



## REGULAR GOVERNING BOARD MEETING

### AGENDA

Wednesday, July 15, 2026

5:30 p.m. Closed Session

6:00 p.m. – Open Session Board Meeting

#### Meeting Location:

Pioneer Union Elementary School District Office, Boardroom  
1888 N. Mustang Drive  
Hanford CA. 93230

#### MISSION STATEMENT

The Pioneer Union Elementary School District, in partnership with parents and the community, will build the foundation for student academic, and social success by ensuring that all students receive rigorous instruction, support, and intervention in an enriching environment.

1. **Call to Order**
2. **Roll Call**
3. **Public Comments on Closed Session Items:** Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Board on Closed Session items. Speakers seeking to comment on other items are requested to make those comments during the Public Comment portion of the meeting at 6:00 p.m. Speakers are limited to three (3) minutes. The Governing Board is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Governing Board does not respond to the public comment at this time. If you wish to address the Board, come to the podium and state your name and address.
4. **Adjourn to Closed Session**
  - 4.1 Conference with Real Property Negotiator; Agency Negotiator: Superintendent, John Raven (Government Code section 54956.8)
5. **Reconvene to Open Session**
  - 5.1 Report Closed Session Action
6. **Pledge of Allegiance**
7. **Board Adoption of the Agenda**
8. **Superintendent Report**
9. **Public Comments:** In order to ensure that members of the public are provided a meaningful opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, visitors are requested to fill out a "Comments from the Public" form prior to the meeting. Public comments are limited to 3 minutes per person and twenty minutes per topic. The Governing Board is prohibited by law from taking action on matters discussed that are not on the agenda and no adverse conclusions should be drawn if the Governing Board does not respond to public comment at this time. If you wish to address the Board, please come to the podium and state your name and address.

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Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District office located at 1888 N. Mustang Drive during normal business hours.

For information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation to participate in the public meeting, please contact the district office at 585-2400. Information pursuant to the Government Code § 54954.2; Americans with Disabilities Act of 1990; § 202(42 U.S.C. § 12132).

- 10. **Consent Agenda**
  - 10.1 Minutes Action
  - 10.2 Employee Resignation(s) Action
  - 10.3 New Hire(s) Action
  - 10.4 Interdistrict Requests Action
  - 10.5 Interdistrict Requests Out Action
  - 10.6 Warrants Action
  
- 11. **Superintendent**
  - 11.1 Board Policy Updates 1st Read
  
- 12. **Human Resources**
  - 12.1 Consider Personnel Requests Action
  - 12.2 Local Assignment Option by Resolution #071526 Action
  
- 13. **Board Reports**
  
- 14. **Adjourn**

# REGULAR GOVERNING BOARD MEETING

## AGENDA

Wednesday, June 17, 2026

1. **Call to Order** - Mr. Woods called the meeting to order at 5:30 p.m.
2. **Roll Call**  
Board Members Present - Mr. Woods, Mrs. Avila, Mrs. Darpli, Mrs. Kuehn  
Board Members Absent - Mr. Sippel
3. **Public Comments on Closed Session Items** - No comments
4. **Adjourn to Closed Session**
  - 4.1 Conference with Real Property Negotiator; Agency Negotiator: Superintendent, John Raven (Government Code section 54956.8)
  - 4.2 Student Discipline or other confidential student matters (Education Code sections 35146, 48918, 48900 et seq., 48912(b) and 49060 et seq., and 20 U.S.C. section 1232g)
5. **Reconvene to Open Session** - Mr. Woods reconvened to open session at 6:03 p.m.
  - 5.1 Report Closed Session Action - No action was taken during close session
6. **Pledge of Allegiance**
7. **Board Adoption of the Agenda** - Mrs. Avila motioned to approve the agenda as presented. Mrs. Darpli seconded the motion. Vote: Mrs. Avila - yes, Mrs. Darpli - yes, Mrs. Kuehn - yes, Mr. Woods - yes, Mr. Sippel - absent
8. **Superintendent Report** - Mr. Raven shared that he did not have much to share since we just had a meeting last week. But he did want to wish everyone a wonderful summer break.
9. **Public Comments** - No comments
10. **Consent Agenda** - Mrs. Darpli motion to approve the consent agenda. Mrs. Avila seconded to motion. Vote: Mrs. Darpli - yes, Mrs. Avila - yes, Mr. Woods - yes, Mrs. Kuehn - yes, Mr. Sippel - absent Passed/Unan.
11. **Curriculum and Instruction**
  - 11.1 Local Indicators - Mrs. Hesters shared information on the local indicators for 25/26 Informational
  - 11.2 Federal Addendum - Mrs. Avila motioned to accept the Federal Addendum. Mrs. Kuehn seconded the motion. Vote: Mrs. Avila - yes, Mrs. Kuehn - yes, Mrs. Darpli - yes, Mr. Woods - yes, Mr. Sippel - absent Passed/Unan.
  - 11.3 Student Expulsion Case #2026-01- Mrs. Darpli motioned that the Board adopt the findings of fact and recommendation of the Administrative Panel for Student Expulsion Case No. 2026-01; order the student's expulsion for the equivalent of two semesters, which is the 2026/27 school year; approve the rehabilitation and readmission plan as recommended by the Administrative Panel; and direct placement at Mid Valley Charter during the period of the expulsion. Mrs. Avila seconded the motion. Vote: Mrs. Darpli - yes Mrs. Avila - yes, Mrs. Kuehn - yes, Mr. Woods - yes, Mr. Sippel - absent Passed/Unan.
12. **Superintendent**
  - 12.1 Local Control and Accountability Plan Adoption - Mrs. Avila approved the adoption of the LCAP. Mrs. Darpli seconded the motion. Vote: Mrs. Avila - yes, Mrs. Darpli - yes, Mrs. Kuehn - yes, Mr. Woods - yes, Mr. Sippel - absent Passed/Unan.
13. **Finance**
  - 13.1 Consider Budget Adoption for 2026/27 - Mrs. Kuehn motion to approve the Budget Adoption for 26/27. Mrs. Avila seconded the motion. Vote: Mrs. Kuehn - yes, Mrs. Avila - yes, Mrs. Darpli - yes, Mr. Woods - yes, Mrs. Sippel - absent Passed/Unan.

13.2 Consider Adoption of Budget Revision by Resolution #061726 - Mrs. Darpli motioned to approved the Adoption of Budget Revision by Resolution 061726. Mrs. Kuehn seconded the motion. Roll Call Vote:  
Mrs. Darpli - yes Mrs. Kuehn - yes Mrs. Avila - yes Mr. Woods - yes Mr. Sippel - absent Passed/Unan.

14. **Board Reports** - The board wished everyone a wonderful summer.

15. **Adjourn** - Mr. Woods adjourned the meeting at 6:20 p.m.

Respectfully submitted,



**John Raven**  
Secretary to the Board

# PIONEER UNION SCHOOL DISTRICT

## Agenda Item Form

Item: 10.2

To: Pioneer School Board Members

Board Date: July 15, 2026

For:

- Board Meeting
- Information
- Action
- First Reading

Recommendation:

- Approve
- Deny
- N/A

Fiscal Impact: \$0

Item: Employee Resignations

Purpose:

<u>Employee Name</u>	<u>Position</u>	<u>Last Day</u>
Jeremy Looney	Teacher - Media Arts	June 5, 2026
Ashley Avila	Inst. Aide I	June 5, 2026

# PIONEER UNION ELEMENTARY SCHOOL DISTRICT

## Agenda Item Form

Item: 10.3

To: Pioneer School Board Members  
Board Date: July 15, 2026

For:  Board Meeting  Action  
 Information  First Reading

Recommendation:  Approve  Deny

Fiscal Impact:

Item: New Hires - 2026/2027

Purpose:

<u>Employee Name</u>	<u>Position</u>
Mark Espitia Morales	Teacher - Media Arts
Alyssa Medina	Inst. Aide I
Danyelle Johnson	Inst. Aide I
Win Ha	Inst. Aide I
Jennifer Cunha	Inst. Aide I
Kara Sierra	Inst. Aide I
Jessica Snodgrass	Inst. Aide I
Sara Hammond	Inst. Aide I
Alyssa Maldonado	Inst. Aide II - SDC
Ashelee Alender	Licensed Vocational Nurse (LVN)
Matthew Davis	Maintenance I

# PIONEER UNION ELEMENTARY SCHOOL DISTRICT

## Agenda Item Form

Item: 10.4

To: Pioneer School Board Members

Board Date: July 15, 2026

For:  Board Meeting  Action  
 Information  First Reading

Recommendation:  Approve  Deny

Fiscal Impact:

Item: Consider Inter-District Requests for 2026-2027

Purpose:

	First Name	Last Name	Grade	From District:	Status	Recommendation	Year
1			6	Lemoore	New	Deny	2026-27
2			5	Lakeside	New	Lottery	2026-27
3			4	HESD	New	Lottery	2026-27
4			1	HESD	New	Lottery	2026-27
5			1	KRH	New	Lottery	2026-27
6							
7							

# PIONEER UNION ELEMENTARY SCHOOL DISTRICT

## Agenda Item Form

Item: 10.5

To: Pioneer School Board Members

Board Date: July 15, 2026

For:  Board Meeting  Action  
 Information  First Reading

Recommendation:  Approve  Deny

Fiscal Impact:

Item: Consider Inter-District Requests Out for 2026-2027

Purpose:

	First Name	Last Name	Grade	Request To:	Recommendation	Year
1			4	HESD	Approve	2026-27
2			TK	HESD	Approve	2026-27
3						
4						
5						
6						
7						

# PIONEER UNION ELEMENTARY SCHOOL DISTRICT

## Agenda Item Form

Item: 10.6

To: Pioneer School Board Members

Date: July 15, 2026

For: Approve Warrant Register

- Information
- Action
- First Reading

Recommendation:

- Approve
- Deny
- N/A

Fiscal Impact: Various

Purpose:

To inform the Board of the expenditures related to the conduct of district business.

21 Pioneer Union Elementary School District

Accounts Payable Final Prelist

Requested By: magdalenom

For Payments Due By 6/30/2026

06/25/2026

12:54:55PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI--L2	P/F	Amount	Use Tax Amount Taxable	Amount Tax
1576 ATKINSON ANDELSON LOYA RUUD & ROMO								
PV - 260935		05/31/2026	792657	May 2500-90100-0-0000-7200-580010-400-0000		\$2,164.31	\$0.00	\$0.00
Total Amount for Warrant						\$2,164.31	\$0.00	\$0.00
Total Amount Per Vendor						\$2,164.31	\$0.00	\$0.00
4674 CATHERINE MEDRANO								
PV - 260939		06/22/2026	Cafe Rfd A.Rico	1300-53100-0-0000-0000-863400-000-0000		\$3.25	\$0.00	\$0.00
Total Amount for Warrant						\$3.25	\$0.00	\$0.00
Total Amount Per Vendor						\$3.25	\$0.00	\$0.00
4684 GABRIELA GARCIA								
PV - 260944		06/24/2026	PayrollReissuedCkFra /	0100-01990-0-0000-0000-869900-000-0000		\$132.51	\$0.00	\$0.00
Total Amount for Warrant						\$132.51	\$0.00	\$0.00
Total Amount Per Vendor						\$132.51	\$0.00	\$0.00
4403 GOTTSCHALK MUSIC CENTER								
PV - 260933		06/22/2026	M1299169 PO#260526	0100-11000-0-1156-1000-560000-500-0000		\$1,398.55	\$0.00	\$0.00
Total Amount for Warrant						\$1,398.55	\$0.00	\$0.00
Total Amount Per Vendor						\$1,398.55	\$0.00	\$0.00
3789 HEIDI AUGUSTO								
PV - 260937		06/22/2026	Cafe Rfd Z.Augusto	1300-53100-0-0000-0000-863400-000-0000		\$0.50	\$0.00	\$0.00
Total Amount for Warrant						\$0.50	\$0.00	\$0.00
Total Amount Per Vendor						\$0.50	\$0.00	\$0.00
676 HOME DEPOT								
PO - 260638		05/14/2026	2511886	0100-81500-0-0000-8110-430000-000-0000	P	\$95.17	\$0.00	\$0.00
PO - 260638		05/13/2026	3623693	0100-81500-0-0000-8110-430000-000-0000	P	\$125.70	\$0.00	\$0.00
PO - 260638		05/13/2026	3511794	0100-81500-0-0000-8110-430000-000-0000	F	\$347.53	\$0.00	\$0.00
PO - 260639		05/14/2026	2023488	0100-00000-0-0000-8200-430000-000-0000	P	\$159.67	\$0.00	\$0.00
PO - 260639		05/15/2026	1612695	0100-00000-0-0000-8200-430000-000-0000	P	\$102.25	\$0.00	\$0.00
PO - 260639		05/21/2026	5520141	0100-00000-0-0000-8200-430000-000-0000	P	\$129.03	\$0.00	\$0.00
PO - 260639		05/22/2026	4520210	0100-00000-0-0000-8200-430000-000-0000	P	\$50.67	\$0.00	\$0.00
PO - 260639		05/18/2026	8624003	0100-00000-0-0000-8200-430000-000-0000	P	\$11.92	\$0.00	\$0.00

\* = Credit Card Payment

Requested By: magdalenom

For Payments Due By 6/30/2026

06/25/2026

12:54:55PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI--L2	P/F	Amount	Use Tax Amount Taxable	Amount Tax
676 HOME DEPOT								
PO - 260639		05/22/2026	4520209	0100-00000-0-0000-8200-430000-000-0000	P	\$66.44	\$0.00	\$0.00
PO - 260639		05/27/2026	9513137	0100-00000-0-0000-8200-430000-000-0000	P	\$88.59	\$0.00	\$0.00
PO - 260639		05/27/2026	9513178	0100-00000-0-0000-8200-430000-000-0000	F	\$337.13	\$0.00	\$0.00
PO - 260662		06/01/2026	4614448	0100-81500-0-0000-8110-430000-000-0000	P	\$124.31	\$0.00	\$0.00
PO - 260662		06/04/2026	1520958	0100-81500-0-0000-8110-430000-000-0000	P	\$244.93	\$0.00	\$0.00
PO - 260662		06/01/2026	4520790	0100-81500-0-0000-8110-430000-000-0000	P	\$341.23	\$0.00	\$0.00
PO - 260662		06/03/2026	2614608	0100-81500-0-0000-8110-430000-000-0000	P	\$92.80	\$0.00	\$0.00
PO - 260662		06/08/2026	76010032	0100-81500-0-0000-8110-430000-000-0000	P	\$37.45	\$0.00	\$0.00
PO - 260662		06/16/2026	9510184	0100-81500-0-0000-8110-430000-000-0000	P	\$45.43	\$0.00	\$0.00
PO - 260663		06/16/2026	9510149	0100-00000-0-0000-8200-430000-000-0000	P	\$284.91	\$0.00	\$0.00
PO - 260663		06/16/2026	9620663	0100-00000-0-0000-8200-430000-000-0000	P	\$96.58	\$0.00	\$0.00
PO - 260663		06/05/2026	0514071	0100-00000-0-0000-8200-430000-000-0000	P	\$244.46	\$0.00	\$0.00
PO - 260663		06/09/2026	6620273	0100-00000-0-0000-8200-430000-000-0000	P	\$244.24	\$0.00	\$0.00
PO - 260673		05/19/2026	7530158	0100-00000-0-0000-8200-430000-000-0000	F	\$451.40	\$0.00	\$0.00
PV - 260945		06/01/2026	4513673	0100-00380-0-1110-1000-430000-821-0000		\$315.87	\$0.00	\$0.00
PV - 260945		06/12/2026	3011040	0100-00240-0-1110-2420-430000-200-0000		\$157.28	\$0.00	\$0.00
PV - 260945		06/22/2026	3510786	0100-00240-0-1110-2420-430000-500-0000		\$67.16	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$4,262.15</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$4,262.15</b>	<b>\$0.00</b>	<b>\$0.00</b>
4675 JEFF SILVESTER								
PV - 260943		06/22/2026	Cafe Rfd N.Silvester	1300-53100-0-0000-0000-863400-000-0000		\$5.00	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$5.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$5.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
576 JOHN RAVEN								
PV - 260942		06/17/2026	ZaytoonaAdminMtgRei	0100-00000-0-0000-7150-430000-100-0000		\$267.60	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$267.60</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$267.60</b>	<b>\$0.00</b>	<b>\$0.00</b>
263 KINGS COUNTY OFFICE OF EDUCATION								
PV - 260931		06/10/2026	261410 IonlAideMay-	0100-65000-0-5760-9200-714240-000-0000		\$30,106.89	\$0.00	\$0.00
PV - 260932		06/04/2026	261352 ADR Training	0100-65460-0-5760-1110-520000-000-0000		\$257.63	\$0.00	\$0.00

\* = Credit Card Payment

Requested By: magdalenom

For Payments Due By 6/30/2026

06/25/2026

12:54:55PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI--L2	P/F	Amount	Use Tax Taxable	Amount Tax
263 KINGS COUNTY OFFICE OF EDUCATION								
Total Amount for Warrant						\$30,364.52	\$0.00	\$0.00
Total Amount Per Vendor						\$30,364.52	\$0.00	\$0.00
3271 LAWNMOWER MAN								
PO - 260592		06/03/2026 Sales #36130		0100-81500-0-0000-8400-430000-000-0000	P	\$117.99	\$0.00	\$0.00
PO - 260592		06/16/2026 Sales #36222		0100-81500-0-0000-8400-430000-000-0000	P	\$58.46	\$0.00	\$0.00
Total Amount for Warrant						\$176.45	\$0.00	\$0.00
Total Amount Per Vendor						\$176.45	\$0.00	\$0.00
3290 M MARIA DIXON								
PV - 260941		06/22/2026 Reimb NapkinsFoodSv		1300-53100-0-0000-3700-430000-000-0000		\$51.94	\$0.00	\$0.00
Total Amount for Warrant						\$51.94	\$0.00	\$0.00
Total Amount Per Vendor						\$51.94	\$0.00	\$0.00
4433 MIRANDA WINSOR								
PV - 260940		06/22/2026 Cafe Rfd P.HaidWinsor		1300-53100-0-0000-0000-863400-000-0000		\$4.50	\$0.00	\$0.00
Total Amount for Warrant						\$4.50	\$0.00	\$0.00
Total Amount Per Vendor						\$4.50	\$0.00	\$0.00
4084 RAQUEL GONZALEZ								
PV - 260938		06/22/2026 Cafe Rfd J.Gonzalez		1300-53100-0-0000-0000-863400-000-0000		\$5.00	\$0.00	\$0.00
Total Amount for Warrant						\$5.00	\$0.00	\$0.00
Total Amount Per Vendor						\$5.00	\$0.00	\$0.00
4673 RICHARD ROSE								
PV - 260936		06/22/2026 Cafe Rfd N.Rose		1300-53100-0-0000-0000-863400-000-0000		\$5.00	\$0.00	\$0.00
Total Amount for Warrant						\$5.00	\$0.00	\$0.00
Total Amount Per Vendor						\$5.00	\$0.00	\$0.00
3051 SoCal Gas								
PV - 260930		06/18/2026 04736909989 Jun MS		0100-00000-0-0000-8200-550010-500-0000		\$125.14	\$0.00	\$0.00
Total Amount for Warrant						\$125.14	\$0.00	\$0.00

\* = Credit Card Payment

Requested By: magdalenom

For Payments Due By 6/30/2026

06/25/2026

12:54:55PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB---SI--L2	P/F	Amount	Use Tax Amount Taxable	Amount Tax
<b>Total Amount Per Vendor</b>						<b>\$125.14</b>	<b>\$0.00</b>	<b>\$0.00</b>
3677 VALLEY TONER SUPPLY								
PO - 260179		06/25/2026	4882	0100-00240-0-0000-7700-933000-999-0000	F	\$2,240.78	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$2,240.78</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$2,240.78</b>	<b>\$0.00</b>	<b>\$0.00</b>
4450 VESTIS SERVICES LLC								
PV - 260934		06/01/2026	2580711765	0100-00000-0-0000-8200-550060-000-0000		\$188.63	\$0.00	\$0.00
PV - 260934		06/08/2026	2580714368	0100-00000-0-0000-8200-550060-000-0000		\$188.63	\$0.00	\$0.00
PV - 260934		06/15/2026	2580716892	0100-00000-0-0000-8200-550060-000-0000		\$191.64	\$0.00	\$0.00
PV - 260934		06/02/2026	2580712312	0100-00000-0-0000-8200-550060-000-0000		\$160.78	\$0.00	\$0.00
PV - 260934		06/09/2026	2580714811	0100-00000-0-0000-8200-550060-000-0000		\$160.78	\$0.00	\$0.00
PV - 260934		06/16/2026	2580717340	0100-00000-0-0000-8200-550060-000-0000		\$163.32	\$0.00	\$0.00
PV - 260934		06/02/2026	2580712311	0100-00000-0-0000-8200-550060-000-0000		\$152.68	\$0.00	\$0.00
PV - 260934		06/09/2026	2580714810	0100-00000-0-0000-8200-550060-000-0000		\$152.68	\$0.00	\$0.00
PV - 260934		06/16/2026	2580717339	0100-00000-0-0000-8200-550060-000-0000		\$155.08	\$0.00	\$0.00
PV - 260934		06/22/2026	2580719377	0100-00000-0-0000-8200-550060-000-0000		\$191.64	\$0.00	\$0.00
PV - 260934		06/23/2026	2580719828	0100-00000-0-0000-8200-550060-000-0000		\$155.08	\$0.00	\$0.00
PV - 260934		06/23/2026	2580719829	0100-00000-0-0000-8200-550060-000-0000		\$163.32	\$0.00	\$0.00
PV - 260934		06/23/2026	2580719830	1300-53100-0-0000-3700-580075-000-0000		\$85.14	\$0.00	\$0.00
PV - 260934		06/02/2026	2580712310	1300-53100-0-0000-3700-580075-000-0000		\$85.10	\$0.00	\$0.00
PV - 260934		06/09/2026	2580714809	1300-53100-0-0000-3700-580075-000-0000		\$85.10	\$0.00	\$0.00
PV - 260934		06/16/2026	2580717338	1300-53100-0-0000-3700-580075-000-0000		\$86.36	\$0.00	\$0.00
PV - 260934		06/01/2026	2580711766	1300-53100-0-0000-3700-580075-000-0000		\$53.92	\$0.00	\$0.00
PV - 260934		06/08/2026	2580714369	1300-53100-0-0000-3700-580075-000-0000		\$53.92	\$0.00	\$0.00
PV - 260934		06/15/2026	2580716893	1300-53100-0-0000-3700-580075-000-0000		\$54.66	\$0.00	\$0.00
PV - 260934		06/22/2026	2580719378	1300-53100-0-0000-3700-580075-000-0000		\$54.66	\$0.00	\$0.00
PV - 260934		06/02/2026	2580712313	1300-53100-0-0000-3700-580075-000-0000		\$73.19	\$0.00	\$0.00
PV - 260934		06/09/2026	2580714812	1300-53100-0-0000-3700-580075-000-0000		\$73.19	\$0.00	\$0.00
PV - 260934		06/16/2026	2580717341	1300-53100-0-0000-3700-580075-000-0000		\$75.36	\$0.00	\$0.00
PV - 260934		06/23/2026	2580719827	1300-53100-0-0000-3700-580075-000-0000		\$85.71	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$2,890.57</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$2,890.57</b>	<b>\$0.00</b>	<b>\$0.00</b>

\* = Credit Card Payment

Requested By: magdalenom

For Payments Due By 6/30/2026

06/25/2026

12:54:55PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI--L2	P/F	Amount	Use Tax Taxable	Amount Tax
<b>Total Amount of all Payments</b>								<b>\$44,097.77</b>
<b>Total Number of Checks to print:</b>			17	\$44,097.77				
<b>Total Number of Credit Card Payments:</b>			0					
<b>Total Transfer for Use Tax</b>							<b>\$0.00</b>	<b>\$0.00</b>

\* = Credit Card Payment

Requested By: magdalenom

For Payments Due By 6/22/2026

06/18/2026

4:09:43PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI--L2	P/F	Amount	Use Tax Amount Taxable	Amount Tax
3210 AMAZON CAPITAL SERVICES INC								
PO - 260687		06/16/2026	137P-P3DY-4Y1W	0100-67620-0-1110-1000-430000-300-0000	F	\$532.92	\$0.00	\$0.00
PO - 260687		06/18/2026	137P-P3DY-4Y1W	0100-67620-0-1110-1000-430000-200-0000	F	\$532.93	\$0.00	\$0.00
PO - 260689		06/16/2026	IPNX-VT1C-7JQ6	0100-00000-0-0000-8200-430000-000-0000	F	\$86.20	\$0.00	\$0.00
Total Amount for Warrant						\$1,152.05	\$0.00	\$0.00
Total Amount Per Vendor						\$1,152.05	\$0.00	\$0.00
3850 CALIFORNIA TEACHING FELLOWS FDN								
PO - 260034		05/31/2026	57368 May	0100-26000-0-1110-1000-580004-500-0000	P	\$3,475.43	\$0.00	\$0.00
Total Amount for Warrant						\$3,475.43	\$0.00	\$0.00
Total Amount Per Vendor						\$3,475.43	\$0.00	\$0.00
106 CITY OF HANFORD								
PO - 260630		06/16/2026	1327 LKFieldTrip6/10	1200-00370-0-8500-6000-580000-000-0000	F	\$93.00	\$0.00	\$0.00
Total Amount for Warrant						\$93.00	\$0.00	\$0.00
Total Amount Per Vendor						\$93.00	\$0.00	\$0.00
3704 COURTNEY TORRES								
PV - 260925		05/09/2025	Reissue Cafe RfdNAlar	1300-01990-0-0000-0000-869900-000-0000		\$9.50	\$0.00	\$0.00
Total Amount for Warrant						\$9.50	\$0.00	\$0.00
Total Amount Per Vendor						\$9.50	\$0.00	\$0.00
2050 DIGITECH INTEGRATION INC								
PO - 260386		06/15/2026	8992 Apr-June	0100-00000-0-0000-8200-580016-200-0000	F	\$150.00	\$0.00	\$0.00
PO - 260386		06/15/2026	8992 Apr-June	0100-00000-0-0000-8200-580016-300-0000	F	\$150.00	\$0.00	\$0.00
PO - 260386		06/15/2026	8992 Apr-June	0100-00000-0-0000-8200-580016-500-0000	F	\$150.00	\$0.00	\$0.00
PV - 260929		06/11/2026	8977	0100-81500-0-0000-8110-560000-200-0000		\$345.40	\$0.00	\$0.00
Total Amount for Warrant						\$795.40	\$0.00	\$0.00
Total Amount Per Vendor						\$795.40	\$0.00	\$0.00
3969 EVAN GELSI								
PV - 260923		06/05/2026	ASB Reim PhotoBooth	0800-82100-0-1110-4100-430000-500-0000		\$16.00	\$0.00	\$0.00
Total Amount for Warrant						\$16.00	\$0.00	\$0.00

\* = Credit Card Payment

Requested By: magdalenom

For Payments Due By 6/22/2026

06/18/2026

4:09:43PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB-----SI--L2	P/F	Amount	Use Tax Amount Taxable	Tax
<b>Total Amount Per Vendor</b>						<b>\$16.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
3680 FIRE SYSTEM SOLUTIONS INC								
PO - 260692		06/11/2026	42971	0100-81500-0-0000-8110-580000-000-0000	F	\$570.00	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$570.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$570.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
2973 FOX INTERPRETING INC								
PV - 260927		06/17/2026	15821	MSGradInterpre 0100-00380-0-1110-1000-580000-821-0000		\$275.64	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$275.64</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$275.64</b>	<b>\$0.00</b>	<b>\$0.00</b>
4403 GOTTSCHALK MUSIC CENTER								
PO - 260526		06/09/2026	M1370903	0100-11000-0-1156-1000-560000-500-0000	F	\$2,101.45	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$2,101.45</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$2,101.45</b>	<b>\$0.00</b>	<b>\$0.00</b>
3450 INFINITE CAMPUS INC								
PO - 260654		06/12/2026	INV-02390	0100-00240-0-1110-1000-580000-999-0000	F	\$300.00	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
2640 KALLIE IRBY								
PV - 260921		06/05/2026	ASB Reim DanceSupp	0800-82100-0-1110-4100-430000-500-0000		\$119.03	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$119.03</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$119.03</b>	<b>\$0.00</b>	<b>\$0.00</b>
263 KINGS COUNTY OFFICE OF EDUCATION								
PV - 260919		06/11/2026	261423	LockBxDec24-1 0100-00000-0-0000-7300-580000-100-0000		\$200.53	\$0.00	\$0.00
PV - 260926		06/11/2026	261431	LiveScanMay2 0100-00000-0-0000-7400-580060-100-0000		\$126.00	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$326.53</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$326.53</b>	<b>\$0.00</b>	<b>\$0.00</b>
3218 LAURA CABRERA-SMITH								

\* = Credit Card Payment

Requested By: magdalenom

For Payments Due By 6/22/2026

06/18/2026

4:09:43PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB---SI--L2	P/F	Amount	Use Tax Amount Taxable	Tax
3218 LAURA CABRERA-SMITH								
PV - 260920		05/09/2025	ReisseCafe Rfd ASmit	1300-01990-0-0000-0000-869900-000-0000		\$14.50	\$0.00	\$0.00
Total Amount for Warrant						\$14.50	\$0.00	\$0.00
Total Amount Per Vendor						\$14.50	\$0.00	\$0.00
299 LOZANO SMITH								
PV - 260916		06/10/2026	2280151	0100-00000-0-0000-7100-580010-100-0000		\$1,472.75	\$0.00	\$0.00
PV - 260916		06/10/2026	2280154	0100-00000-0-0000-7100-580010-100-0000		\$902.00	\$0.00	\$0.00
Total Amount for Warrant						\$2,374.75	\$0.00	\$0.00
Total Amount Per Vendor						\$2,374.75	\$0.00	\$0.00
3290 M MARIA DIXON								
PV - 260914		06/11/2026	Milcage Reimb - May	1300-53100-0-0000-3700-520000-000-0000		\$43.36	\$0.00	\$0.00
Total Amount for Warrant						\$43.36	\$0.00	\$0.00
Total Amount Per Vendor						\$43.36	\$0.00	\$0.00
2674 MEGAN WARCHOL								
PV - 260922		05/27/2026	ASB Reim -WaterDayS	0800-82100-0-1110-4100-430000-500-0000		\$397.64	\$0.00	\$0.00
Total Amount for Warrant						\$397.64	\$0.00	\$0.00
Total Amount Per Vendor						\$397.64	\$0.00	\$0.00
4615 MELISSA MARTINEZ								
PV - 260917		06/10/2026	May & June Milcage	0100-65460-0-5760-1110-520000-000-0000		\$87.00	\$0.00	\$0.00
Total Amount for Warrant						\$87.00	\$0.00	\$0.00
Total Amount Per Vendor						\$87.00	\$0.00	\$0.00
3778 MICHAEL ACOSTA								
PV - 260924		05/09/2025	Reissuc Cafe RfdMAco	1300-01990-0-0000-0000-869900-000-0000		\$5.90	\$0.00	\$0.00
Total Amount for Warrant						\$5.90	\$0.00	\$0.00
Total Amount Per Vendor						\$5.90	\$0.00	\$0.00
3420 PRO PT								
PV - 260928		06/08/2026	0002234 O.Rocha	0100-00000-0-0000-8200-580000-000-0000		\$55.00	\$0.00	\$0.00
PV - 260928		06/12/2026	0002305 G.Dominguez	0100-00000-0-0000-8200-580000-000-0000		\$55.00	\$0.00	\$0.00

\* = Credit Card Payment

Requested By: magdalenom

For Payments Due By 6/22/2026

06/18/2026

4:09:43PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB---SI--L2	P/F	Amount	Use Tax Amount Taxable	Tax
3420 PRO PT								
Total Amount for Warrant						\$110.00	\$0.00	\$0.00
Total Amount Per Vendor						\$110.00	\$0.00	\$0.00
401 ROLLER TOWNE OF VISALIA INC								
*	PO - 260631	06/11/2026	LK Field Trip6/11/26	1200-00370-0-8500-6000-580000-000-0000	F	\$181.25	\$0.00	\$0.00
Total Amount of Payment						\$181.25	\$0.00	\$0.00
Total Amount Per Vendor						\$181.25	\$0.00	\$0.00
438 SISC II-PROPERTY & LIABILITY								
	PV - 260918	06/11/2026	Deductible2026056162	0100-11000-0-0000-7200-580000-100-0000		\$5,000.00	\$0.00	\$0.00
Total Amount for Warrant						\$5,000.00	\$0.00	\$0.00
Total Amount Per Vendor						\$5,000.00	\$0.00	\$0.00
3051 SoCal Gas								
	PV - 260913	06/10/2026	12447476800 May FES	0100-00000-0-0000-8200-550010-300-0000		\$190.02	\$0.00	\$0.00
Total Amount for Warrant						\$190.02	\$0.00	\$0.00
Total Amount Per Vendor						\$190.02	\$0.00	\$0.00
446 SOUTHERN CALIF EDISON CO								
	PV - 260915	06/09/2026	700066676834 MayPE\$	0100-00000-0-0000-8200-550020-200-0000		\$3,407.72	\$0.00	\$0.00
	PV - 260915	06/09/2026	700066676834 MayPE\$	0100-00000-0-0000-8200-550020-200-0000		\$102.42	\$0.00	\$0.00
	PV - 260915	06/09/2026	700066676834 MayPE\$	0100-00000-0-0000-8200-550020-200-0000		\$514.34	\$0.00	\$0.00
Total Amount for Warrant						\$4,024.48	\$0.00	\$0.00
Total Amount Per Vendor						\$4,024.48	\$0.00	\$0.00
2459 SUPERIOR SOIL SUPPLEMENTS								
*	PV - 260912	05/31/2026	26-112227	0100-81500-0-0000-8400-430000-000-0000		\$939.77	\$0.00	\$0.00
Total Amount of Payment						\$939.77	\$0.00	\$0.00
Total Amount Per Vendor						\$939.77	\$0.00	\$0.00
4631 TREVIPAY								
	PO - 260629	06/12/2026	d7d2300d supplies	1200-00370-0-8500-6000-430000-000-0000	F	\$330.61	\$0.00	\$0.00
	PO - 260629	06/12/2026	d7d2300d snacks	1200-00370-0-8500-6000-430006-000-0000	F	\$403.08	\$0.00	\$0.00

\* = Credit Card Payment

Requested By: magdalenom

For Payments Due By 6/22/2026

06/18/2026

4:09:43PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE----Y-GO---FN---OB-----SI--L2	P/F	Amount	Use Tax Amount Taxable	Amount Tax
4631 TREVIPAY								
<b>Total Amount for Warrant</b>						<b>\$733.69</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$733.69</b>	<b>\$0.00</b>	<b>\$0.00</b>
4569 URBAN AIR HANFORD								
PO - 260632		06/18/2026	LK FieldTrip6/18/26	1200-00370-0-8500-6000-580000-000-0000	F	\$1,506.71	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$1,506.71</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$1,506.71</b>	<b>\$0.00</b>	<b>\$0.00</b>
4450 VESTIS SERVICES LLC								
PV - 260911		05/01/2026	2580701075	0100-00000-0-0000-8200-550060-000-0000		\$158.96	\$0.00	\$0.00
PV - 260911		05/05/2026	2580702076	0100-00000-0-0000-8200-550060-000-0000		\$158.96	\$0.00	\$0.00
PV - 260911		05/12/2026	2580704611	0100-00000-0-0000-8200-550060-000-0000		\$158.96	\$0.00	\$0.00
PV - 260911		05/19/2026	2580707293	0100-00000-0-0000-8200-550060-000-0000		\$158.96	\$0.00	\$0.00
PV - 260911		05/26/2026	2580709658	0100-00000-0-0000-8200-550060-000-0000		\$160.78	\$0.00	\$0.00
PV - 260911		05/01/2026	2580701073	0100-00000-0-0000-8200-550060-000-0000		\$150.96	\$0.00	\$0.00
PV - 260911		05/05/2026	2580702075	0100-00000-0-0000-8200-550060-000-0000		\$150.96	\$0.00	\$0.00
PV - 260911		05/12/2026	2580704610	0100-00000-0-0000-8200-550060-000-0000		\$150.96	\$0.00	\$0.00
PV - 260911		05/19/2026	2580707292	0100-00000-0-0000-8200-550060-000-0000		\$150.96	\$0.00	\$0.00
PV - 260911		05/26/2026	2580709657	0100-00000-0-0000-8200-550060-000-0000		\$152.68	\$0.00	\$0.00
PV - 260911		05/01/2026	2580701071	0100-00000-0-0000-8200-550060-000-0000		\$186.48	\$0.00	\$0.00
PV - 260911		05/04/2026	2580701855	0100-00000-0-0000-8200-550060-000-0000		\$186.48	\$0.00	\$0.00
PV - 260911		05/11/2026	2580704149	0100-00000-0-0000-8200-550060-000-0000		\$186.48	\$0.00	\$0.00
PV - 260911		05/18/2026	2580706700	0100-00000-0-0000-8200-550060-000-0000		\$186.48	\$0.00	\$0.00
PV - 260911		05/25/2026	2580709217	0100-00000-0-0000-8200-550060-000-0000		\$188.63	\$0.00	\$0.00
PV - 260911		05/01/2026	2580701074	1300-53100-0-0000-3700-580075-000-0000		\$71.69	\$0.00	\$0.00
PV - 260911		05/05/2026	2580702077	1300-53100-0-0000-3700-580075-000-0000		\$71.69	\$0.00	\$0.00
PV - 260911		05/12/2026	2580704612	1300-53100-0-0000-3700-580075-000-0000		\$71.69	\$0.00	\$0.00
PV - 260911		05/19/2026	2580707294	1300-53100-0-0000-3700-580075-000-0000		\$71.69	\$0.00	\$0.00
PV - 260911		05/26/2026	2580709659	1300-53100-0-0000-3700-580075-000-0000		\$73.19	\$0.00	\$0.00
PV - 260911		05/01/2026	2580701072	1300-53100-0-0000-3700-580075-000-0000		\$83.46	\$0.00	\$0.00
PV - 260911		05/05/2026	2580702074	1300-53100-0-0000-3700-580075-000-0000		\$83.46	\$0.00	\$0.00
PV - 260911		05/12/2026	2580704609	1300-53100-0-0000-3700-580075-000-0000		\$83.46	\$0.00	\$0.00
PV - 260911		05/19/2026	2580707291	1300-53100-0-0000-3700-580075-000-0000		\$83.46	\$0.00	\$0.00

\* = Credit Card Payment

Requested By: magdalenom

For Payments Due By 6/22/2026

06/18/2026

4:09:43PM

Comments =

Vendor	Ref No	Inv. Date	Inv. No	FD---RE---Y-GO---FN---OB---SI--L2	P/F	Amount	Use Tax Amount Taxable	Amount Tax
4450 VESTIS SERVICES LLC								
PV -	260911	05/26/2026	2580709656	1300-53100-0-0000-3700-580075-000-0000		\$85.10	\$0.00	\$0.00
PV -	260911	05/01/2026	2580701070	1300-53100-0-0000-3700-580075-000-0000		\$52.65	\$0.00	\$0.00
PV -	260911	05/04/2026	2580701860	1300-53100-0-0000-3700-580075-000-0000		\$52.65	\$0.00	\$0.00
PV -	260911	05/11/2026	2580704150	1300-53100-0-0000-3700-580075-000-0000		\$52.65	\$0.00	\$0.00
PV -	260911	05/18/2026	2580706701	1300-53100-0-0000-3700-580075-000-0000		\$52.65	\$0.00	\$0.00
PV -	260911	05/25/2026	2580709218	1300-53100-0-0000-3700-580075-000-0000		\$53.92	\$0.00	\$0.00
<b>Total Amount for Warrant</b>						<b>\$3,531.10</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Per Vendor</b>						<b>\$3,531.10</b>	<b>\$0.00</b>	<b>\$0.00</b>

Total Amount of all Payments **\$28,374.20**

Total Number of Checks to print: 25 \$27,253.18  
 Total Number of Credit Card Payments: 2 \$1,121.02

	Use Tax
Total Transfer for Use Tax	Taxable Amount      Tax Amount
	<b>\$0.00      \$0.00</b>

\* = Credit Card Payment

# PIONEER UNION ELEMENTARY SCHOOL DISTRICT

## Agenda Item Form

Item: 11.1

To: Pioneer School Board Members

Board Date: July 15, 2026

For:

- Information
- Action
- First Reading

Recommendation:

- Approve
- Deny
- N/A

Fiscal Impact: \$0

Item: Revisions to Board Policy and Administrative Regulations

Purpose:

Revisions and update to Board Policy and Administrative Regulations to reflect changes in legal requirements and/or district practices.

BP 1240	AR 4312.5	AR 5142
AR 1312.4	E (1) 4312.5	BP 5145.6
BP 4100	AR 4312.6	BP 5148
BP 4111	E (1) 4112.9	AR 5148
BP 4211	BP 4212.9	BP 7110
BP 4311	E (1) 4212.9	BB 9200
AR 4112	BP 4312.9	E (1) 5145.6
AR 4112.5	E (1) 4312.9	BP 4112.9
E (1) 4112.5	BP 4200	AR 4312.5
AR 4212.5	BP 4300	AR 4212
E (1) 4212.5	BP 5141.7	
E (1) 4312.5	BP 5141.75	
AR 4112.6	BP 5142	

**Policy 1240: Volunteer Assistance**

**Status:** DRAFT

**Original Adopted Date:** 12/10/2014

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, contribute to school safety, and support the district in providing for the well-being of district students, and support the district in providing for the well-being of district students, while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. Additionally, the Superintendent or designee may recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status. (Government Code 12940)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities.

Additionally, volunteers who are over 18 years of age and who interact with students outside of the immediate supervision and control of the student's parent/guardian or a school employee shall, as mandated reporters, receive the notification and training required of mandated reporters as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting.

A volunteer who is a mandated reporter shall make a report, as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting, whenever such volunteer has knowledge of or observes a child whom the volunteer knows or reasonably suspects has been the victim of child abuse or neglect.

Volunteers shall act in accordance with law, district policies and administrative regulations, including Board Policy and Administrative Regulation 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with collective bargaining agreements.

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

**Workers' Compensation Insurance**

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district. (Labor Code 3364.5)

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**Regulation 1312.4: Williams Uniform Complaint Procedures**

Status: DRAFT

Original Adopted Date: 11/13/2024 | Last Reviewed Date: 11/13/2024

**Types of Complaints**

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class
  - b. A student does not have access to textbooks or instructional materials to use at home or after school  
  
This does not require two sets of textbooks or instructional materials for each student.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage
  - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
  - a. A semester begins and a teacher vacancy exists
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency

*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

*Beginning of the year or semester* means the time period from the first day students attend classes for a year-long course or semester-long course, though not later than 20 business days afterwards. (5 CCR 4600)

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
  - a. A condition poses an emergency or urgent threat to the health or safety of students or staff

*Emergency or urgent threat* means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous

or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5

*Clean or maintained school restroom* means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

*Open restroom* means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility. (Education Code 35292.5)

In any school serving students any of grades 3-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Additionally, starting July 1, 2026, in any school that has more than one female and more than one male restroom designated exclusively for student use, a complaint may be filed alleging noncompliance with the requirements specified in Education Code 35292.5 to maintain at least one all-gender restroom for student use. (Education Code 35292.5)

### **Forms and Notices**

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

### **Filing of Complaint**

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

A complaint alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials has been filed directly with the SPI but not with the district, the Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

### **Investigation and Response**

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the SPI within 15 **calendar** days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4610, 4687)

However, no other type of complaint regarding the condition of school facilities as described in the section "Types of Complaints" above may be appealed to the SPI. (Education Code 35186; 5 CCR 4610, 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

### **Reports**

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

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**Policy 4100: Certificated Personnel**

Status: DRAFT

Original Adopted Date: 12/10/2014 | Last Reviewed Date: 12/10/2014

The Board of Trustees recognizes and believes that teachers and other the district's certificated personnel work closely with student employees are essential for in carrying out the district's educational goals, and supporting the academic achievement, personal growth, and well-being of district students. Additionally, the Board acknowledges that certificated personnel benefit from professional development in fulfilling the expectations for their position and expects certificated employees to engage in ongoing professional growth to improve their skills and pursue excellence.

The Superintendent or designee shall ensure that fill each of its certificated positions with individuals who meet applicable credentialing requirements and district qualifications, consistent with position requirements.

The Superintendent or designee shall define and communicate the duties, responsibilities, and district's expectations for each certificated positions are clearly defined and made known to each member of the certificated staff position.

Each certificated staff member employee shall be held accountable responsible for duties completing assigned to him/her duties consistent with the applicable job description and shall undergo regular performance evaluations be evaluated in accordance with law, and negotiated agreements.

The Board strongly encourages certificated staff to continually improve their skills and pursue excellence within their profession.

Policies, rules and Board policies, administrative regulations, and collective bargaining agreements as appropriate.

The Superintendent or designee may provide professional development opportunities to certificated staff for the purpose of continual improvement of knowledge and skills related to certificated personnel shall be available to all concerned and shall be administered in a fair and equitable manner the employee's position.

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**Policy 4111: Recruitment And Selection**

Status: DRAFT

Original Adopted Date: 05/23/2018 | Last Revised Date: 04/24/2024 | Last Reviewed Date: 04/24/2024

The Board of Trustees is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures consistent with applicable law, Board policy, and collective bargaining agreements, that are designed to promote fairness and equity so that which ensure that individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination in compliance with applicable antidiscrimination laws.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and organizations that serve populations underrepresented among district employees and consistent with applicable law, seek to recruit a diverse pool of qualified applicants.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. The Additionally, the Superintendent or designee also shall disseminate job announcements in a manner reasonable designed to ensure reach a wide range board pool of qualified candidates.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.23)

The Superintendent shall develop and maintain appropriate hiring procedures to identify the best possible qualified candidate for a position who meet district needs. In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be treated as confidential to the extent consistent with law.

When considering an applicant for a certificated position, the district shall inquire with each district, county office of education (COE), charter school, state special school or diagnostic center operated by the California Department of Education (CDE), or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was reported to the Commission on Teacher Credentialing (CTC). (Education Code 44939.5)

Additionally, when considering an applicant for a classified position, the district shall inquire with each district, COE, charter school, state special school or diagnostic center operated by CDE, or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. (Education Code 44051)

Upon receipt of an inquiry from another district, COE, charter school, state special school or diagnostic center operated by CDE, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to CTC within its possession in regard to 61 such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has non-psychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954) However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

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impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history information, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

The Superintendent or designee shall not require an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district. (Government Code 12940)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

### **Incentives**

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

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**Policy 4211: Recruitment And Selection**

Status: DRAFT

Original Adopted Date: 05/23/2018 | Last Revised Date: 04/24/2024 | Last Reviewed Date: 04/24/2024

The Board of Trustees is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission and goals, and believes that student benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop fair and transparent recruitment and selection processes and procedures, consistent with applicable law, Board policy, and collective bargain agreements, that which ensure that are designed to promote fairness and equity so that individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination in compliance with applicable antidiscrimination laws.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and organizations that serve populations underrepresented among district employees and consistent with applicable law, seek to recruit a diverse pool of qualified applicants.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. The Additionally, the Superintendent or designer shall also disseminate job announcements in a manner reasonably designed to ensure reach a wide range broad pool of qualified candidates.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.23)

The Superintendent shall develop and maintain appropriate hiring procedures to identify the best possible qualified candidates for a position who meet district needs. In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be treated as confidential to the extent consistent with law.

When considering an applicant for a certificated position, the district shall inquire with each district, county office of education (COE), charter school, state special school or diagnostic center operated by the California Department of Education (CDE), or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was reported to the Commission on Teacher Credentialing (CTC). (Education Code 44939.5)

Additionally, when considering an applicant for a classified position, the district shall inquire with each district, COE, charter school, state special school or diagnostic center operated by CDE, or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. (Education Code 44051)

Upon receipt of an inquiry from another district, COE, charter school, state special school or diagnostic center operated by CDE, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to CTC within its possession in regard to 140 such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has non-psychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

The Superintendent or designee shall not require an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district. (Government Code 12940)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

### **Incentives**

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

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**Policy 4311: Recruitment And Selection**

Status: DRAFT

Original Adopted Date: 05/23/2018 | Last Revised Date: 04/24/2024 | Last Reviewed Date: 04/24/2024

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes, and procedures consistent with applicable law, Board policy, and collective bargaining agreements, that ensure are designed to promote fairness and equity so that individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination in compliance with applicable laws.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and organizations that serve populations underrepresented among district employees and consistent with applicable with law, and seek to recruit a diverse pool of qualified applicants.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. Additionally, the Superintendent or designee shall also disseminate job announcements in a manner reasonably designed to ensure reach a wide range broad pool of qualified candidates.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.2)

The Superintendent shall develop and maintain appropriate, hiring procedures to identify the best possible qualified candidates for a position who meet district needs. In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be treated as confidential and the the extent consistent with law.

When considering an applicant for a certificated position, the district shall inquire with each district, county office of education (COE), charter school, state special school or diagnostic center operated by the California Department of Education (CDE), or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was reported to the Commission on Teacher Credentialing (CTC). (Education Code 44939.5)

Additionally, when considering an applicant for a classified position, the district shall inquire with each district, COE, charter school, state special school or diagnostic center operated by CDE, or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. (Education Code 44051)

Upon receipt of an inquiry from another district, COE, charter school, state special school or diagnostic center operated by CDE, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to CTC within its possession in regard to 218 such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

The Superintendent or designee shall not require an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district. (Government Code 12940)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

### **Incentives**

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

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**Regulation 4112: Appointment And Conditions Of Employment**

**Status:** DRAFT

**Original Adopted Date:** 12/10/2014 | **Last Reviewed Date:** 12/10/2014

Upon recommendation from the Superintendent or designee, the Board of Trustees shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy (Education Code 44250-44279, 44330)
  2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)
  3. ~~When required by the federal No Child Left Behind Act for teachers of core academic subjects, possess the qualifications of "highly qualified" teachers as defined in law, Board policy and administrative regulations (20 USC 6319)~~  
Submit to fingerprinting and criminal background clearance as required by law (Education Code 44830.1)
  4. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)
  5. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)
  6. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
  7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)
  8. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)
  9. Submit to a physical examination, tuberculosis testing and/risk assessment, ~~and/or provide a medical certificate~~ any as required by medical examinations or certifications in accordance with law and Board policy (Education Code 44839, 49406)
  10. Submit to drug and alcohol testing ~~as required by~~ accordance with law, Board policy and collective bargaining agreement, as applicable
  11. File the oath or affirmation of allegiance required by Government Code 3100-3109
  12. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation, including any reports of egregious misconduct in accordance with Board Policy 4111/4211/4311 - Recruitment and Selection or otherwise related to credentialing, assignment, and misconduct reporting.
  13. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if not such document is available, other suitable evidence of the termination of service (Education Code 44838)
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**Regulation 4112.5: Criminal Record Check**

**Status:** DRAFT

**Original Adopted Date:** 09/09/2015 | **Last Revised Date:** 04/24/2024 | **Last Reviewed Date:** 04/24/2024

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment solely on the basis that the person has been: (Education Code 44830.1, 44836, 45122.1, 45123)

1. Convicted of a violent or serious felony, controlled substance offense, or sex offense, and the conviction is reversed, and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor.
2. Convicted of a violent or serious felony and has obtained a certificate of rehabilitation or a pardon.
3. Convicted of a serious felony, that is not also a violent felony, and has proven to the sentencing court that rehabilitation for purposes of school employment has been attained for at least one year.
4. Convicted of a controlled substance offense and is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing.
5. Convicted of a controlled substance offense and is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years.

A certificated employee may be hired by the district without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by the Commission on Teacher Credentialing if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

**Pre-Employment Record Check**

Prior to offering employment, the Superintendent or designee shall, when considering an applicant for employment, inquire if the applicant was subject to complaints of egregious misconduct, in accordance with Board Policy 4111/4211/4311 - Recruitment and Selection

Additionally, the Superintendent or designee shall require each person to be employed by the district to submit fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment
2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

The Superintendent or designee shall require each person to be employed by the district to submit his/her fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the

Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment.
2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor.

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted his/her fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

### **Subsequent Arrest Notification**

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

When the district receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the district. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

### **Notification of Applicant/Employee**

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

### **Maintenance of Records Criminal Record Offender Notification**

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the district and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. In addition, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked

file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

### **Egregious Misconduct Inquiries**

The Superintendent or designee shall disclose to any inquiring local educational agency (LEA) or private school regarding an applicant for employment to that LEA, all relevant information related to any report to CTC of egregious misconduct. (Education Code 44051, 44939.5)

### **Interagency Agreement**

Subject to an interagency agreement with other school districts, the district shall submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

Upon receipt from the DOJ of a report of conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

~~In addition,~~ **Additionally,** upon receipt from the DOJ of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the ~~s~~**S**uperintendent of any participating district, or the person designated in writing by that ~~s~~**S**uperintendent, that the report is available for inspection on a confidential basis by the ~~s~~**S**uperintendent or the authorized designee. The report shall be made available at the district office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. In addition, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown and shall make this record available to the DOJ. (Education Code 44830.2, 45125.01)

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## EMPLOYEE STATEMENT FORM

### ~~USE OF CONDITIONS FOR RELEASE OF CRIMINAL JUSTICE OFFENDER RECORD INFORMATION~~

~~As an employee/volunteer of School District, you may have access to confidential criminal record information which is controlled by state and federal statutes. Misuse of such information may adversely affect the individual's civil rights and violate constitutional rights of privacy. Penal Code 502 prescribes the penalties relating to computer crimes. Penal Code 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be disseminated. Penal Code 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information.~~ ¶

~~Government Code 6200 prescribes felony penalties for misuse of public records. Penal Code 11142 and 13300 state:~~ ¶

~~"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."~~ ¶

~~Civil Code 1798.53, Invasion of Privacy, states:~~ ¶

~~"Any person who intentionally discloses information, not otherwise public, which they know or should reasonably know was obtained from personal or confidential information maintained by a state agency or from records within a system of records maintained by a federal government agency, shall be subject to a civil action, for invasion of privacy, by the individual."~~ ¶

### ~~CIVIL, CRIMINAL, AND ADMINISTRATIVE PENALTIES:~~ ¶

~~\*Penal Code 11141: DOJ furnishing to unauthorized person (misdemeanor)~~ ¶

~~\*Penal Code 11142: Authorized person furnishing to other (misdemeanor)~~ ¶

~~\*Penal Code 11143: Unauthorized person in possession (misdemeanor)~~ ¶

~~\*California Constitution, Article I, Section 1 (Right to Privacy)~~ ¶

~~\* Civil Code 1798.53, Invasion of Privacy~~ ¶

~~\*Title 18 USC 641, 1030, 1951, and 1952~~ ¶

~~Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may result in criminal and/or civil action.~~ ¶

~~I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.~~ ¶

~~Signature Date~~

~~Printed Name~~

~~Title Name of~~

District¶

~~PLEASE NOTE: Do not return this form to the DOJ. Your Custodian of Records should maintain¶~~

~~these forms.~~

To uphold the standards of security specified in the Federal Bureau of Investigation's, "CJIS Security Policy," for all personnel accessing or viewing criminal offender record information (CORI), controlled by state and federal statutes, please review and acknowledge the terms below. Misuse of CORI may violate constitutional rights of privacy, result in the suspension or loss of your employment, and prosecution for state and federal crimes. Once acknowledged, this form shall be kept on file by the Custodian of Records and not returned to the California Department of Justice (DOJ).

\_\_\_\_\_ I recognize that CORI and related data are sensitive and have the potential for great harm if misused

\_\_\_\_\_ I acknowledge I will complete the basic security awareness training required within six months of initial assignment and biennially thereafter

\_\_\_\_\_ I acknowledge that access to CORI and related data is limited to the purpose(s) for which my district is authorized to receive it for (Penal Code 11105; 28 CFR 50.12)

\_\_\_\_\_ I understand that in order to be given direct access to the web-based portal, Applicant Agency Justice Connection (AAJC), I must become a confirmed Custodian of Records with the DOJ

If confirmed, my login information to the portal shall not be shared with anyone

\_\_\_\_\_ I understand that accessing the AAJC for an appropriate purpose and then disseminating the information received for another purpose constitutes misuse (Penal Code 11142, 11143)

\_\_\_\_\_ I understand that misuse of the AAJC may include but not be limited to: accessing it without authorization; exceeding authorized access; accessing it for an improper purpose; using or disseminating information without authorization, and may subject me to administrative and criminal penalties

\_\_\_\_\_ I understand I am required to report any security events and weaknesses as quickly as possible to the district's Custodian of Records

\_\_\_\_\_ I further understand that the occurrence of misuse does not depend upon whether I receive compensation for the unauthorized activity I hereby acknowledge and understand the terms listed above and agree to uphold the standards of security when accessing or viewing criminal offender record information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Exhibit PIONEER UNION ELEMENTARY SCHOOL DISTRICT

approved: ~~September 9, 2015~~ Hanford, California

**Regulation 4212.5: Criminal Record Check**

**Status:** DRAFT

**Original Adopted Date:** 09/09/2015 | **Last Revised Date:** 04/24/2024 | **Last Reviewed Date:** 04/24/2024

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment solely on the basis that the person has been: (Education Code 44830.1, 44836, 45122.1, 45123)

1. Convicted of a violent or serious felony, controlled substance offense, or sex offense, and the conviction is reversed, and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor.
2. Convicted of a violent or serious felony and has obtained a certificate of rehabilitation or a pardon.
3. Convicted of a serious felony that is not also a violent felony, proves and has proven to the sentencing court that rehabilitation for purposes of school employment has been attained for at least one year.
4. Convicted of a controlled substance offense and is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing.
5. Convicted of a controlled substance offense and is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years.

A certificated employee may be hired by the district without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by the Commission on Teacher Credentialing if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

**Pre-Employment Record Check**

The Superintendent or designee shall require each person to be employed by the district to submit his/her fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment.
2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor.

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted his/her fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

Prior to offering employment, the Superintendent or designee shall, when considering an applicant for employment, inquire if the applicant was subject to complaints of egregious misconduct, in accordance with Board Policy 4111/4211/4311 – Recruitment and Selection.

Additionally, the Superintendent or designee shall require each person to be employed by the district to submit

fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

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The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

### **Subsequent Arrest Notification**

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

When the district receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the district. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

### **Notification of Applicant/Employee**

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

### **Maintenance of ~~Records~~ Criminal Record Offender Notification**

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the district and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. ~~In addition~~ Additionally, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

### **Egregious Misconduct Inquiries**

The Superintendent or designee shall disclose to any inquiring local educational agency (LEA) or private school regarding an applicant for employment to that LEA, all relevant information related to any report to CTC of egregious misconduct. (Education Code 44051, 44939.5)

### **Interagency Agreement**

Subject to an interagency agreement with other school districts, the district shall submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

Upon receipt from the DOJ of a report of conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

~~In addition~~ Additionally, upon receipt from the DOJ of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the Superintendent of any participating district, or the person designated in writing by that Superintendent, that the report is available for inspection on a confidential basis by the Superintendent or the authorized designee. The report shall be made available at the district office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. ~~In addition~~ Additionally, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown and shall make this record available to the DOJ. (Education Code 44830.2, 45125.01)

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## EMPLOYEE STATEMENT FORM

### ~~USE CONDITIONS FOR RELEASE OF CRIMINAL JUSTICE OFFENDER RECORD INFORMATION~~

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~~"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor." ¶~~

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~~\*California Constitution, Article I, Section 1 (Right to Privacy) ¶~~

~~\* Civil Code 1798.53, Invasion of Privacy ¶~~

~~\*Title 18 USC 641, 1030, 1951, and 1952 ¶~~

~~Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may result in criminal and/or civil action. ¶~~

~~I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION. ¶~~

~~Signature Date~~

~~Printed Name~~

~~Title Name of~~

District¶

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To uphold the standards of security specified in the Federal Bureau of Investigation's, "CJIS Security Policy," for all personnel accessing or viewing criminal offender record information (CORI), controlled by state and federal statutes, please review and acknowledge the terms below. Misuse of CORI may violate constitutional rights of privacy, result in the suspension or loss of your employment, and prosecution for state and federal crimes. **Once acknowledged, this form shall be kept on file by the Custodian of Records and not returned to the California Department of Justice (DOJ).**

\_\_\_\_\_ I recognize that CORI and related data are sensitive and have the potential for great harm if misused

\_\_\_\_\_ I acknowledge I will complete the basic security awareness training required within six months of initial assignment and biennially thereafter

\_\_\_\_\_ I acknowledge that access to CORI and related data is limited to the purpose(s) for which my district is authorized to receive it for (Penal Code 11105; 28 CFR 50.12)

\_\_\_\_\_ I understand that in order to be given direct access to the web-based portal, Applicant Agency Justice Connection (AAJC), I must become a confirmed Custodian of Records with the DOJ. If confirmed, my login information to the portal shall not be shared with anyone

\_\_\_\_\_ I understand that accessing the AAJC for an appropriate purpose and then disseminating the information received for another purpose constitutes misuse (Penal Code 11142, 11143)

\_\_\_\_\_ I understand that misuse of the AAJC may include but not be limited to: accessing it without authorization; exceeding authorized access; accessing it for an improper purpose; using or disseminating information without authorization, and may subject me to administrative and criminal penalties

\_\_\_\_\_ I understand I am required to report any security events and weaknesses as quickly as possible to the district's Custodian of Records

\_\_\_\_\_ I further understand that the occurrence of misuse does not depend upon whether I receive compensation for the unauthorized activity

I hereby acknowledge and understand the terms listed above and agree to uphold the standards of security when accessing or viewing criminal offender record information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Exhibit PIONEER UNION ELEMENTARY SCHOOL DISTRICT

approved: ~~September 9, 2015~~ Hanford, California

## EMPLOYEE STATEMENT FORM

### ~~USE CONDITIONS FOR RELEASE OF CRIMINAL JUSTICE OFFENDER RECORD INFORMATION~~

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~~\*Penal Code 11141: DOJ furnishing to unauthorized person (misdemeanor)~~¶

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~~\*Penal Code 11143: Unauthorized person in possession (misdemeanor)~~¶

~~\*California Constitution, Article I, Section 1 (Right to Privacy)~~¶

~~\* Civil Code 1798.53, Invasion of Privacy~~¶

~~\*Title 18 USC 641, 1030, 1951, and 1952~~¶

~~Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may result in criminal and/or civil action.~~¶

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~~Signature Date~~

~~Printed Name~~

~~Title Name of~~

District¶

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To uphold the standards of security specified in the Federal Bureau of Investigation's, "CJIS Security Policy," for all personnel accessing or viewing criminal offender record information (CORI), controlled by state and federal statutes, please review and acknowledge the terms below. Misuse of CORI may violate constitutional rights of privacy, result in the suspension or loss of your employment, and prosecution for state and federal crimes. **Once acknowledged, this form shall be kept on file by the Custodian of Records and not returned to the California Department of Justice (DOJ).**

\_\_\_\_\_ I recognize that CORI and related data are sensitive and have the potential for great harm if misused

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I hereby acknowledge and understand the terms listed above and agree to uphold the standards of security when accessing or viewing criminal offender record information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Exhibit PIONEER UNION ELEMENTARY SCHOOL DISTRICT

approved: ~~September 9, 2015~~ Hanford, California

## Regulation 4112.6: Personnel Files

Status: DRAFT

Original Adopted Date: 12/10/2014 | Last Reviewed Date: 12/10/2014

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

### Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in his/her the employee file, he/she shall be informed that the signature only signifies that he/she the employee has read the material and does not necessarily indicate that he/she the employee agrees with its contents.

Any request by an employee to include materials in his/her the employee's personnel file must shall be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to his/her the employee performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file. (Education Code 44663)

### Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter his/her the employee's own comments and have them attached to the derogatory statement. (Education Code 44031)

### Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee or former employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

An individual Individual Board of Trustees members shall not access or be given allowed to access to an employee's or former employee's personnel files, but the Board may request pertinent information from an employee's or former employee's file in the case cases of a personnel action.

Additionally, an employee or former employee's personnel files shall only be disclosed to an officer or employee of an agency conducting immigration enforcement in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

### File Review by Employee

Any employee or former employee wishing to inspect his/her the employee's or former employee's personnel record shall contact the Superintendent or designee.

With the exceptions noted Unless there is an exception as specified below, all personnel records related to the employee's or former employee's performance, including education or training records, or to any grievance concerning the employee or former employee shall be made available for inspection by the employee, or former

employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee or former employee: (Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense
2. Letters of reference
3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

Personnel records related to the employee's, or former employee's, job performance or to any grievance concerning him/her the employee shall be made available to the employee for inspection at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the district receives a written request, unless the current or former employee, or the employee's representative, and the Superintendent or designee agree in writing to a date beyond 30 calendar days to inspect the records, and the agreed-upon date does not exceed 35 calendar days from the district's receipt of the written request. (Education Code 44031; Labor Code 1198.5)

For current employees, the Superintendent or designee shall make the records available for inspection at the place where the employee reports to work, or at another mutually agreeable location. If the Superintendent or designee requires the employee to inspect the records at a location other than the place where the employee reports to work, there shall be no loss of compensation to the employee. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the district, unless the employee is required to view the file where it is stored. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall: (Labor Code 1198.5) For former employees, the Superintendent or designee shall make the records available for inspection at the location where district stores the records unless a different location is mutually agreed to. If a former employee was terminated for violation of law, or an employment-related policy, involving harassment or workplace violence, the Superintendent or designee may make the personnel records available at the location other than the workplace that is within a reasonable driving distance of the former employee's residence, or provide a copy of the personnel records by mail. (Labor Code 1198.5)

1. Permit the employee to inspect the personnel records at the location where the district stores the personnel records, with no loss of compensation to the employee

If the employee has, in writing, authorized a representative, the employee may be accompanied by a that representative of his/her choice while reviewing the employee's his/her personnel records. The Superintendent or designee may take reasonable steps to verify the identity of a current or former employee or the employee's authorized representative. (Labor Code 1198.5)

Inspection shall take place in the presence of the Superintendent or designee. The Superintendent or designee shall keep a record of the date and time the file was reviewed and the name and title of the person(s) present during the review.

In no instance shall any material be removed from the records.

Upon a written request from a current or former employee, or their representative, the Superintendent or designee shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, no later than 30 calendar days from the date the district receives the request. The deadline to provide a copy of the records may be extended to a date beyond 30 calendar days if the current or former employee, or their representative, and the Superintendent or designee agree in writing, as long as the agreed-upon date does not exceed 35 calendar days from the receipt of the written request. The Superintendent or designee shall provide any copy of a personnel file at the place described above for inspection. A former employee may receive a copy by mail if the employee reimburses the district for actual postal expenses. (Labor Code 1198.5)

### **Record Retention**

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

## **Egregious Misconduct**

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, credible complaints of, substantiated investigations into, or discipline for egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, personnel commission, Commission on Professional Competence, or administrative law judge, the employee prevailed, the allegations were determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Upon receipt of an inquiry from another district, county office of education, charter school, state special school or diagnostic center operated by the California Department of Education, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to the Commission on Teacher Credentialing within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

Requests for copies of material in a personnel record must be made in writing.

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**Regulation 4212.6: Personnel Files**

Status: DRAFT

Original Adopted Date: 12/10/2014 | Last Reviewed Date: 12/10/2014

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

**Placement of Material in Personnel Files**

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in his/her the employee's file, he/she the employee shall be informed that the signature only signifies that he/she the employee has read the material and does not necessarily indicate that he/she the employee agrees with its contents.

Any request by an employee to include materials in his/her the employee's personnel file must be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to his/her the employee's performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file. (Education Code 44663)

**Derogatory Information**

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter his/her the employee's own comments and have them attached to the derogatory statement. (Education Code 44031)

**Persons with Authorized Access**

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee or former employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

Individual An individual Board of Trustees members shall not access or be allowed given access to access an employee's or former employee's personnel files, but the Board may request pertinent information from an employee's or former employee's file in cases the case of a personnel action.

Additionally, an employee or former employee's personnel files shall only be disclosed to an officer or employee of an agency conducting immigration enforcement in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

**File Review by Employee**

Any employee or former employee wishing to inspect his/her the employee's or former personnel record shall contact the Superintendent or designee.

With the exceptions noted Unless there is an exception as specified below, all personnel records related to the employee's or former employee's performance, including education or training records, or to any grievance concerning the employee or former employee shall be made available for inspection by the employee; or former

**employee.** Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee **or former employee:** (Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense
2. Letters of reference
3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

Personnel records related to the employee's, **or former employee's,** job performance or to any grievance concerning **him/her** the employee shall be made available to the employee for inspection at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the district receives a written request, unless the current or former employee, or the employee's representative, and the Superintendent or designee agree in writing to a date beyond 30 calendar days to inspect the records, and the agreed-upon date does not exceed 35 calendar days from the district's receipt of the written request. (Education Code 44031; Labor Code 1198.5)

For current employees, the Superintendent or designee shall make the records available for inspection at the place where the employee reports to work, or at another mutually agreeable location. If the Superintendent or designee requires the employee to inspect the records at a location other than the place where the employee reports to work, there shall be no loss of compensation to the employee.

The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the district, **unless the employee is required to view the file where it is stored.** (Education Code 44031; Labor Code 1198.5)

**The Superintendent or designee shall:** (Labor Code 1198.5)

For former employees, the Superintendent or designee shall make the records available for inspection at the location where the district stores the records unless a different location is mutually agreed to. If a former employee was terminated for violation of law, or an employment-related policy, involving harassment or workplace violence, the Superintendent or designee may make the personnel records available at a location other than the workplace that is within a reasonable driving distance of the former employee's residence, or provide a copy of the personnel records by mail. (Labor Code 1198.5)

1. **Permit the employee to inspect the personnel records at the location where the district stores the personnel records, with no loss of compensation to the employee**

If the employee has, in writing, authorized a representative, **T**he employee may be accompanied by **athat** representative **of his/her choice** while reviewing **his/her** the employee's personnel records. The Superintendent or designee may take reasonable steps to verify the identity of a current or former employee or the employee's authorized representative. (Labor Code 1198.5)

Inspection shall take place in the presence of the Superintendent or designee. The Superintendent or designee shall keep a record of the date and time the file was reviewed and the name and title of the person(s) present during the review.

In no instance shall any material be removed from the records.

### **Record Retention**

Personal records for current and former employees shall be retained in accordance with 5 CCR16023.

### **Egregious Misconduct**

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, credible complaints of, substantiated investigations into, or discipline for egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, personnel commission, Commission on Professional Competence, or administrative law judge, the employee prevailed, the allegations were determined

to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Upon receipt of an inquiry from another district, county office of education, charter school, state special school or diagnostic center operated by the California Department of Education, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to the Commission on Teacher Credentialing within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

Requests for copies of material in a personnel record must be made in writing.

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## Regulation 4312.6: Personnel Files

Status: DRAFT

Original Adopted Date: 12/10/2014 | Last Reviewed Date: 12/10/2014

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Personnel files records for district police or security officers shall be maintained and accessed in accordance with Government Code 3305-3306.5 current and former employees shall be retained in accordance with 5 CCR 16023.

### Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in the employee's his/her file, the employee he/she shall be informed that the signature only signifies that the employee he/she has read the material and does not necessarily indicate that the employee he/she agrees with its contents.

Any request by an employee to include materials in his/her personnel file must be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to the employee his/her performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file. (Education Code 44633)

### Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter his/her the employee's own comments and have them attached to the derogatory statement. (Education Code 44031)

### Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee or former employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

Individual An individual Board of Trustees members member shall not access or be allowed given access to access an employee's or former employee's personnel files, but the Board may request pertinent information from an employee's or former employee's file in cases the case of a personnel action.

Additionally, an employee or former employee's personnel files shall only be disclosed to an officer or employee of an agency conducting immigration enforcement in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

### File Review by Employee

Any employee or former employee wishing to inspect his/her the employee's or former employee's personnel record shall contact the Superintendent or designee.

With the exceptions noted Unless there is an exception as specified below, all personnel records related to the employee's or former employee's performance, including education or training records, or to any grievance

concerning the employee or former employee shall be made available for inspection by the employee; or former employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee or former employee: (Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense
2. Letters of reference
3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

Personnel records related to the employee's, or former employee's, job performance or to any grievance concerning him/her the employee shall be made available to the employee for inspection at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the district receives a written request, unless the current or former employee, or the employee's representative, and the Superintendent or designee agree in writing to a date beyond 30 calendar days to inspect the records, and the agreed-upon date does not exceed 35 calendar days from the district's receipt of the written request. (Education Code 44031; Labor Code 1198.5)

For current employees, the Superintendent or designee shall make the records available for inspection at the place where the employee reports to work, or at another mutually agreeable location. If the Superintendent or designee requires the employee to inspect the records at a location other than the place where the employee reports to work, there shall be no loss of compensation to the employee. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the district, unless the employee is required to view the file where it is stored. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall: (Labor Code 1198.5)

1. Permit the employee to inspect the personnel records at the location where the district stores the personnel records, with no loss of compensation to the employee

For former employees, the Superintendent or designee shall make the records available for inspection at the location where the district stores the records unless a different location is mutually agreed to. If a former employee was terminated for violation of law, or an employment-related policy, involving harassment or workplace violence, the Superintendent or designee may make the personnel records available at a location other than the workplace that is within a reasonable driving distance of the former employee's residence, or provide a copy of the personnel records by mail. (Labor Code 1198.5)

~~The employee may be accompanied by a representative of his/her choice while reviewing his/her personnel records.~~

Inspection shall take place in the presence of the Superintendent or designee. The Superintendent or designee shall keep a record of the date and time the file was reviewed and the name and title of the person(s) present during the review.

In no instance shall any material be removed from the records. ~~Requests for copies of material in a personnel record must be made in writing.~~

Upon a written request from a current or former employee, or their representative, the Superintendent or designee shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, no later than 30 calendar days from the date the district receives the request. The deadline to provide a copy of the records may be extended to a date beyond 30 calendar days if the current or former employee, or their representative, and the Superintendent or designee agree in writing, as long as the agreed-upon date does not exceed 35 calendar days from the receipt of the written request. The Superintendent or designee shall provide any copy of a personnel file at the place described above for inspection. A former employee may receive a copy by mail if the employee reimburses the district for actual postal expenses. (Labor Code 1198.5)

### **Record Retention**

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

### **Egregious Misconduct**

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, credible complaints of, substantiated investigations into, or discipline for egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, personnel commission, Commission on Professional Competence, or administrative law judge, the employee prevailed, the allegations were determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Upon receipt of an inquiry from another district, county office of education, charter school, state special school or diagnostic center operated by the California Department of Education, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to the Commission on Teacher Credentialing within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5

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EXHIBIT 4112.9- E: Employee Notifications

WHEN/WHOM TO NOTIFY	EDUCATION OR OTHER LEGAL CODE	BOARD POLICY/ADMINISTRATIVE REGULATION #	SUBJECT
<b>I. To All Employees</b>			
At the beginning of school year or upon employment	Education Code 231.5, Government Code 12950	AR 4119.11/4219.11/4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide products, active ingredients, <del>internet address to access information on pesticides</del> internet address to access information on pesticides
When the school confirms the presence of immigration enforcement on the school site	Education Code 32282	AR 0450, AR 1445	Presence of immigration enforcement on school site
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on implementing year-round program schedule
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3; BP 0460; BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan
Annually	Education Code 49069.5, 51225.1	AR 6173, AR 6173.1, 6173.3, 6175	Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and newcomer students.
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer <del>emergency auto-injectors</del> epinephrine delivery systems
At least once per school year	Education Code 49414.7	AR 5141.21	Request for volunteers to be trained to administer stock albuterol inhalers

At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
When a parent/guardian requests for district	Education Code 49468.2	AR 5141.21	Request for volunteers to be trained in recognition and response to seizures,

designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures			including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.
To all employees	Government Code 1126	BP 4136/4236/4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020, BP 4159/4259/4359	District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43/4219.43/4319.43	AIDS and hepatitis B, methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2/4261.2/4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1/4261.1/4361.1	Amount of sick leave available

Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
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To covered employees and former employees	Labor Code 2800.2	AR 4154/4254/4354	Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1/4257.1/4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable <b>Where:</b> Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted	Labor Code 6409.6	AR 4157/4257/4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

Prior to beginning employment or volunteering	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
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Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury	Unemployment Insurance Code 2613	AR 4154/4254/4354	Disability insurance rights and benefits
To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the Superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses	Welfare and Institutions Code 827	AR 4158/4258/4358	Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410, AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8/4261.8/4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157/4257/4357	The right and procedure to access the injury and illness

			prevention program
To all employees	34 CFR 106.8	AR 4119.11/4219.11/4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
Prior to the beginning of school year or upon employment	20 USC 2354; 34 CFR 100 Appendix B, 104.8	AR 6178	All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

**II. To Certificated Employees**

To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14/4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115, BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation

To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district elects to issue reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year

To probationary and temporary certificated employees upon employment and every July thereafter	Education Code 44916	AR 4112.1, AR 4121	Employment status and salary
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118; AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct

To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel,	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision <del>re:</del> regarding termination

with final notice by May 15			
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year

During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the <b>Governing</b> Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated	Education Code 44955.5	BP 4117.3	Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the <b>Governing</b> Board
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158/4258/4358	Student has committed specified act that constitutes ground for suspension or expulsion
To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion	Education Code 48201	AR 4158/4258/4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in	5 CCR 80303	AR 4117.7/4317.7	Contents of state regulation <b>re:regarding</b> report to Commission on Teacher Credentialing

employment status due to alleged misconduct			
<b>III. To Classified Employees</b>			

When a classified employee is subject to disciplinary action for cause, in a nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15	Education Code 45117	AR 4217.3	Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the <b>Governing</b> Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds	Education Code 45117	AR 4217.3	District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the <b>Governing</b> Board
At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program	Education Code 45117	AR 4217.3	Notice of layoff date, displacement and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1, AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to

expiration of specified documents			renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42/4212.42/4312.42	Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42/4212.42/4312.42	Post accident information, procedures, and instruction
<b>IV. To Administrative/Supervisory Personnel</b>			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121, BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
<b>V. To Individual Employees Under Special Circumstances</b>			
In the event of a breach of security of district records to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6/4212.6/4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer <b>emergency epinephrine auto-injector delivery systems</b>	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that

decision to impose discipline			discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5/4261.5/4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23/4219.23/4319.23	Law prohibiting disclosure of confidential information obtained in closed session
When document identifying employee who is victim of domestic violence is disclosed	Labor Code 230	AR 4158/4258/4358	Accommodations and leave for victims of domestic violence
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1/4257.1/4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5/4212.5/4312.5	Copy of DOJ notification
To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42/4219.42/4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination	8 CCR 5191	AR 3514.1	Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

To any employee who may be exposed to	8 CCR 5194	AR 3514.1	Requirements of 8 CCR 5194, including any presence of
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hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area			hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5/4261.5/4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8/4261.8/4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8/4261.8/4361.8	Rights and responsibilities <del>re:</del> regarding use of FMLA; consequences of failure to meet obligations
To all employees working with families experiencing homelessness	Education Code 48851.3, 42 USC 11432	AR 6173	Duties of district liaison for homeless students and availability of training and services

**Policy 4212.9: Employee Notifications**

**Status:** DRAFT

**Original Adopted Date:** 12/10/2014 | **Last Revised Date:** 08/14/2024 | **Last Reviewed Date:** 08/14/2024

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications he/she the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

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EXHIBIT 4212.9- E: Employee Notifications

WHEN/WHOM TO NOTIFY	EDUCATION OR OTHER LEGAL CODE	BOARD POLICY/ADMINISTRATIVE REGULATION #	SUBJECT
<b>I. To All Employees</b>			
At the beginning of school year or upon employment	Education Code 231.5, Government Code 12950	AR 4119.11/4219.11/4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide products, active ingredients, <del>Internet address to access information on pesticides</del> internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on implementing year-round program schedule
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3; BP 0460; BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan
Annually	Education Code 49069.5, 51225.1	<del>AR 6173, AR 6173.1, 6173.3, 6175</del> 6146.3	Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and newcomer students.
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer <del>emergency epinephrine auto-injectors</del> delivery systems
At least once per school year	Education Code 49414.7	AR 5141.21	Request for volunteers to be trained to administer stock albuterol inhalers
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
When a parent/guardian requests for district	Education Code 49468.2	AR 5141.21	Request for volunteers to be trained in recognition and response to seizures,

designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures			including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.
To all employees	Government Code 1126	BP 4136/4236/4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020, BP 4159/4259/4359	District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43/4219.43/4319.43	AIDS and hepatitis B, methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2/4261.2/4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1/4261.1/4361.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation

To covered employees and former employees	Labor Code 2800.2	AR 4154/4254/4354	Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1/4257.1/4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable <b>Where:</b> Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted	Labor Code 6409.6	AR 4157/4257/4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment <b>or</b> <b>volunteering</b>	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury	Unemployment Insurance Code 2613	AR 4154/4254/4354	Disability insurance rights and benefits
To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses	Welfare and Institutions Code 827	AR 4158/4258/4358	Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410, AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8/4261.8/4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157/4257/4357	The right and procedure to access the injury and illness prevention program
To all employees	34 CFR 106.8	AR 4119.11/4219.11/4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
Prior to the beginning of school year or upon employment	20 USC 2354; 34 CFR 100 Appendix B, 104.8	AR 6178	All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100
<b>II. To Certificated Employees</b>			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14/4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115, BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district elects to issue reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year

To probationary and temporary certificated employees upon employment and every July thereafter	Education Code 44916	AR 4112.1, AR 4121	Employment status and salary
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether <del>or not</del> employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP <del>4118</del> / AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel,	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of <b>Governing</b> Board decision

			regarding termination
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with final notice by May 15			
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Governing Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated	Education Code 44955.5	BP 4117.3	Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Governing Board
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158/4258/4358	Student has committed specified act that constitutes ground for suspension or expulsion

To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion	Education Code 48201	AR 4158/4258/4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in	5 CCR 80303	AR 4117.7/4317.7	Contents of state regulation <del>re:</del> regarding report to Commission on Teacher Credentialing

employment status due to alleged misconduct			
<b>III. To Classified Employees</b>			
When a classified employee is subject to disciplinary action for cause, in a nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15	Education Code 45117	AR 4217.3	Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the <b>Governing</b> Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds	Education Code 45117	AR 4217.3	District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the <b>Governing</b> Board

At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program	Education Code 45117	AR 4217.3	Notice of layoff date, displacement and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1, AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to

expiration of specified documents			renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42/4212.42/4312.42	Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42/4212.42/4312.42	Post accident information, procedures, and instruction

**IV. To Administrative/Supervisory Personnel**

To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121, BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the reassignment

By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
<b>V. To Individual Employees Under Special Circumstances</b>			
In the event of a breach of security of district records to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6/4212.6/4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer emergency epinephrine auto-injector delivery systems	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that

decision to impose discipline			discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5/4261.5/4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23/4219.23/4319.23	Law prohibiting disclosure of confidential information obtained in closed session
When document identifying employee who is victim of domestic violence is disclosed	Labor Code 230	AR 4158/4258/4358	Accommodations and leave for victims of domestic violence
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1/4257.1/4357.1	Potential eligibility for workers' compensation benefits, claim form

When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5/4212.5/4312.5	Copy of DOJ notification
To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42/4219.42/4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination	8 CCR 5191	AR 3514.1	Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to	8 CCR 5194	AR 3514.1	Requirements of 8 CCR 5194, including any presence of

hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area			hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5/4261.5/4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8/4261.8/4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8/4261.8/4361.8	Rights and responsibilities regarding use of FMLA; consequences of failure to meet obligations

To all employees working with families experiencing homelessness	Education Code 48851.3, 42 USC 11432	AR 6173	Duties of district liaison for homeless students and availability of training and services
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**Policy 4312.9: Employee Notifications**

**Status:** DRAFT

**Original Adopted Date:** 12/10/2014 | **Last Revised Date:** 08/14/2024 | **Last Reviewed Date:** 08/14/2024

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications he/she believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

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EXHIBIT 4312.9- E: Employee Notifications

WHEN/WHOM TO NOTIFY	EDUCATION OR OTHER LEGAL CODE	BOARD POLICY/ADMINISTRATIVE REGULATION #	SUBJECT
<b>I. To All Employees</b>			
At the beginning of school year or upon employment	Education Code 231.5, Government Code 12950	AR 4119.11/4219.11/4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide products, active ingredients, Internet address to access information on pesticides <a href="#">internet address to access information on pesticides</a>
When the school confirms the presence of immigration enforcement on the school site	Education Code 32282	AR 0450, AR 1445	Presence of immigration enforcement on school site
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on implementing year-round program schedule
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3; BP 0460; BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan
Annually	Education Code 49069.5, 51225.1	AR <del>6173</del> , AR 6173.1, <del>6173.3</del> , <del>6175</del> 6146.3	Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and newcomer students.
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer <a href="#">emergency epinephrine auto-injectors</a> <a href="#">delivery systems</a>
At least once per school year	Education Code 49414.7	AR 5141.21	Request for volunteers to be trained to administer stock albuterol inhalers

At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
When a parent/guardian requests for district	Education Code 49468.2	AR 5141.21	Request for volunteers to be trained in recognition and response to seizures,

designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures			including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.
To all employees	Government Code 1126	BP 4136/4236/4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020, BP 4159/4259/4359	District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43/4219.43/4319.43	AIDS and hepatitis B, methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2/4261.2/4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1/4261.1/4361.1	Amount of sick leave available

Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
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To covered employees and former employees	Labor Code 2800.2	AR 4154/4254/4354	Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1/4257.1/4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable <b>Where:</b> Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted	Labor Code 6409.6	AR 4157/4257/4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

Prior to beginning employment or volunteering	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
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Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury	Unemployment Insurance Code 2613	AR 4154/4254/4354	Disability insurance rights and benefits
To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses	Welfare and Institutions Code 827	AR 4158/4258/4358	Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410, AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8/4261.8/4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157/4257/4357	The right and procedure to access the injury and illness prevention program

To all employees	34 CFR 106.8	AR 4119.11/4219.11/4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
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Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
Prior to the beginning of school year or upon employment	20 USC 2354; 34 CFR 100 Appendix B, 104.8	AR 6178	All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

**II. To Certificated Employees**

To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14/4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115, BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance

By May 30, if district elects to issue reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
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To probationary and temporary certificated employees upon employment and every July thereafter	Education Code 44916	AR 4112.1, AR 4121	Employment status and salary
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118; AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing

To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel,	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of <b>Governing</b> Board decision <del>re:</del> regarding termination

with final notice by May 15			
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the <b>Governing</b> Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated	Education Code 44955.5	BP 4117.3	Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the <b>Governing</b> Board

To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158/4258/4358	Student has committed specified act that constitutes ground for suspension or expulsion
To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion	Education Code 48201	AR 4158/4258/4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in	5 CCR 80303	AR 4117.7/4317.7	Contents of state regulation re:regarding report to Commission on Teacher Credentialing

employment status due to alleged misconduct			
<b>III. To Classified Employees</b>			
When a classified employee is subject to disciplinary action for cause, in a nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15	Education Code 45117	AR 4217.3	Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Governing Board decision regarding termination

During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the <b>Governing</b> Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds	Education Code 45117	AR 4217.3	District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the <b>Governing</b> Board
At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program	Education Code 45117	AR 4217.3	Notice of layoff date, displacement and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1, AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to

expiration of specified documents			renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying

To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42/4212.42/4312.42	Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42/4212.42/4312.42	Post accident information, procedures, and instruction
<b>IV. To Administrative/Supervisory Personnel</b>			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121, BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
<b>V. To Individual Employees Under Special Circumstances</b>			
In the event of a breach of security of district records to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6/4212.6/4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer <b>emergency</b> epinephrine <b>Delivery systems</b> <b>auto-injector</b>	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that

decision to impose discipline			discipline will be imposed
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To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5/4261.5/4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23/4219.23/4319.23	Law prohibiting disclosure of confidential information obtained in closed session
When document identifying employee who is victim of domestic violence is disclosed	Labor Code 230	AR 4158/4258/4358	Accommodations and leave for victims of domestic violence
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1/4257.1/4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5/4212.5/4312.5	Copy of DOJ notification
To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42/4219.42/4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination	8 CCR 5191	AR 3514.1	Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to	8 CCR 5194	AR 3514.1	Requirements of 8 CCR 5194, including any presence of

hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area			hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5/4261.5/4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8/4261.8/4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8/4261.8/4361.8	Rights and responsibilities <del>re:</del> regarding use of FMLA; consequences of failure to meet obligations
To all employees working with families experiencing homelessness	Education Code 48851.3, 42 USC 11432	AR 6173	Duties of district liaison for homeless students and availability of training and services

**Policy 4200: Classified Personnel**

**Status:** DRAFT

**Original Adopted Date:** 02/14/2018 | **Last Reviewed Date:** 02/14/2018

The Board of Trustees recognizes and believes that classified personnel employees provide essential services that support and enhance the district's educational program, including the academic achievement, personal growth, and well-being of district students. Additionally, the Board of Trustees acknowledges that classified employees benefit from professional development in fulfilling the expectations for their position and expects classified employees to engage in ongoing professional development to improve their skills and pursue excellence.

The Superintendent or designee shall fill each of its classified positions with qualified persons/individuals who meet applicable requirements and district qualifications, consistent with position requirements.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each classified position.

The Superintendent or designee may provide professional development opportunities to classified staff for the purpose of continual improvement of knowledge and skills related to the employee's position.

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

Each classified position shall have a designated title and regular minimum number of assigned hours per day, days per week and months per year.

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

Each classified employee shall be held accountable/responsible for duties/completing assigned to him/her/duties consistent with the applicable job description and shall undergo regular performance evaluations/be evaluated in accordance with law, Board policies, administrative regulations, and in accordance with collective bargaining agreements.

**Substitute and Short-Term Employees**

The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

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**Policy 4300: Administrative And Supervisory Personnel**

Status: DRAFT

Original Adopted Date: 12/10/2014 | Last Reviewed Date: 12/10/2014

The Board of Trustees recognizes believes that effective management is vital to the success of the district students and programs. Management personnel are expected to demonstrate the district's educational goals. The Board recognizes the importance of initiative and good judgment in the development, implementation, and oversight of district programs. Supervisors shall promote the and operations, and encourages management personnel to support productivity, professional growth, and teamwork of district staff among employees. Additionally, the Board acknowledges that administrative and supervisory personnel benefit from professional development in fulfilling the expectations of their position and may provide or require professional development aligned with district priorities, operational needs, and applicable agreements, such that employees may improve their skills and pursue excellence.

Except for the Superintendent who is hired by the Board as specified in Board Policy 2120 – Superintendent Recruitment and Selection, the Superintendent or designee shall select and recommend qualified candidates for administrative and supervisory positions consistent with position requirements and the needs of the district, and the Board shall ratify and approve appointments in accordance with law and Board policy.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each administrative and supervisory position.

Each administrative and supervisory employee shall be responsible for completing assigned duties consistent with the applicable job description and shall be evaluated in accordance with law, Board policies, and administrative regulations, as appropriate.

The Board shall adopt policies related to administrative and supervisory personnel insofar as they are needed to comply with law and describe terms of employment within the district.

The Board may, by resolution, establish or abolish any or all and in accordance with applicable law, designate positions of the senior management of the classified service. Any, and may, by resolution, establish or abolish any such positions. An employee occupying a senior management position abolished by Board action shall become a member of the classified or certificated service in a position to which he/she the employee would otherwise be entitled if he/she the employee had not been in a senior management position. (Education Code 45104.5)

The Superintendent or designee may provide professional development opportunities to administrative and supervisory employees for the purpose of continual improvement of knowledge and skills related to the employee's position.

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**Policy 5141.7: Sun Safety**

Status: DRAFT

Original Adopted Date: 01/14/2015 | Last Reviewed Date: 01/14/2015

Students shall be encouraged to take reasonable measures to protect their skin and eyes from overexposure to the sun while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees.

To encourage and assist students to avoid overexposure to the sun when they are outdoors:

1. Students shall be allowed to wear sun-protective clothing, including, but not limited to, hats. (Education Code 35183.5)
2. Students shall be allowed to wear UV-protective sunglasses outdoors.
3. Students shall be allowed to use sunscreen during the school day without a physician's note or prescription. (Education Code 35183.5)

School personnel shall not be required to assist students in applying sunscreen.

4. Students shall be allowed to use UV-protective lip balm.

The Superintendent or designee shall evaluate the adequacy of shaded and/or indoor areas for recreation at each school and shall consider the provision of sufficient shaded areas in plans for new construction or modernization of facilities.

The Superintendent or designee may monitor the UV Index and modify outdoor school activities with regard to the risk of harm associated with the Index level.

Staff shall be encouraged to model recommended sun-safe behaviors, such as avoiding excessive sun exposure, using sunscreen, and wearing hats and other sun-protective clothing.

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**Policy 5141.75: Weather Safety**

**Status:** DRAFT

**Original Adopted Date:** Pending

The Governing Board recognizes that extreme weather may pose significant risks to the health and safety of students participating in physical activities during extreme weather conditions, including students who are at higher risk of health impacts from extreme weather. The Board desires to protect students from such risks. Additionally, because children are particularly vulnerable to the effects of overexposure to ultraviolet (UV) radiation from the sun and artificial sources, the Board desires to support the prevention of harmful effects of excessive UV radiation exposure by students and to assist students in developing sun-safe habits to use throughout their lives.

*Extreme weather* conditions means occurrences of unusually severe weather conditions, including, but not limited to, periods of extreme heat, excessive precipitation, and floods, that may pose significant harm to students. (Education Code 33355)

*Physical activity* means physical education classes, sports, and athletic practices and games sponsored by a district, except for those relating to an interscholastic athletic program administered by the California Interscholastic Federation. (Education Code 33355)

The Superintendent or designee shall develop, maintain, and implement weather protocols for extreme weather conditions, which incorporate the standardized guidelines compiled by the California Department of Education and detail specific measures to be taken during extreme weather conditions, including, but not limited to: (Education Code 33355)

1. Clear criteria for determining when weather conditions are considered extreme weather conditions and warrant modification or cessation of outdoor physical activities
2. Procedures for monitoring weather forecasts and alerts to anticipate extreme weather conditions
3. Protocols for communicating with staff, students, and parents/guardians regarding changes to outdoor activities due to extreme weather conditions
4. Designation of indoor alternative activities that can be safely conducted during extreme weather conditions
5. Staff training on recognizing signs of weather-related distress in students and appropriate response measures
6. Coordination with relevant local agencies and experts to ensure timely access to weather-related information and resources

The district's weather protocols may include:

1. Considering air quality conditions when determining whether outdoor physical activity should be modified
2. Maintaining air quality index thresholds for reducing or discontinuing strenuous outdoor activities
3. Having procedures for relocating activities indoors during periods of poor air quality or wildfire smoke
4. Identifying and maintaining adequate mitigation resources, such as shade structures, hydrations stations, and indoor cooling areas
5. Providing equitable access to mitigation measures across school sites
6. Planning for flexible scheduling to accommodate weather variability

The Superintendent or designee shall annually review, evaluate, and, if necessary, update the weather protocols to incorporate best practices and address any emerging concerns or challenges, and to reflect changes in weather patterns, advances in safety practices, and feedback from stakeholders. (Education Code 33355)

## Sun Safety

The Superintendent or designee shall establish a developmentally appropriate prevention/intervention program for grades transitional kindergarten-12 to prevent student overexposure to UV radiation. The Superintendent or designee may coordinate sun safety and UV radiation education and policy efforts with the California Department of Public Health, the local health department, and other local agencies and/or community organizations. Such school-based programs shall involve students, parents/guardians, and the community.

The Superintendent or designee may incorporate sun safety elements into the curriculum in order to increase students' understanding of the health risks associated with overexposure to UV radiation from the sun or artificial sources and to encourage students to engage in preventive practices.

Students may take reasonable measures to protect their skin and eyes from overexposure to the sun while on campus, while attending district-sponsored activities, or while under the supervision and control of district employees.

To encourage and assist students to avoid overexposure to the sun when they are outdoors, students shall be allowed to:

1. Wear sun-protective clothing, including, but not limited to, hats (Education Code 35183.5)
2. Wear UV-protective sunglasses outdoors
3. Use sunscreen during the school day without a physician's note or prescription (Education Code 35183.5)

Those students using sunscreen shall be encouraged to apply sunscreen at least 15-20 minutes prior to any outdoor activity that will require prolonged exposure to the sun. School personnel shall not be required to assist students in applying sunscreen.

4. Use UV-protective lip balm

The Superintendent or designee shall evaluate the adequacy of shaded and/or indoor areas for recreation at each school and consider the provision of sufficient shaded areas in plans for new construction or modernization of facilities.

The Superintendent or designee may monitor the UV Index and modify outdoor school activities with regard to the risk of harm associated with the Index level.

Staff shall be encouraged to model recommended sun-safe behaviors, such as avoiding excessive sun exposure, using sunscreen, and wearing hats and other sun-protective clothing.

The Superintendent or designee shall inform school staff and parents/guardians of the district's sun safety measures and encourage parents/guardians to provide sunscreen, lip balm, hats, and other sun-protective clothing for their children to use at school. Additionally, the Superintendent or designee may provide information to parents/guardians about the risks of overexposure to UV radiation and preventive measures they may take to protect their children during nonschool hours.

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**Policy 5142: Safety**

**Status:** DRAFT

**Original Adopted Date:** 12/18/2019 | **Last Revised Date:** 11/12/2025

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and engagement and promotes student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, including safe use of technology, and guiding student participation in educational programs and school-sponsored activities.

The Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

District staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, district-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district provided transportation.

Additionally, district employees, volunteers, and contractors shall promote safe environments for student learning and engagement that maintain appropriate boundaries among and between students. (Education Code 32100)

Appropriate boundaries shall be maintained between students and school employees, adult volunteers, and school contractors, and among and between adults employed, volunteering, or under contract with the district, in accordance with Board Policy 4119.21/4219.21/4319.21 - Professional Standards and Board Policy 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.

In addition, school facilities, including classroom and nonclassroom environments, shall be constructed and furnished in order to promote safe environments for learning and engagement that are easily supervised by district staff. (Education Code 32100)

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury and disease prevention.

**Crossing Guards/Student Safety Patrol**

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a student safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

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**Regulation 5142: Safety**

**Status:** DRAFT

**Original Adopted Date:** 12/18/2019 | **Last Revised Date:** 11/12/2025 | **Last Reviewed Date:** 11/12/2025

At each school, the principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, board policy, and administrative regulations. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

### **Release of Students**

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian.
2. An adult authorized the district's student information system as an individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity.
3. An authorized law enforcement officer acting in accordance with law.
4. An adult taking the student to emergency medical care at the request of the principal or designee

### **Supervision of Students**

Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, promptly report any such observations to the principal or designee, and file a written report as appropriate.

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with the infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual. (Education Code 49390)

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Clearly identify supervision zones and require all playground supervisors to remain at a location from which they can observe their entire zone of supervision and be observed by students in the supervision zone.
2. Consider the size of the playground area, the number of areas that are obstructed from view, and the age of the students to determine the ratio of playground supervisors to students.

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Additionally, all staff and other school officials shall be made aware of their responsibilities regarding the reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats. The training shall be documented and kept on file.

## **Student Identification Cards and Safety Information**

Student identification cards of students in grades 7-12 shall have printed on them the 988 Suicide and Crisis Lifeline, and the National Domestic Violence Hotline (1-800-799-7233), and the Trevor Project's LGBTQ+ suicide hotline (1-866-488-7386, or by texting START to 678-678). Additionally, student identification cards of students in grades 7-12 may have printed on them a quick response (QR) code that links to the county's mental health resources website. (Education Code 215.5)

## **Playground Safety**

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

## **Activities with Safety Risks**

Any student who rides a personal transportation device, such as a bicycle, scooter, electric bicycles (e-bikes), and electric scooters (e-scooters) skateboard, or roller skates to school shall follow all laws and regulations regarding proper usage, speed limits, age, licensing, and equipment requirements, including wearing a properly fitted and fastened bicycle helmet. Personal transportation devices that do not meet legal standards for use on public roads or paths may not be permitted on school campuses. 339 Riding a personal transportation device is not permitted on school campus during the school day. On campus, a personal transportation device should be walked to designated parking areas and secured.

## **Laboratory Safety**

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to regularly review, update, and implement these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

## **Hearing Protection**

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary.

## **Eye Safety Devices**

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

## **Protection Against Insect Bites**

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians when engaging in outdoor activities.

Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions.

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**Policy 5145.6: Parent/Guardian Notifications**

**Status:** DRAFT

**Original Adopted Date:** 09/23/2020 | **Last Revised Date:** 09/10/2025 | **Last Reviewed Date:** 09/10/2025

The Governing Board desires to promote effective communication from the district and/or school to families to keep families informed regarding educational programs, district and school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote familial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided either by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is not required. Any signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format .

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large front, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

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**Policy 5148: Child Care And Development**

Status: DRAFT

Original Adopted Date: 12/09/2015 | Last Revised Date: 08/09/2023 | Last Reviewed Date: 08/09/2023

The Governing Board desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

The district shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and supply information about child care options.

The Board shall approve for the district's child care and development program a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulations. (5 CCR 18271)

In accordance with Board Policy/Administrative Regulation 5141.21—Administering Medication and Monitoring Health Conditions, the Superintendent or designee shall make epinephrine delivery systems available at each child care and development program operated by or under contract with the district for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

**Response to Immigration Enforcement**

The district's child care and development program shall provide families with the Attorney General's Immigration webpage during enrollment so families can access the Attorney General's model policies in, "Promoting Safe Early Childhood Education for All: Guidance and Model Policies for Early Childhood Education and Child Care Providers Pursuant to the Family Preparedness Plan Act of 2025."

The district and district staff shall act in accordance with Health and Safety Code 1597.640 and Board Policy/Administrative Regulation 1445 – Response to Immigration Enforcement with respect to:

1. Soliciting or collecting information or documents regarding the citizenship or immigration status of a child or the child's family members

2. Nondiscrimination on the basis of immigration status

3. Responding to the presence of immigration enforcement activity on district property, including requests for access to children or access to district-provided transportation, nonpublic areas of district property or facilities, or nonpublic area in which a district- sponsored activity is occurring

4. Responding to a request for information regarding a child or a child's family or household from immigration authorities If the district's child care and development program responds to a request for information regarding the child, the district shall make a copy of the documents requested and shall document the name of the person/agency to whom the documents were provided. The child care and development program shall keep a record of the documents produced and place the copy in the child's file.

5. Responding in the event a child's parent/guardian is detained or deported

6. Permitting families to update children's emergency contact information as needed throughout the year. Families may provide as many alternative contacts as they wish if no parent/guardian is available.

7. Accessing, reviewing, or obtaining employee records by immigration authorities, except as to I-9 Employment Eligibility Verification forms and other documents for which a Notice of Inspection has been provided to the employer.

The district shall review the Attorney General's website by June 1 of each calendar year. If there are updated model policies related to protecting the rights of immigrants and families to safely access child care and development programs, the district shall update this Board policy and accompanying administrative regulation with equivalent policy language by July 1 of that calendar year.

## Eligibility and Enrollment

Child care and development admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care and development center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and health examination requirements. (5 CCR 18105; 22 CCR 101218)

A child's eligibility for transitional kindergarten enrollment shall not impact family eligibility for a childcare and development or preschool program. (Education Code 48000)

## Staffing

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications, experience, and training and have satisfied all legal requirements.

## Facilities

Upon recommendation of the Superintendent or designee, the Board may approve any of the following for the provision of child care and development services:

1. The use of existing district facilities that have capacity
2. Renovation or improvement of district facilities to make them suitable for such services
3. Purchase of relocatable child care and development facilities
4. Inclusion of child care and development facilities in any new construction
5. Agreement with a public agency or community organization for the use of community facilities

The Superintendent or designee shall ensure that facilities used for child care and development services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

## Complaints

For a licensed child care and development center, any complaint alleging health and safety violations shall be referred to the (CDSS)

Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 – Uniform Complaint Procedures.

## Program Evaluation

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The results of the evaluation shall be used to develop an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

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**Regulation 5148: Child Care And Development**

**Status:** DRAFT

**Original Adopted Date:** 01/11/2017 | **Last Revised Date:** 08/09/2023 | **Last Reviewed Date:** 08/09/2023

**Licensing**

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

**Program Components**

The district's child care and development program shall include the following components:

1. The use of a developmental profile reflecting each child's physical, cognitive, social, and emotional development to plan and conduct developmentally and age-appropriate activities (Welfare and Institutions Code 10209.5; 5 CCR 18272)

Program staff shall complete the developmental profile for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities, regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. ( Welfare and Institutions Code 10209.5;5 CCR 18270.5, 18272)

2. An educational program that complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive for children with special needs.
3. A staff development program which complies with 5 CCR 18274
4. Parent/guardian involvement and education that complies with 5 CCR 18275 and includes an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress
5. A health and social services component that complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed.
6. A community involvement component that complies with 5 CCR 18277
7. As applicable, a nutrition component that ensures children in the program are provided nutritious meals, beverages, and snacks that meet state and federal standards and have access to drinking water throughout the day, including meal times (Health and Safety Code 1596.808; 42 USC 1766; 5 CCR 18278)
8. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level
9. An annual plan for program evaluation which conforms with the state's system and includes a self-evaluation, parent/guardian survey, and environment rating scale (5 CCR 18270.5, 18279, 18280, 18281)

**Health and Safety**

When a child enrolls or reenrolls in a licensed child care program, the center shall provide the child's parent/guardian with written information on the risks and effects of lead exposure, blood lead testing recommendations and requirements, and options for obtaining blood lead testing, including any state or federally funded programs that offer free or discounted tests. (Health and Safety Code 1596.7996)

If a licensed child care center is located in a building that was constructed before January 1, 2010, the center shall have its drinking water tested for lead contamination every five years following an initial test conducted between January 1, 2020 and January 1, 2023. The center shall notify the parents/guardians of enrolled children of the

requirement to test a facility's drinking water and of the test results. If notified of elevated lead levels, the center shall immediately make inoperable and cease using the fountains and faucets where elevated lead levels may exist and shall obtain a potable source of water for children and staff at that location. (Health and Safety Code 1597.16)

### **Staffing**

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in Welfare and Institutions Code 10209.5 and 5 CCR 18290-18292 based on the ages of the children served.

The district may employ assistant teacher permit holders to assist in the care, development, and instruction of children in accordance with Education Code 8301.1 and Welfare and Institutions Code 10383.1. However, the number of assistant teacher permit holders employed by the district at one site shall not exceed 50 percent of the number of classrooms at that site, and the district shall not assign more than one assistant teacher to each classroom. (Education Code 8301.1; Welfare and Institutions Code 10383.1)

In addition to any other required training, at least one director or teacher at each child care and development center shall have at least 15 hours of health and safety training, as specified, including training in a pediatric first aid or pediatric cardiopulmonary resuscitation (CPR) course that includes instruction in the prevention and treatment of anaphylaxis, including the emergency use of epinephrine auto-injectors. (Health and Safety Code 1596.866)

Any person employed at a district child care center and any volunteer who provides care and supervision to children at such a center shall be immunized against influenza, pertussis, and measles. If a person meets all other requirements for employment or volunteering, as applicable, but needs additional time to obtain and provide his/her immunization records, the person may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that the person has received the required immunizations. Employees and volunteers shall be immunized against influenza between August 1 and December 1 of each year. (Health and Safety Code 1596.7995)

A person shall be exempt from the above immunization requirements only under any of the following circumstances: (Health and Safety Code 1596.7995)

1. The person submits a written statement from a licensed physician declaring either that immunization is not safe because of the person's physical condition or medical circumstances or that the person has evidence of current immunity to influenza, pertussis, and measles.
2. In the case of the influenza vaccine, the person submits a written declaration that he/she has declined the vaccination.
3. In the case of the influenza vaccine required during the first year of employment or volunteering, the vaccine is not timely because the person was hired after December 1 of the previous year and before August 1 of the current year.

Documentation of the required immunizations or exemptions from immunization shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

In addition to the above immunization requirements, teachers employed in a child care center shall present evidence of a current tuberculosis clearance and meet other requirements specified in Health and Safety Code 1597.055. (Health and Safety Code 1597.055)

### **Fees and Charges**

Except when offering a program that is prohibited by law from charging any fees, the Superintendent or designee may charge fees for services according to the state fee schedule, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Welfare and Institutions Code 10260,10270,10290,10291,10436; 5 CCR 18078, 18108-18110)

Fees shall be considered delinquent after one day from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (Welfare and Institutions Code 10290; 5 CCR 18082, 18114, 18115)

## Health Examination and immunizations

Prior to or within six weeks of enrollment, a child enrolling in a child care center shall obtain a physical examination and evaluation and receive age-appropriate immunizations. (Welfare and Institutions Code 10271)

The requirement for a physical examination and evaluation may be waived if a parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Welfare and Institutions Code 10271)

A child may be exempted from the immunization requirements only if: ( Health and Safety Code 120335)

1. A licensed physician indicates that immunization is not safe due to the physical condition or medical circumstances of the child.

A medical exemption shall be submitted using the standardized medical exemption certification form developed by the California Department of Public Health and transmitted using the California Immunization Registry. The request shall include, but not be limited to, a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary, including the date upon which a temporary medical exemption will expire. A temporary exemption shall not exceed one year. (Health and Safety Code 120372)

2. The parent/guardian submitted a letter or affidavit prior to January 1, 2016 stating that such examination is contrary to his/her personal beliefs. An exemption from immunization granted for personal beliefs is effective only until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12).

If there is good cause to believe that a child is suffering from a recognized contagious or infectious disease, the child shall be temporarily excluded from the child care and development program until it is determined that the child is not suffering from that contagious or infectious disease. (Welfare and Institutions Code 10271)

## Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence, and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Welfare and Institutions Code 10213.5)
2. Family emergency (Welfare and Institutions Code 10213.5)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

5. Medical and educational appointments (Welfare and Institutions Code 10213.5)

Any absence due to a reason other than any of those stated above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for

child care and development services. (5 CCR 18066)

### **Rights of Parents/Guardians**

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

### **Records**

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records under state contract.

Additionally, the immigration or citizenship status of a child or a child's family member may only be collected and disclosed in accordance with the accompanying Board policy, Health and Safety Code 1597.640, and Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

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**Policy 7110: Facilities Master Plan**

**Status:** DRAFT

**Original Adopted Date:** 01/14/2015 | **Last Revised Date:** 11/09/2022 | **Last Reviewed Date:** 11/09/2022

The Board of Trustees recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment, teacher housing needs, and the district's educational program, and carrying out the district's vision, mission, and goals. The Superintendent or designee shall develop, for Board approval, a master plan for district facilities which describes the district's anticipated short- and long-term facilities needs and priorities.

**Plan Development**

The district's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the district's vision for the instructional program.

To solicit broad input into the planning process, the Superintendent or designee may establish a facilities advisory committee consisting of staff, parents/guardians, and business, local government, and other community representatives. The Superintendent or designee shall ensure that the public is informed of the need for construction and modernization of facilities and of the district's plans for facilities.

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with the commission or agency within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

**Plan Components**

The facilities master plan shall include:

1. A statement of purpose, including district goals, philosophy, and related policies
2. A description of the planning process
3. **Demographics** Description and demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs
4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications
5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds
6. Site selection criteria and process
7. Development of a capital planning budget and identification of potential funding sources
8. Policy for reviewing and updating the plan

Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)

1. Are aligned with the district's educational goals and objectives

2. Provide for maximum site enrollment at school facilities
3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010
4. Are designed for the environmental comfort and work efficiency of the occupants
5. Are designed to require a practical minimum of maintenance
6. Are designed to meet federal, state, and local statutory requirements for structure, fire, and public safety
7. Are designed and engineered with flexibility to accommodate future needs

Additionally, plans for the design and construction of new school facilities shall also meet the standards described in 5 CCR 14030, the California Green Building Standards Code, Title, the Americans with Disabilities Act (ADA) pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

In addition, plans for the design and construction of facilities, including furnishing of such facilities, shall promote safe environments for learning and engagement in accordance with Board Policy 5412-Safety.

To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the district may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.

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**Bylaw 9200: Limits Of Board Member Authority**

**Status:** DRAFT

**Original Adopted Date:** 01/14/2015

The Governing Board recognizes that the Board is the unit of authority over the district and expects individual Board members to conduct themselves in accordance with Board Bylaw 9000 - Role of the Board and Board Bylaw 9005 - Governance Standards.

Unless agreed to by the Board as a whole, an individual Board member possesses no authority to direct staff, represent the Board or the district, or exercise administrative responsibility with respect to the schools.

Additionally, individual Board members do not have the authority to investigate, resolve, or otherwise actively engage with community members with respect to complaints, personnel or student matters, or legal issues. Any Board member who receives a communication regarding such a topic shall forward the communication to or otherwise inform the Superintendent or Board president, as appropriate, who shall respond or otherwise follow-up, as needed. The Board member shall not respond substantively to the communication beyond acknowledging receipt and explaining the limits of the Board member's authority. It shall be the responsibility of the Superintendent or Board president to inform the Board or place the topic on a future Board agenda.

Individual Board members are permitted to engage with community members, including responding to general inquiries or expressions of opinion. Such engagement shall be consistent with Board policies and bylaws such as Board Bylaw 9010 - Public Statements and Board Bylaw 9012 - Board Member Electronic Communications, and may not purport to represent the position of the Board.

Requests for information by an individual Board member shall be submitted to the Superintendent.

A Board member may observe and/or volunteer in a school or classroom, including in the school or classroom in which the Board member's child is enrolled, in accordance with Board Policy/Administrative Regulation 1240— Volunteer Assistance and Board Policy/Administrative Regulation 5020 - Parent Rights and Responsibilities. Prior to observing or volunteering, a Board member shall inform the Superintendent. Additionally, a Board member who is present on district property or at district programs or activities is expected to be aware of the role and limits on authority as a Board member.

A Board member who chooses to observe or volunteer shall do so in a manner that does not disrupt school operations. Any questions or concerns regarding operational or personnel matters shall be directed to the Superintendent or designee. Any questions or concerns specific to the Board member's child may be directed to appropriate site staff. If a question or concern is both specific to the Board member's child and involves operational or personnel matters, the Board member shall collaborate with the Superintendent or designee to determine whether the Board member shall direct the question or concern to site staff or whether the responsibility to investigate or resolve the question or concern, if necessary, lies with the Superintendent or designee.

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**Exhibit 5145.6-E(1): Parent/Guardian Notifications**

Status: DRAFT

Original Adopted Date: Pending

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to parents/guardians. Other notices may exist and be identified in the future.

**I. Annually**

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 222.5; 46015  
Board Policy/Administrative Regulation #: See BP 5146  
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 234.7  
Board Policy/Administrative Regulation #: See BP 0410, BP 1445  
Subject: Right to a free public education regardless of immigration status or religious beliefs; **information relating to educational rights developed by the Attorney General**

When to Notify: Beginning of each school year or upon enrollment  
Education or Other Legal Code: Education Code 310  
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174  
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3  
Board Policy/Administrative Regulation #: See AR 3514.2  
Subject: Use of pesticide products, active ingredients, internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1  
Education or Other Legal Code: Education Code 35256, 35258  
Board Policy/Administrative Regulation #: See BP 0510  
Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 35291, 48980  
Board Policy/Administrative Regulation #: See AR 5144, AR 5144.1  
Subject: District and site discipline rules

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 44050  
Board Policy/Administrative Regulation #: See BP 4119.21/4219.21/4319.21, **BP 4119.24/4219.24/4319.24**  
Subject: **For districts that maintain a code** of conduct, **material** addressing employee interactions with students

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 46010.1  
Board Policy/Administrative Regulation #: See AR 5113  
Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school  
Education or Other Legal Code: Education Code 48929, 48980  
Board Policy/Administrative Regulation #: See BP 5116.2  
Subject: District policy authorizing transfer

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980  
Board Policy/Administrative Regulation #: See BP 6111  
Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980  
Board Policy/Administrative Regulation #: None  
Subject: The protections, requirements, and responsibilities prescribed in Assembly Bill 715 of the 2025-26 Regular Legislative Session

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8  
Board Policy/Administrative Regulation #: See AR 5145.7  
Subject: Copy of sexual harassment policy as related to students; contact information for Title IX coordinator

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 32255-32255.6  
Board Policy/Administrative Regulation #: See AR 5145.8  
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301  
Board Policy/Administrative Regulation #: See BP 5111.1, AR 5116.1, AR 5117  
Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Governing Board allows such absence  
Education or Other Legal Code: Education Code 48980, 46014  
Board Policy/Administrative Regulation #: See AR 5113  
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 48205  
Board Policy/Administrative Regulation #: See AR 5113, BP 6154  
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208  
Board Policy/Administrative Regulation #: See AR 6183  
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49403  
Board Policy/Administrative Regulation #: See BP 5141.31  
Subject: School immunization program

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49423, 49480  
Board Policy/Administrative Regulation #: See AR 5141.21  
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49471, 49472  
Board Policy/Administrative Regulation #: See BP 5143  
Subject: Availability of insurance

When to Notify: At the beginning of each school year in grades 7-12  
Education or Other Legal Code: Education Code 48980.6

Board Policy/Administrative Regulation #: [BP 6141.4](#)

Subject: Any dual enrollment or International Baccalaureate courses offered by the district

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48985.5

Board Policy/Administrative Regulation #: See BP 5131.6

Subject: The dangers of using synthetic drugs not prescribed by a physician, possibility that such drugs can be found in counterfeit pills, and the risk of social media being used to market synthetic drugs, such as fentanyl

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48986, 49392

Board Policy/Administrative Regulation #: See AR 0450

Subject: Information and laws related to the safe storage of firearms and California's child access prevention laws

When to Notify: Annually (not otherwise specified)

Education or Other Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: See AR 1312.3, BP 0460, BP 3260

Subject: Uniform complaint procedures, available appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3

Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7

Board Policy/Administrative Regulation #: See AR 5125

Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Release of directory information

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25

Board Policy/Administrative Regulation #: [See AR 6146.3](#)

Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, and newcomer students

When to Notify: Two or more times during the school year

Education or Other Legal Code: Education Code 49428

Board Policy/Administrative Regulation #: See BP 5141.5

Subject: How to access mental health services at school and/or in the community

When to Notify: Annually or upon enrollment in elementary school

Education or Other Legal Code: Education Code 49452.6

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Availability of type 1 diabetes informational materials developed by the California Department of Education

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49520, 48980, 42 USC 1758, 7 CFR 245.5

Board Policy/Administrative Regulation #: See AR 3553

Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 51513, 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022, BP 6162.8  
Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: When developing the local control and accountability plan and during the annual update of the local control and accountability plan (LCAP)

Education or Other Legal Code: Education Code 52062

Board Policy/Administrative Regulation #: See BP 0460

Subject: Opportunity to submit written comments regarding specific actions and expenditures in proposed plan or annual update

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 56301

Board Policy/Administrative Regulation #: See BP 6164.4

Subject: Parental rights **regarding** special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When/Whom to Notify: Annually (not otherwise specified)

Education or Other Legal Code: Education Code 60615, 5 CCR 852

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 60900.5

Board Policy/Administrative Regulation #: **AR 515, AR 6143**

Subject: Use of CalPADS data as specified in Education Code 60900.5

When to Notify: Beginning of each school year, if district receives Title I funds

Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48

Board Policy/Administrative Regulation #: See BP 4112.2, AR 4222

Subject: Right to request information **regarding** professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year

Education or Other Legal Code: 34 CFR 104.8, 106.8

Board Policy/Administrative Regulation #: See BP 0410, BP 6178

Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent/**guardian**, teacher, and employee organizations or, in their absence, individuals

Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93

Board Policy/Administrative Regulation #: See AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year

Education or Other Legal Code: USDA FNS Instructions 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Information related to the district's food service programs

When to Notify: Beginning of each school year

Education or Other Legal Code: USDA SP-46-2016

Board Policy/Administrative Regulation #: See AR 3551

Subject: District policy on meal payments

## **II. At Specific Times During the Student's Academic Career**

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling

Education or Other Legal Code: Education Code 221.5, 48980

Board Policy/Administrative Regulation #: See BP 6164.2

Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment  
Education or Other Legal Code: Education Code 310  
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174  
Subject: Information on the district's language acquisition programs

When to Notify: Upon registration in K-6, if students have not previously been transported  
Education or Other Legal Code: Education Code 39831.5  
Board Policy/Administrative Regulation #: See AR 3543  
Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: When admitted or advancing to sixth grade  
Education or Other Legal Code: Education Code 48980.4  
Board Policy/Administrative Regulation #: **None**  
Subject: A statement regarding the state's public policy, advising that students adhere to current immunization guidelines regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level

When to Notify: Prior to providing an eye examination  
Education or Other Legal Code: Education Code 49455.5  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Upcoming eye examinations at school site, including form on which parent/guardian may indicate lack of consent

When to Notify: When a parent/guardian request for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures  
Education or Other Legal Code: Education Code 49468.2  
Board Policy/Administrative Regulation #: See AR 5141.21  
Subject: Request for volunteers to be trained in **the** recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When to Notify: Upon a student's enrollment  
Education or Other Legal Code: Education Code 49063  
Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3  
Subject: Specified rights related to student records

When to Notify: When students enter grade 7  
Education or Other Legal Code: Education Code 49452.7  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Specified information on type 2 diabetes

When to Notify: In transitional kindergarten, kindergarten, or in first grade if not previously enrolled in public school  
Education or Other Legal Code: Education Code 49452.8  
Board Policy/Administrative Regulation #: See AR 5141.32  
Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

**When to Notify: Prior to administering any psychological test**  
**Education or Other Legal Code: Education Code 51101**  
**Board Policy/Administrative Regulation #: See AR 5020**  
**Subject: Information about and to opt out of any psychological testing involving their child**

**When to Notify: On a timely basis following an absence**  
**Education or Other Legal Code: Education Code 51101**  
**Board Policy/Administrative Regulation #: See AR 5020**  
**Subject: If child is absent from school without permission**

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Sexual health and HIV prevention education; right to view **audiovisual** materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year

Education or Other Legal Code: Education Code 60641, 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When to Notify: When child is enrolled or reenrolled in a licensed child care **and development** center or preschool

Education or Other Legal Code: Health and Safety Code 1596.7996

Board Policy/Administrative Regulation #: See AR 5148

Subject: Information on risks and effects of lead exposure, blood lead testing

**When to Notify: When child participates in licensed child care and development program**

**Education or Other Legal Code: Health and Safety Code 1596.857, 22 CCR 101218.1**

**Board Policy/Administrative Regulation #: See AR 5148**

**Subject: Parent/guardian right to enter and inspect facility and other rights as specified**

**When to Notify: When child is enrolled in a licensed child care and development center or preschool**

**Education or Other Legal Code: Health and Safety Code 1597.640**

**Board Policy/Administrative Regulation #: See BP/AR 5148, BP 5148.3**

**Subject: Website with Attorney General's model policies**

When to Notify: When child is enrolled in kindergarten

Education or Other Legal Code: Health and Safety Code 124100, 124105

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health screening examination

**When to Notify: When child participates in licensed child care and development program**

**Education or Other Legal Code: 5 CCR 18066**

**Board Policy/Administrative Regulation #: See AR 5148**

**Subject: Policies regarding excused and unexcused absences**

**When to Notify: Upon child's enrollment in child care and development program**

**Education or Other Legal Code: 5 CCR 18114**

**Board Policy/Administrative Regulation #: See AR 5148**

**Subject: Policy on fee collection**

### **III. When Special Circumstances Occur**

When to Notify: In the event of a breach of security of district records

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient

Education or Other Legal Code: Education Code 313, 5 CCR 11303

Board Policy/Administrative Regulation #: See AR 6174

Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title I or Title III funds for English

learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year

Education or Other Legal Code: Education Code 313.2, 440, 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

**When to Notify: When the school confirms the presence of immigration enforcement on the school site**

**Education or Other Legal Code: Education Code 32282**

**Board Policy/Administrative Regulation #: AR 0450, 1445**

**Subject: Presence of immigration enforcement on school site**

**When to Notify:** For districts under financial distress, as defined, upon an affirmative action by the Board to implement a school closure or consolidation

Education or Other Legal Code: Education Code 41329

Board Policy/Administrative Regulation #: **None**

Subject: The date of the closure or consolidation, student's new school assignment, district resources to support student transition, contacts for additional information.

**When to Notify:** Prior to implementing alternative schedule

Education or Other Legal Code: Education Code 46162

Board Policy/Administrative Regulation #: See BP 6112

Subject: Public hearing on alternative schedule in secondary grades

**When to Notify:** When a student experiencing homelessness, a foster youth, **or a child eligible for free or reduced price meals** applies for enrollment in before/after school program

Education or Other Legal Code: Education Code 8483

Board Policy/Administrative Regulation #: See AR 5178.2

Subject: Right to priority enrollment **and** how to request priority enrollment

**When to Notify:** When certification status of a nonpublic, nonsectarian school or agency attended by a district student changes, within 14 days of becoming aware of the change

Education or Other Legal Code: Education Code 56366.45

Board Policy/Administrative Regulation #: **BP 6159.2**

Subject: A change in certification status of nonpublic, nonsectarian school or agency

**When to Notify:** At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

**When to Notify:** To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

**When to Notify:** Annually to parents/guardians of student athletes before participation in competition

Education or Other Legal Code: Education Code 33479.3

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on sudden cardiac arrest

**When/Whom to Notify:** When district has contracted for electronic products or services that disseminate advertising

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: See BP 3312

Subject: Advertising will be used in the classroom or learning center

**When to Notify:** At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule  
Education or Other Legal Code: Education Code 37616  
Board Policy/Administrative Regulation #: See BP 6117  
Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days  
Education or Other Legal Code: Education Code 46601  
Board Policy/Administrative Regulation #: See AR 5117  
Subject: Appeal process

When to Notify: Before early entry to transitional kindergarten or kindergarten, if early entry offered  
Education or Other Legal Code: Education Code 48000  
Board Policy/Administrative Regulation #: See AR 5111, AR 6170.1  
Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention  
Education or Other Legal Code: Education Code 48070.5  
Board Policy/Administrative Regulation #: See AR 5020, 5123  
Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health  
Education or Other Legal Code: Education Code 48213  
Board Policy/Administrative Regulation #: See AR 5112.2  
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization  
Education or Other Legal Code: Education Code 48216, 17 CCR 6040  
Board Policy/Administrative Regulation #: See AR 5141.31  
Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant  
Education or Other Legal Code: Education Code 48260.5 Board Policy/Administrative Regulation #: See AR 5113.1  
Subject: Truancy, parent/[guardian](#) obligation, availability of alternative programs, right to a conference, availability of mental health and supportive services

When to Notify: When a truant is referred to a SARB or probation department  
Education or Other Legal Code: Education Code 48263  
Board Policy/Administrative Regulation #: See AR 5113.1  
Subject: Name and address of SARB or probation department and reason for referral

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin  
Education or Other Legal Code: Education Code 48853.5  
Board Policy/Administrative Regulation #: See AR 6173.1  
Subject: Basis for the placement recommendation

When to Notify: When a foster youth or an Indian child receives a suspension, expulsion, manifestation determination, or involuntary transfer  
Education or Other Legal Code: Education Code 48853.5  
Board Policy/Administrative Regulation #: See AR 6173.1, AR 6173.4  
Subject: Suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information to a foster youth's educational rights holder, attorney, and county social worker and an Indian child's tribal social worker and, if applicable, the child's county social worker

When to Notify: When student is removed from class and teacher requires parental attendance at school  
Education or Other Legal Code: Education Code 48900.1  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts  
Education or Other Legal Code: Education Code 48904  
Board Policy/Administrative Regulation #: See AR 5125.2  
Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student  
Education or Other Legal Code: Education Code 48904.3  
Board Policy/Administrative Regulation #: See AR 5125.2  
Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer  
Education or Other Legal Code: Education Code 48906  
Board Policy/Administrative Regulation #: See BP 5145.11  
Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension  
Education or Other Legal Code: Education Code 48911  
Board Policy/Administrative Regulation #: See BP 5144.1, AR 5144.1  
Subject: Notice of suspension

When to Notify: When original period of suspension is extended  
Education or Other Legal Code: Education Code 48911  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom  
Education or Other Legal Code: Education Code 48911.1  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension  
Education or Other Legal Code: Education Code 48912  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Intent to hold a closed session re: suspension

When to Notify: When a student expelled from another district for certain acts seeks admission  
Education or Other Legal Code: Education Code 48915.1, 48918  
Board Policy/Administrative Regulation #: See BP 5119  
Subject: Hearing **regarding** possible danger presented by expelled student

When to Notify: When readmission is denied  
Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs  
Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Decision to expel; right to appeal to County Board of Education; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site

Education or Other Legal Code: Education Code 48987

Board Policy/Administrative Regulation #: See AR 5141.4

Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course

Education or Other Legal Code: Education Code 49067

Board Policy/Administrative Regulation #: See AR 5121

Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school into the district

Education or Other Legal Code: Education Code 49068

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to receive copy of student's record and a hearing to challenge content of student's records

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals

Education or Other Legal Code: Education Code 49070

Board Policy/Administrative Regulation #: See AR 5125.3

Subject: If Governing Board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: See BP 5125

Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: AR 5125

Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Vision or hearing test results

When to Notify: Annually to parents/guardians of student athletes  
Education or Other Legal Code: Education Code 49475  
Board Policy/Administrative Regulation #: See AR 6145.2  
Subject: Information on concussions and head injuries

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition  
Education or Other Legal Code: Education Code 49476  
Board Policy/Administrative Regulation #: See AR 6145.2  
Subject: Opioid fact sheet

When to Notify: When satisfactory educational progress in one or more independent study courses is not being made by student under 18  
Education or Other Legal Code: Education Code 51749.5  
Board Policy/Administrative Regulation #: See BP 6158  
Subject: Findings from evaluation to determine if it is in student's best interest to remain in independent study or whether student should be referred to an alternative program.

When to Notify: Before any test/survey questioning personal beliefs  
Education or Other Legal Code: Education Code 51513  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year  
Education or Other Legal Code: Education Code 51938  
Board Policy/Administrative Regulation #: See AR 6142.1  
Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12  
Education or Other Legal Code: Education Code 51938  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency  
Education or Other Legal Code: Education Code 52164.1, 52164.3, 5 CCR 11511.5  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established  
Education or Other Legal Code: Education Code 54444.2  
Board Policy/Administrative Regulation #: See BP 6175, AR 6175  
Subject: Parent advisory council membership composition

When to Notify: When a **licensed child care and development center** has a building constructed before January 1, 2010 and has drinking water tested for lead  
Education or Other Legal Code: Health and Safety Code 1597.16  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: The requirement to test the facility, and the results of the test

When to Notify: When an automated external defibrillator (AED) is placed in a school serving students in grades 6-12, at least annually notify students  
Education or Other Legal Code: Health and Safety Code 1797.196  
Board Policy/Administrative Regulation #: See AR 6145.2 Athletic Competition  
Subject: The location of all AED units on campus

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds  
Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: See AR 3513.3  
Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system  
Education or Other Legal Code: Health and Safety Code 120440  
Board Policy/Administrative Regulation #: See AR 5125, BP 5141.31, AR 5141.32  
Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer  
Education or Other Legal Code: Penal Code 626.81  
Board Policy/Administrative Regulation #: See AR 1240, BP 1250  
Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises  
Education or Other Legal Code: Penal Code 627.5  
Board Policy/Administrative Regulation #: See AR 3515.2  
Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law  
Education or Other Legal Code: 5 CCR 4631  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: Within 30 days of application for subsidized **child care and development program** or preschool services  
Education or Other Legal Code: 5 CCR 17782, 18094, 18118  
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3  
Subject: Policies re: Approval or denial of services

When to Notify: At least 14 days before change in service or other intended action, upon recertification or update of application for child care or preschool services  
Education or Other Legal Code: 5 CCR 17783, 18095, 18119  
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3  
Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: When payment of **child care and development program** fees is seven days late  
Education or Other Legal Code: 5 CCR 18114  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights  
Education or Other Legal Code: 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught  
Education or Other Legal Code: 20 USC 6312  
Board Policy/Administrative Regulation #: See BP 4112.2  
Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners  
Education or Other Legal Code: 20 USC 6312  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy  
Education or Other Legal Code: 20 USC 6318  
Board Policy/Administrative Regulation #: See AR 6020  
Subject: Notice of policy

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals  
Education or Other Legal Code: 42 USC 1758, 7 CFR 245.6a  
Board Policy/Administrative Regulation #: See AR 3553  
Subject: Need to submit verification information; any subsequent change in benefits; appeals

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30  
Education or Other Legal Code: 34 CFR 99.34  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Right to receive records and an opportunity for hearing upon request

When to Notify: When student complains of sexual harassment  
Education or Other Legal Code: 34 CFR 106.44, 106.45  
Board Policy/Administrative Regulation #: See AR 5145.7  
Subject: Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable

When to Notify: When district receives federal funding assistance for nutrition program  
Education or Other Legal Code: USDA FNS Instruction 113-1  
Board Policy/Administrative Regulation #: See BP 3555  
Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

When to Notify: When advised by legal counsel  
Education or Other Legal Code: *Mahmoud v. Taylor* (2025)  
Board Policy/Administrative Regulation #: See AR 5020, BP/AR 6141.2, AR 6142.8, BP 6143  
Subject: Right to opt out of instructional content that substantially interferes with religious development; opt out form if applicable

#### **IV. Special Education Notices**

When to Notify: Prior to conducting initial evaluation  
Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329, 20 USC 1415 (d), 34 CFR 300.502, 300.503  
Board Policy/Administrative Regulation #: See BP 6159.1, AR 6159.1, AR 6164.4  
Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins  
Education or Other Legal Code: Education Code 56321  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record  
Education or Other Legal Code: Education Code 56341.1  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting  
Education or Other Legal Code: Education Code 56341.5, 34 CFR 300.322  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP  
Education or Other Legal Code: Education Code 56343.5  
Board Policy/Administrative Regulation #: See AR 6159

Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage  
Education or Other Legal Code: Education Code 56521.1  
Board Policy/Administrative Regulation #: See AR 6159.4  
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services  
Education or Other Legal Code: 20 USC 1415(c), 34 CFR 300.300, 300.503  
Board Policy/Administrative Regulation #: See AR 6159, AR 6159.1  
Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint  
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or a change in placement  
Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.530  
Board Policy/Administrative Regulation #: See AR 5144.2  
Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing  
Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.508  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504  
Education or Other Legal Code: 34 CFR 104.32, 104.36  
Board Policy/Administrative Regulation #: See AR 6164.6  
Subject: District responsibilities, district actions, procedural safeguards

## **V. Building, Classroom, and Other Notices to Be Posted**

Where to Post: In each bathroom and locker room at each school site  
Education or Other Legal Code: Education Code 231.6  
Board Policy/Administrative Regulation #: See AR 5145.7  
Subject: Poster that notifies students of the applicable written policy on sexual harassment required by Education Code 231.5

Where to Post: In all district schools and offices, including staff lounges and student government meeting rooms  
Education or Other Legal Code: Education Code 234.1  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Uniform complaint procedures Board policy and administrative regulation

Where to Post: In district administrative buildings  
Education or Other Legal Code: Education Code 234.7  
Board Policy/Administrative Regulation #: BP 1445  
Subject: Information relating to, "The Immigration-Enforcement Actions at California Schools Guide for Students and Families," also known as, "Know Your Educational Rights," developed by the Attorney General; post in every language that the Attorney General provides and update the school year following any updates published by the Attorney General

Where to Post: In each classroom used for license exempt California State Preschool Program  
Education or Other Legal Code: Education Code 8212  
Board Policy/Administrative Regulation #: See AR/E 1312.3  
Subject: Health and safety requirements for preschool programs; where to get complaint form

Where to Post : In each classroom in each school

Education or Other Legal Code: Education Code 35186  
Board Policy/Administrative Regulation #: See AR/E 1312.4  
Subject: Complaints subject to Williams uniform complaint procedures

Where to Post: On or Before July 1, 2026, in a prominent and conspicuous location outside at least one all-gender restroom

Education or Other Legal Code: Education Code 35292.5  
Board Policy/Administrative Regulation #: See AR 3517, AR 5145.3  
Subject: Signage identifying the bathroom facility as being open to all genders and in conformity with 24 CCR 11B-703, is available during school hours and school functions when students are present, designated point of contact

Where to Post: In any school serving any of grades 3-12, in a prominent and conspicuous location in every restroom required to stock menstrual products, Education or Other Legal Code: Education Code 35292.6  
Board Policy/Administrative Regulation #: See AR 3517  
Subject: Requirement to stock and make available free of cost an adequate supply of menstrual products that includes email address and telephone number for a designated individual responsible for maintaining requisite supply of menstrual products

Where to Post: Prominently and conspicuously displayed in appropriate public areas that are accessible to, and commonly frequented by students at each school site  
Education or Other Legal Code: Education Code 49428.5  
Board Policy/Administrative Regulation #: See BP 5141.5  
Subject: Distribution of digitized mental health poster online

Where to Post: In at least two places normally visible to students, teachers, and visiting parents/guardians in each attendance unit for the entire month of May, annually  
Education or Other Legal Code: Education Code 58501  
Board Policy/Administrative Regulation #: See AR 6181  
Subject: Alternative schools

Where to Post: In a licensed child care and development center at a location accessible to parents/guardians  
Education or Other Legal Code: Health and Safety Code 1596.857  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility

Where to Post: In a prominent, publicly accessible location in the child care and development facility  
Education or Other Legal Code: Health and Safety Code 1596.8555  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Child care license

Where to Post: In a prominent location adjacent to child care and development program license at facility  
Education or Other Legal Code: Welfare and institutions Code 10228  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Rates, discounts, or scholarship policies

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**Regulation 4312.5: Criminal Record Check**

**Status:** DRAFT

**Original Adopted Date:** 09/09/2015 | **Last Revised Date:** 04/24/2024 | **Last Reviewed Date:** 04/24/2024

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment if solely on the basis that the person has been: (Education Code 44830.1, 44836, 45122.1, 45123)

1. Convicted of a violent or serious felony, controlled substance offense, or sex offense, and the conviction is reversed, and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor.
2. Convicted of a violent or serious felony and has obtained a certificate of rehabilitation or a pardon.
3. Convicted of a serious felony, that is not also a violent felony, and has proven to the sentencing court that rehabilitation for purposes of school employment has been attained for at least one year.
4. Convicted of a controlled substance offense and is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing.
5. Convicted of a controlled substance offense and is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years.

A certificated employee may be hired by the district without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by the Commission on Teacher Credentialing if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

**Pre-Employment Record Check**

The Superintendent or designee shall require each person to be employed by the district to submit fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment.
2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor.

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

Prior to offering employment, the Superintendent or designee shall, when considering an applicant for employment, inquire if the applicant was subject to complaints of egregious misconduct, in accordance with Board Policy 4111/4211/4311 – Recruitment and Selection.

Additionally, the Superintendent or designee shall require each person to be employed by the district to submit

fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment

2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

### **Subsequent Arrest Notification**

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

When the district receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee, or probationary employee serving before March 15 of the employee's second probationary year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the district. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

### **Notification of Applicant/Employee**

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

### **Maintenance of Records Criminal Record Offender Notification**

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the district and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. In addition, Additionally, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked

file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

### **Egregious Misconduct Inquiries**

The Superintendent or designee shall disclose to any inquiring local educational agency (LEA) or private school regarding an applicant for employment to that LEA, all relevant information related to any report to CTC of egregious misconduct. (Education Code 44051, 44939.5)

### **Interagency Agreement**

Subject to an interagency agreement with other school districts, the district shall submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

Upon receipt from the DOJ of a report of conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

~~Additionally~~~~In addition~~, upon receipt from the DOJ of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the ~~s~~Superintendent of any participating district, or the person designated in writing by that ~~s~~Superintendent, that the report is available for inspection on a confidential basis by the ~~s~~Superintendent or the authorized designee. The report shall be made available at the district office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. ~~In addition~~~~Additionally~~, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown and shall make this record available to the DOJ. (Education Code 44830.2, 45125.01)

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**Regulation 4212: Appointment And Conditions Of Employment**

**Status:** DRAFT

**Original Adopted Date:** 12/10/2014 | **Last Reviewed Date:** 12/10/2014

Upon recommendation of the Superintendent, the Board of Trustees shall approve the appointment of all classified employees. The position and the pay rate shall be reported to the Board at a regular meeting.

Individuals appointed to the classified staff shall, at a minimum:

1. Submit to fingerprinting and criminal background clearance as required by law (Education Code 45125)
2. Not have been convicted of a violent or serious felony (Education Code 45122.1)
3. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 45123)
4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 45124)
5. If the individual will be working directly and in an unaccompanied setting with minor children on a more than incidental and occasional basis or will have supervision or disciplinary power over minor children, not behave been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
6. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 45123)
7. Submit to a physical examination, tuberculosis testing/risk assessment or provide proof thereof as required by law and Board policy (Education Code 45122, 49406)
8. File the oath or affirmation of allegiance required by Government Code 3100-3109
9. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation, including any reports of egregious misconduct in accordance with Board Policy 4111/4211/4311 - Recruitment and selection or otherwise related to credentialing, assignment, and misconduct reporting.
10. Submit to drug and alcohol testing as require by Board policy

**Notification of Classification and Compensation**

When first employed and upon each subsequent change in classification, classified employees other than short-term, limited-term or provisional employees shall be given two copies of their class specification, salary data, assignment or work location, duty hours and prescribed work week. Salary data shall specify pay period (monthly, semimonthly or other) and applicable rates of compensation (daily, hourly, overtime and differential rates). Employees shall keep one copy of this information and shall sign and date the other copy and return it to their supervisor. (Education Code 45169)

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**Policy 4112.9: Employee Notifications**

**Status:** DRAFT

**Original Adopted Date:** 12/10/2014 | **Last Revised Date:** 08/14/2024 | **Last Reviewed Date:** 08/14/2024

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee he/she believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulations, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

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# PIONEER UNION ELEMENTARY SCHOOL DISTRICT

## Agenda Item Form

Item: 12.1

To: Pioneer School Board Members

Board Date: July 15, 2026

For:

- Information/Discussion
- Action
- First Reading

Recommendation:

- Approve
- Deny
- N/A

Fiscal Impact:

Item: Personnel Request

Purpose: Hire a one-to-one aide for Pioneer Elementary School

**Pioneer Union Elementary School District  
Personnel Request**

School/Department: Pioneer Elementary Date of Request: 07/07/2026  
Classification: Classified Program: Instructional Support

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**Add New Position**

Permanent Projected First Day of Job: August 12, 2026  
 Temporary Help – (Less than 6 months) From \_\_\_\_\_ to \_\_\_\_\_

Hours per day: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_  
Work Week: 20.00 Other: \_\_\_\_\_

Job Title and Duties: Instructional Aide I

Special Qualification or Training:

Justification for Request Instructional support - 1:1 aide for PES

Tina Brooks

Digitally signed by Tina Brooks  
Date: 2026.07.07 14:01:42 -07'00'

Requesting Administrator's Signature

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**Change Current Position (hours, days, funding)**

Job Number: \_\_\_\_\_ Date of Change: \_\_\_\_\_

Delete       Remain Unfilled       Increase Decrease Hours

New Schedule: \_\_\_\_\_

Old Hours: \_\_\_\_\_ New Hours: \_\_\_\_\_

Funding Change

Justification for Request:

Requesting Administrator's Signature

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**Fiscal Authorization**

Approve       Deny

Shelley Leal, Assistant Superintendent of Fiscal Services

**District Authorization**

Approve       Deny

John Raven, Superintendent

Board Approved – Date: \_\_\_\_\_

# PIONEER UNION SCHOOL DISTRICT

## Agenda Item Form

Item: 12.2

To: Pioneer School Board Members

Board Date: July 15, 2026

For:

- Board Meeting
- Information
- Action
- First Reading

Recommendation:  Approve

Deny

N/A

Fiscal Impact: \$0

Item: Local Assignment Option by Resolution 071526

Purpose:

Local assignment options may be used to assign staff to a departmentalized setting, in grades 5-8, and in any content area. The LEA must verify that the staff member has a single subject or secondary base teaching credential and 12 lower or 6 upper semester units in the content taught per Ed. Code 44258.2

BEFORE THE GOVERNING BOARD OF TRUSTEES OF THE  
PIONEER UNION ELEMENTARY SCHOOL DISTRICT

IN THE MATTER OF  
TEACHER CREDENTIALS  
AND ASSIGNMENTS

Resolution No: 071526

**WHEREAS**, Senate Bill 435 which governs correct assignments of teaching personnel based upon credentials held, was signed into law with an effective date of January 1988; and

**WHEREAS**, a number of teachers in the Pioneer Union Elementary School District are assigned to departmental classes in which they did not major or minor; and

**WHEREAS**, a number of options are available to districts for assignments of teachers; and

**WHEREAS**, the district desires to bring itself into compliance with SB435 through options in the Education Code; and

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED** that pursuant to applicable education codes, the following teachers are authorized to teach out of their specific area.

Teacher	Education Code Section	Assignment
Evan Gelsi	44258.2	Yearbook
Brandi Vaughn	44258.2	STEM

The foregoing resolution was adopted at a regular meeting of the Board of Trustees of the Pioneer Union Elementary School District on the 15th day of July 2026, by the following vote:

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_

\_\_\_\_\_  
Douglas Woods, President, Governing Board

\_\_\_\_\_  
Balea Avila, Clerk, Governing Board