with program requirements reflected in the section "Student Records from Social Media" in the accompanying administrative regulation.~~

It is recommended that the ~~district~~County Board consult CSBA's District and County Office of Education Legal Services or ~~district~~other legal counsel before gathering any other online information that does not meet the definition of social media in Education Code 49073.6.

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

Retention, Disclosure, and Security of Student Records

CSBA NOTE: The use of artificial intelligence (AI) may pose risks to keeping student records private and secure. CSBA's, "Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know," cautions ~~districts~~COEs to consider whether information about students shared with or stored in an AI-enabled system is subject to federal or state privacy laws and whether interactions between students and AI systems may create records that are required to be

protected by law, such as when a chatbot or automated tutor generates written guidance to a student.

~~The~~ Pursuant to Education Code 33328.5, the Superintendent ~~or designee shall ensure the~~ of Public Instruction has convened a working group related to AI in public schools in order to develop guidance on the safe use of AI in education and, subsequently, to develop a model policy on the safe and effective use of AI. For more information on AI, see BP 0441 – Artificial Intelligence, BP/E(1) 4040 – Acceptable Use of Technology, BP 5131.9 – Academic Honesty, and BP/AR 6163.4 – Student Use of Technology.

The confidentiality of student records shall be ensured as required by law, and ~~shall establish~~ processes and procedures established, to safeguard data against damage, loss, or theft, including damage, loss, or theft~~,~~ which may be caused by the use of technology, including artificial intelligence and breaches to the ~~district's~~COE's digital infrastructure, in the retention or disclosure of student records. ~~Additionally, in accordance with Board Policy 5145.13 - Response to Immigration Enforcement, all district staff shall avoid the disclosure of information that may indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by law.~~

~~The Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect student records from breaches to the district's digital infrastructure.~~

If the ~~district~~COE experiences a cyberattack that impacts more than 500 students or personnel, the ~~Superintendent or designee shall report the~~ cyberattack shall be reported to the California Cybersecurity Integration Center. (Education Code 35266)

CSBA NOTE: Education Code 49073.1 authorizes ~~districts~~COEs to enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or for software designed for this purpose. A ~~district~~COE that chooses to enter into such a contract is mandated to adopt policy allowing such contracts and ~~must~~is required to ensure that the contract includes all the provisions specified in Education Code 49073.1~~. Also see BP 3312 - Contracts~~.

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

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 16020-16027	Destruction of records of school districts

5 CCR 430-438	Individual student records
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Code of Civil Procedure 1985.3	Subpoena duces tecum
Ed. Code 17604	Delegation of powers to agents
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 234.7	Student protections relating to immigration and citizenship status
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 35266	Reporting of cyberattacks
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48853.5	Foster youth; placement, immunizations
Ed. Code 48902	Notification of law enforcement of specified violations
Ed. Code 48904-48904.3	Withholding grades, diplomas, or transcripts
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardian in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49091.14	Parent/guardian review of curriculum
Ed. Code 51745	Independent study
Ed. Code 56041.5	Rights of students with disabilities
Ed. Code 56050	Surrogate parents
Ed. Code 56055	Foster parents
Ed. Code 60900-60901	California Longitudinal Pupil Achievement Data System
Ed. Code 69432.9	Cal Grant program; notification of grade point average
Ed. Code 69475	Conditional repeal of Cal Grant program
Fam. Code 3025	Access to records by noncustodial parents
Fam. Code 6323.5	Ex parte orders
Fam. Code 6552	Caregiver's authorization affidavit

Gov. Code 7920.000-7930.215	California Public Records Act
H&S Code 120440	Immunizations; disclosure of information
Pen. Code 245	Assault with deadly weapon
W&I Code 16010	Health and education records of a minor
W&I Code 681	Truancy petitions
W&I Code 701	Juvenile court law

Federal	**Description**
15 USC 6501-6506	Children's Online Privacy Protection Act
16 CFR Part 312	Children's Online Privacy Protection Rule
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1232h	Protection of Pupil Rights Amendment
26 USC 152	Definition of dependent child
34 CFR 300.501	Opportunity to examine records for parents/guardians of student with disability
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act
42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions

Management Resources	**Description**
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025 (https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
CSBA Publication	Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know, September 2023
CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
Federal Register	Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855
U.S. Department of Education Publication	IDEA and FERPA Crosswalk: A side-by-side comparison of the privacy provisions under Parts B and C of the IDEA and FERPA, August 2022
U.S. Department of Education Publication	School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA), February 2019

U.S. Department of Education Publication	An Eligible Student Guide to the Family Educational Rights and Privacy Act (FERPA), March 2023
U.S. Department of Education Publication	A Parent Guide to the Family Educational Rights and Privacy Act (FERPA), July 2021
U.S. Department of Education Publication	Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, Oct 2007
U.S. Department of Education Publication	Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008
Website	California IT in Education, Student Data Privacy
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Education, Protecting Student Privacy
Website	California Office of the Attorney General
Website	California Department of Education
Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)
Website	California Department of Education, Resources to Include Immigrant Families (Resources to Include Immigrant Families - Including Immigrant Families (CA Dept of Education))
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In County Office Programs And Activities
0440	County Office of Education Technology Plan
0441	Artificial Intelligence
~~1100~~	~~Communication With The Public~~
~~1113~~	~~County Office of Education And School Websites~~
~~1113~~	~~County Office of Education And School Websites~~
~~1113~~ E(1)	~~County Office of Education And School Websites~~
1114	County Office Of Education-Sponsored Social Media
1114	County Office Of Education-Sponsored Social Media
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 County Office Records
1340	Access To County Office Records
~~1400~~	~~Relations Between Other Governmental Agencies And The Schools~~
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
~~3250~~	~~Transportation Fees~~
~~3250~~	~~Transportation Fees~~
3555	Nutrition Program Compliance
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
~~3290~~	~~Gifts, Grants And Bequests~~
~~3312~~	~~Contracts~~
~~3515~~	~~Campus Security~~
~~3515~~	~~Campus Security~~
~~3515~~	~~Campus Security Department~~
~~3515~~	~~Campus Security Department~~
~~3553~~	~~Free And Reduced Price Meals~~
~~3553~~	~~Free And Reduced Price Meals~~
~~3580~~	~~County Office of Education Records~~
~~3580~~	~~County Office of Education Records~~
4040	Acceptable Use Of Technology
4040-E(1)	Acceptable Use Of Technology
5000	Concepts And Roles
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5131.9	Academic Honesty

5141.52	Suicide Prevention
5141.52	Suicide Prevention
5144.3	Student Expulsion Appeals
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
6162.5	Student Assessment
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6186	Juvenile Court Schools
9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

County Board Policy 5125.1: Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 11/01/2001 **| Last Revised Date:** ~~06/~~01/~~2025~~01/2026 **| Last Reviewed Date:** ~~06/~~01/~~2025~~01/2026

CSBA NOTE: The following **mandated** policy and accompanying administrative regulation reflect the requirements of Education Code 49073 and the Family Educational Rights and Privacy Act (FERPA~~)~~((20 USC 1232g), which ~~requires~~ ~~a~~require County ~~Office~~Offices of Education (COE) to adopt a policy identifying those categories of student records considered to be "directory information" and that may generally be released, unless a student's parent/guardian notifies the COE of a refusal.

The County Board of Education recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information ~~only~~, including to news media or nonprofit organizations, in accordance with law, County Board policy, ~~and administrative regulation.~~

~~Student directory information may be released to representatives of the news media or nonprofit organizations in accordance with law, County Board policy~~ and administrative regulation.

The release of specific categories of directory information may be limited or denied to any public or private nonprofit organization based on a determination of the best interests of County Office of Education ~~(COE)~~ students. (Education Code 49073)

CSBA NOTE: Pursuant to Education Code 49073.2, the COE is prohibited from including in the County Board of Education's meeting minutes a student's directory information, when the student or parent/guardian requests that such information be excluded. For further information about the County Board's minutes, see BB 9324 - Minutes and Recordings.

A student's directory information shall only be included in the minutes of the County Board's meeting in accordance with County Board Bylaw 9324 - Minutes and Recordings.

CSBA NOTE: 10 USC 503 and 20 USC 7908 require COEs receiving funds under the Elementary and Secondary Education Act (ESEA) to provide the names, addresses, email addresses, and telephone numbers of secondary school students to military recruiters upon request, except when the parent/guardian, or student, if 18 years of age or older, requests that the information not be released. COEs that do not grant military recruiters access to such student directory information may lose those funds, and may be subject to the interventions specified in 10 USC 503. Additionally, Education Code 49073.5 declares the intent of the Legislature that a COE, including a COE that does not receive ESEA funds, not purposefully exclude military recruiters from access to student directory information~~,~~ when adopting the required release of student directory information policy. See "Notification to Parents/Guardians" and "Parent/Guardian Consent" in the accompanying administrative regulation.

Colleges and prospective employers, including military recruiters, shall have access to a student's name, address, email address, and telephone number, unless the student's parent/guardian, or

student, if the student is 18 years of age or older, has ~~specified~~requested that ~~the~~such information not be released. (10 USC 503, 20 USC 7908)

CSBA NOTE: It is recommended that COEs carefully consider whether to place items containing student directory information, such as home addresses, email addresses, or telephone numbers, on the COE's website since release of such information may put students and the COE at risk and may also be a violation of Education Code 49073, as specified below.

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and employers, including prospective employers, in accordance with law, County Board policy, and administrative regulation. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled, provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

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

Management Resources	Description

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U.S. Department of Education Publication	Model Notice for Directory Information, March 2011
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Website	California Attorney General's Office
Website	California Department of Education, Resources to Include Immigrant Families
Website	California Department of Education, LEA Immigration Enforcement Policy Submission

Cross References

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5125	Student Records
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~~5145.13~~	~~Response To Immigration Enforcement~~
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
9324	Minutes And Recordings

County Office Regulation 5125.1: Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 11/01/2011 **| Last Revised Date:** ~~06/~~01/~~2025~~01/2026 **| Last Reviewed Date:** ~~06/~~01/~~2025~~01/2026

Definition

CSBA NOTE: Education Code 49073 and the Family Educational Rights and Privacy Act (FERPA)~~(~~) (20 USC 1232g~~), mandates~~) **mandate** that ~~a~~ County ~~Office~~Offices of Education (COE) adopt a policy identifying those categories of student records considered to be "directory information," which may generally be released unless ~~a student's~~the parent/guardian notifies the COE of a refusal to release such information. "Directory information" is defined in Education Code 49061 and 34 CFR 99.3, and listed ~~in the following section~~below. The COE may not expand the list, but may modify it to remove any items the COE does not intend to release as directory information.

For more information regarding directory information as it relates to student records, see AR 5125 - Student Records.

Because Education Code 49061 does not include three types of information that are included as directory information in 34 CFR 99.3 ~~(1)~~, the student's place of birth, ~~(2)~~ grade level, and ~~(3)~~ photograph~~. Thus~~, these types of information are not reflected in the following list. It is recommended that COEs that receive any request for such information about student(s) based on federal law consult CSBA's District and County Office of Education Legal Services or other legal counsel prior to releasing the information.

Directory information means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study

7. Participation record in officially recognized activities and sports

8. Weight and height of athletic team members

9. Dates of attendance

10. Degrees and awards received

11. Most recent previous school attended

Directory information does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), COEs ~~were~~are **mandated** to ~~adopt~~update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's ~~K~~TK-12 Schools in Responding to ~~Immigration Issues,"~~ ~~first~~Requests for Access and Information for Immigration Enforcement Purposes," (2025 Guidance) published ~~in April 2018 (2018 Guidance), by July~~ on December 1, ~~2018~~2025. The ~~Attorney General Updated the 2018~~2025 Guidance ~~in December 2024 and has stated that COEs "should" adopt or update their policies by May 1, 2025.~~is available on the Office of the Attorney General's website. For ~~additional language fulfilling this mandate~~more information regarding response to immigration enforcement, the 2025 MPL, and 2025 Guidance, see BP/AR ~~5145.13~~1445 - Immigration Enforcement. ~~Also see "Notification to Parents/Guardians" below.~~

Directory information does not include the ~~student's~~ citizenship status, immigration status, place of birth, or any other information indicating national origin of a student or the student's family member.

Notification to Parents/Guardians

CSBA NOTE: Pursuant to Education Code 49063 and 20 USC 1232g, the COE ~~must~~is required to annually notify parents/guardians and students who are 18 years of age or older, in writing, of the categories of records considered to be "directory information." ~~The Attorney General's model policy developed pursuant to Education Code 234.7 requires that this notification~~While not required by law, the 2025 MPL includes the requirement for the notification to also describe the manner in which parents/guardians may refuse the release of directory information. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students are required to be written in the primary language as well as in English. See the accompanying Exhibit for a sample parent/guardian notification.

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the county office of education (COE) plans to release and the recipients of the information. ~~The~~Additionally, the notification shall ~~also~~ inform parents/guardians of their right to refuse to let the COE designate any or all types of information about their student as directory information, how to refuse release of directory information about their student, and the period of time within which a parent/guardian must notify the COE in writing that the parent/guardian does not want a certain category of information about their student designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

CSBA NOTE: ~~Pursuant to Education Code 234.7, COEs are mandated to adopt~~While not required by law, the following paragraph ~~consistent with~~reflects the Attorney General's ~~model policy~~2025 MPL.

In addition, the annual ~~parental~~parent/guardian notification shall include a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and that the COE will not release such information without parent/guardian consent or a court order.

CSBA NOTE: The following paragraph applies to COEs that maintain secondary schools and receive funds under the federal Elementary and Secondary Education Act (ESEA). 10 USC 503 and 20 USC 7908 ~~requires~~require those COEs to notify parents/guardians that they may request that the COE not release their child's name, address, email address, and telephone number to military recruiters, employers, or colleges without their prior written consent. The U.S. Department of Education's, "Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA," provides that a single notice that is reasonably calculated to inform parents/guardians of the above information is sufficient. The law does not specify whether parents/guardians may request that the COE not release their child's information to certain third parties, such as military recruiters, but authorize the release to other parties, such as private employers. It is recommended that COEs with questions about disclosure of student directory information consult CSBA's District and County Office of Education Legal Services or other legal counsel.

Parents/guardians shall be notified that they may request that the COE not release the name, address, email address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (10 USC 503, 20 USC 7908)

Parent/Guardian Consent

CSBA NOTE: Education Code 49073 specifies that parents/guardians may request that their child's directory information not be released (an "opt-out" process). Similarly, 20 USC 7908 requires an "opt-out" process by which parents/guardians may request that their child's information not be released to military recruiters, employers, or institutions of higher education. ~~However, pursuant~~

A student's directory information shall not be released if the student's parent/guardian has notified the COE in writing that such information shall not be disclosed. (Education Code 49073; 20 USC 1232g, 7908)

CSBA NOTE: Pursuant to Education Code 49073, in the case of a student experiencing homelessness, as defined in 42 USC 11434a, directory information may only be released if the parent/guardian or student 18 years of age or older has provided written consent for its release ("opt-in process"). However, pursuant to Education Code 49073, as amended by AB 677 (Ch. 163, Statutes of 2025), directory information of a student experiencing homelessness may be disclosed

to facilitate an eye examination by a nonprofit eye examination provider, or a free oral health assessment hosted by a school, unless the parent/guardian, or student accorded parental rights, has provided written notice to the school that consent is not given to the physical examination.
The directory information of a student identified as a student experiencing homelessness shall not be released, unless the student's parent/guardian, or the student if 18 years of age or older, has provided written consent that directory information may be released. ~~(Education Code 49073; 20 USC 1232g, 7908~~However, the directory information of a student experiencing homelessness may be disclosed for the purpose of facilitating an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by a COE school, unless the student's parent/guardian, or student accorded parental rights, has provided written notice to the school that consent to such exam(s) is not given. (Education Code 49073; 20 USC 1232g, 7908; 42 USC 11434a)

For a former student, the COE shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at a COE school, unless the opt-out request has been rescinded. (34 CFR 99.37)

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Ed. Code 49603	On campus access to employers and military services

Federal	Description
10 USC 503	Military recruiter access to directory information
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 7908	Armed forces recruiter access to students and student recruiting information
34 CFR 99.1-99.67	Family Educational Rights and Privacy Act

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

Management Resources	Description
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9324	Minutes And Recordings

Exhibit 5125.1-E(1): Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 06/01/2025 **| Last Revised Date:** 01/01/2026 **| Last Reviewed Date:** ~~06/~~01/~~2025~~01/2026

CSBA NOTE: The following exhibit is based on a model notice prepared by the U.S. Department of Education, reflects the definition of "directory information" in Education Code 49061, and should be modified to reflect local practice. ~~It has been updated to reflect Education Code 49061 and to include provisions required by the California Attorney General's model policy developed pursuant to Education Code 234.7; see the accompanying administrative regulation.~~

Pursuant to Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), county offices of education (COE) ~~were~~are **mandated** to ~~adopt~~update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's ~~K~~TK-12 Schools in Responding to Requests for Access and Information for Immigration ~~Issues,"~~ ~~first~~Enforcement Purposes," (2025 Guidance) published ~~in April 2018 ("2018 Guidance"), by July 1, 2018. The Attorney General updated the 2018 Guidance in~~ on December ~~2024 ("2024 Guidance") and has stated that COEs "should" adopt or update their policies based on the 2024 Guidance by May 1, 2025. The 2024~~1, 2025. The 2025 Guidance is available on the ~~website of the~~ Office of the Attorney ~~General. For additional language fulfilling~~General's website. Certain portions of the 2025 MPL or its equivalent are contained within this ~~mandate~~exhibit. For more information regarding response to immigration enforcement, the 2025 MPL, and 2025 Guidance, see BP/AR ~~5145.13~~1445 - Immigration Enforcement.

Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students are required to be written in the primary language as well as in English.

PARENT/GUARDIAN NOTICE
RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that ___Siskiyou_____(County Office of Education name), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the County Office of Education (COE) may disclose appropriately designated "directory information" without written consent, unless you have advised the COE to the contrary in accordance with COE procedures. The primary purpose of directory information is to allow the COE to include information from your child's education records in certain school and/or COE publications. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook

- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. ~~In addition~~Additionally, two federal laws require COEs receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the COE that they do not want their child's information disclosed without their prior written consent.

CSBA NOTE: The portion of the following paragraph which cautions that notification to the COE by the specified date is the only way to prevent the release of directory information reflects the 2025 Guidance, but is not required by law.

If you do not want the COE to disclose any or all of the information designated below as directory information from your child's education records without your prior written consent, you must notify the COE in writing by September 1. Notifying the COE by this date is the only way to prevent the release of directory information. The COE has designated the following information as directory information:

CSBA NOTE: The following list reflects "directory information" pursuant to Education Code 49061. The COE should modify the following list to specify those categories of information defined by the COE as "directory information" in the accompanying administrative regulation. Those items the COE does not intend to release as directory information should be deleted.

1. Student's name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports

8. Weight and height of athletic team members

9. Dates of attendance

10. Degrees and awards received

11. Most recent previous school attended

Additionally, the COE may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

In addition, the COE may disclose a student identification number or other unique personal identifier that is displayed on a student identification badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

CSBA NOTE: The following paragraph reflects ~~the~~ ~~2024~~34 CFR 99.3, which provides that directory information does not include a student's social security number, the 2025 MPL, and the 2025 Guidance.

The COE may not disclose a student's Social Security number. Directory information does not include your child's citizenship status, immigration status, place of birth, or any other information indicating national origin.

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County Board Policy 3400: Management Of County Office Assets/Accounts

Status: DRAFT

Original Adopted Date: 07/01/2001 **| Last Revised Date:** 03/20/2024 **| Last Reviewed Date:** 03/20/2024

The Siskiyou County Board of Education recognizes its fiduciary responsibility to effectively manage and safeguard the county office's assets and resources in order to help achieve the county office's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the county office's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. The County Superintendent or designee shall ensure that the county office's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value county office assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. County office assets with a useful life of more than one year and an initial acquisition cost of ~~$5,000~~ $10,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the county office to act with integrity and due diligence in dealings involving the county office's assets and fiscal resources.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the county office. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the county office's auditors, law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the county office's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

County Office Regulation 3440: Inventories

Status: DRAFT

Original Adopted Date: 06/01/1998 **| Last Revised Date:** 03/20/2024 **| Last Reviewed Date:** 03/20/2024

In order to provide for the proper tracking and control of county office property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

1. All equipment items currently valued in excess of ~~$500~~ $1500(Education Code 35168)
2. All equipment items purchased with state and/or federal categorical funds that have a useful life of more than one year with an acquisition cost of ~~$500~~ $1500 or more per unit

   In addition, the Superintendent or designee may maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information: (Education Code 35168; 5 CCR 3946)

1. Name and description of the property
2. Identification number
3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown
4. Date of acquisition
5. Location of use
6. The date and method of disposal

In addition to the information specified in items #1-6 above, the following information shall be recorded for equipment acquired with state and/or federal categorical funds unless otherwise specified in law: (5 CCR 3946; 2 CFR 200.313)

1. Source of the property (funding source)
2. Titleholder
3. Percentage of federal participation in the cost of the property
4. Use and condition of property
5. Sale price of the property upon disposition and method used to determine current fair market value

At the time of purchase, the Superintendent or designee shall affix a label to the equipment containing the identification number and the county office name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5 CCR 3946.

Whenever an equipment item is moved to a new location or the equipment is used for a new purpose, the new location or purpose shall be recorded in the inventory.

A copy of the inventory shall be kept at the county office office and at the appropriate school site.

The Superintendent or designee shall annually submit an inventory listing of federally owned property in its custody to the federal agency that granted the award. (2 CFR 200.312)

Physical Inventory

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (2 CFR 200.313)

The Superintendent or designee shall establish procedures for conducting the physical inventory which shall include, but not be limited to, designation of person(s) responsible for coordinating and conducting the inventory, preparation

and distribution of count sheets, procedures for implementing the inventory, and procedures for conducting a recount to substantiate the validity of the inventory.

The Superintendent or designee shall investigate any differences between the quantities determined by the physical inspection and those in the accounting records.

FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Equipment Thresholds Are Changing

BY MATT PHILLIPS, CPA

BY KYLE HYLAND

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Local educational agencies (LEAs) have had a long-standing practice of categorizing equipment purchases into one of three categories using three distinct object codes.

- Object Code 4300—equipment that costs less than $500, and generally has a useful life of less than one year
- Object Code 4400—equipment that costs more than $500, but less than the LEA's capitalization threshold, and has a useful life of more than one year
- Object Code 6400—equipment that costs more than the LEA's capitalization threshold, or $5,000 for equipment purchased with federal funds if less than LEA's capitalization threshold

However, the rules governing these categories are changing. Effective July 1, 2025, the federal capitalization threshold codified in the Code of Federal Regulations, Title 2 Section 200.1 increased from $5,000 to $10,000. Further, effective January 1, 2026, Assembly Bill 629 (Ward, Statutes of 2025) amends Education Code Section 35168 and raises the inventory threshold from $500 to $1,500. The inventory threshold will be adjusted biennially by the statutory cost-of-living adjustment from the previous year, rounded to the nearest $50. Both will have an impact on how LEAs code equipment purchases and maintain their inventory.

Moving forward, LEAs shall maintain their inventory records based on the threshold that was in force at the time the equipment was purchased. This means that LEAs should not immediately remove all the items in their inventory under $1,500 effective January 1, 2026, but instead should apply the higher threshold to inventory additions made during the applicable period.

Siskiyou County Office of Education
County Superintendent
05-00-0003

Step 1	$186,500
Step 2	$190,230
Step 3	$194,035
Step 4	$197,915

1. Salary includes health and welfare benefits

2. County Superintendent is eligible for the amount of an increase awarded to the Certificated Bargaining Unit in excess of the guaranteed 2% step that is built into the salary schedule.

3. Report annually to Siskiyou County Board of Education in May, and provide:

    a. A copy of this original salary schedule
    b. Current salary
    c. Any increase in salary resulting from collective bargaining agreements
    d. Effective March 15, 2023, retroactive to January 2, 2023

SISKIYOU COUNTY OFFICE OF EDUCATION
2025/2026 COUNTY SUPERINTENDENT SALARY SCHEDULE (10)

RANGE	POSITION TITLE	STEP 1	STEP 2	STEP 3	STEP 4
I	**County Superintendent**	$196,869	$200,807	$204,823	$208,919

1. **Total Compensation:**
   Includes salary and benefits
2. County Superintendent is eligible for the amount of an increase awarded to the certificated bargaining unit in excess of the guaranteed 2% step that is built into the salary schedule.
3. Report annually to Siskiyou County Board of Education in May, and provide:
   a. a copy of this original salary schedule
   b. current salary
   c. any increase in salary resulting from collective bargaining agreements

25/26 1.5%

SISKIYOU COUNTY OFFICE OF EDUCATION

2026/2027 COUNTY SUPERINTENDENT SALARY SCHEDULE - PROPOSAL/DRAFT

POSITION TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
County Superintendent	$197,853	$201,811	$205,847	$209,964	$214,162

1. **Total Compensation:**
   Includes salary and benefits

2. County Superintendent is eligible for the amount of an increase awarded to the certificated bargaining unit in excess of the guaranteed 2% step that is built into the salary schedule.

3. Report annually to Siskiyou County Board of Education in May, and provide:
   a. a copy of this original salary schedule
   b. current salary
   c. any increase in salary resulting from collective bargaining agreements