

LATROBE SCHOOL DISTRICT BOARD OF TRUSTEES

Tuesday, December 20, 2022

REGULAR MEETING MINUTES

Board Members Present: Jared Meredith, Janet Saitman, Scot Yarnell

Board Member Absent:

District Office Staff Present: Dave Scroggins, Superintendent; Jennifer Fusano, Chief Fiscal Officer; Tracy Pearson, District Secretary

Others: None

CALL TO ORDER

The regular meeting of the Latrobe School District Board of Trustees was called to order at 6:00pm by Janet Saitman at the Miller's Hill School library, 7900 South Shingle Road, Latrobe, CA, 95682. Janet Saitman led the flag salute.

OATH OF OFFICE FOR TWO BOARD MEMBERS

Dave Scroggins administered the Oath of Office to incumbents Jared Meredith and Scott Yarnell for a four-year terms ending December 12, 2026.

ANNUAL ORGANIZATIONAL MEETING

It was moved by Janet Saitman, seconded by Scot Yarnell to make the following selections for 2023, after which Scot Yarnell continued the meeting as Board President:

- Board President (BB 9121): Scot Yarnell
- Board Clerk (BB 9123): Janet Saitman
- Board Representative to the EDCSBA (BB 9140): Jared Meredith
- Secretary to the Board (BB 9122): Dave Scroggins
- Date, Time and Place for Board Meetings (BB 9320): Third Tuesdays at 6:00 p.m. in the Miller's Hill Library. The 2023 Board Calendar was set for the year.

Motion passed: 3-0.

APPROVAL OF AGENDA AND MINUTES

Agenda - It was motioned by Janet Saitman, seconded by Jared Meredith to approve the agenda of the December 20, 2022 regular board meeting.

Motion passed: 3-0

Minutes - It was motioned by Janet Saitman, seconded by Jared Meredith to approve the minutes of the November 15, 2022 regular board meeting.

Motion passed: 3-0

PUBLIC COMMENTS

There were no comments from the public.

3.8

APPROVAL OF DISTRICT WARRANTS

It was motioned by Janet Saitman, seconded by Jared Meredith to approve the district warrants report for the period of November 16 – December 6, 2022.

Motion passed: 3-0

CONSENT AGENDA

There were no items for the Consent Agenda.

ACTION/DISCUSSION ITEMS

First Interim Budget Report

It was motioned by Janet Saitman, seconded by Jared Meredith, to accept the 2022-23 First Interim as presented by Jennifer Fusano, CFO.

Motion passed: 3-0.

2022-23 Salary Settlement and Salary Schedules

It was motioned by Jared Meredith, seconded by Janet Saitman to approve the 2022-23 Salary Settlement and Salary Schedules for the Certificated, Classified, and Confidential employee groups, which includes the following:

Salaries – effective July 1, 2022

- 9% increase on the salary schedule for all employee groups.

Benefits – effective July 1, 2023

- Increase the medical cap by \$75 from \$675 to \$750 per month.

Motion passed: 3-0.

2022-23 Superintendent Salary Increase

It was motioned by Janet Saitman, seconded by Jared Meredith to approve a 9% increase to the Superintendent's contract, effective July 1, 2022.

Motion passed: 3-0.

2022-23 Disclosures of Collective Bargaining Agreements

It was motioned by Janet Saitman, seconded by Jared Meredith to approve the Certificated, Classified, and Confidential Disclosures of Collective Bargaining Agreements, certifying to EDCOE that they are able to meet the costs incurred under the 2022-23 Salary Settlement.

Motion passed: 3-0.

2021-22 Audit Report

It was motioned by Janet Saitman, seconded by Jared Meredith to accept the 2021-22 annual Audit Report as submitted by Michelle Hanson, CPA. There was one minor non-financial compliance finding.

Motion passed: 3-0.

2022-23 PBIS Rewards Agreement

It was motioned by Jared Meredith, seconded by Janet Saitman, to accept an agreement with PBIS Rewards in the amount of \$1,277.90. The district has already implemented a Positive Behavior Interventions and Supports (PBIS) program to reward positive behaviors in students.

The PBIS Rewards program is an online version we are implementing to support the interventions already in place. Staff will be trained on the online program in January. Question was raised regarding what kind of data this program collects and tracks.

Motion passed: 3-0.

BOARD POLICIES/ADMINISTRATIVE REGULATIONS

There were no Board Policies for review.

INFORMATION/CORRESPONDENCE

A. Board Member medical reimbursement verification – please provide Tracy with documentation of 2023 medical costs by January 15 (before January reimbursement can be processed).

BOARD MEMBER REPORTS

Scot Yarnell raised the following questions:

- What is the status of the Creekside housing development?
- Facilities Plan – are we in line for receiving any funds?
- Do we have other potential facilities projects?
- Is there a written agreement with EDUHSD to build a future school on EDUHSD property?

The Superintendent will follow up on these matters.

SUPERINTENDENT’S REPORT

Dave Scroggins presented information to the Board including:

- 2022-23 Enrollment: 161 students (65 LES; 96 MH) – there will be four new students starting in January.
- High School Registration – We have counselors from Ponderosa and Union Mine High Schools scheduled to speak to our 8th graders on January 25.
- California School Dashboard – Was released last week, giving 2021-22 data on ELA/Math, English Learners, Chronic Absenteeism, Discipline. We were very high in our ELA testing results; Chronic Absenteeism was high due to COVID quarantine/isolations. Other districts and the State have similar numbers for attendance.

CLOSED SESSION

There were no items for Closed Session.

ADJOURNMENT

There being no further business the regular meeting was adjourned at 7:03 p.m.

Next regular meeting: Tuesday, January 17, 2023 at 6:00 p.m.

Copies of all reports, contract, agreements, and resolutions are made a part of these minutes as if contained fully herein. All documents are available in the district office.

Adopted:

Scot Yarnell, President of the Board

Date

008 LATROBE SCHOOL DISTRICT
DECEMBER 20, 2022

J51315

ACCOUNTS PAYABLE PRELIST
BATCH: 0019 DECEMBER 20, 2022

APY500 L.00.21 12/20/22 16:06 PAGE 1
<< Held for Audit >>

0019

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC LC1	LOC2	L3	SCH T9MPS	Liq Amt	Net Amount

101026/00	CANON FINANCIAL SERVICES INC. 14904 COLLECTIONS CENTER DRIVE CHICAGO, IL 60693-0149	223056822								
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235009	PO-230009	12/20/2022	INV.29651456/COPIER COSTS	1	01-0000-0-5630-1110-1000-000-0000-00-001	NN	P		415.94	415.94
235009	PO-230009	12/20/2022	INV.29651456/COPIER COSTS	2	01-0000-0-5630-1110-1000-000-0000-00-002	NN	P		415.95	415.95
235009	PO-230009	12/20/2022	INV.29651456/COPIER COSTS	3	01-0000-0-5630-0000-2700-000-0000-00-100	NN	P		92.43	92.43
TOTAL PAYMENT AMOUNT									924.32 *	924.32

000126/00	EL DORADO COUNTY OFFICE OF ED 6767 GREEN VALLEY RD PLACERVILLE, CA 95667-0000									
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235011	PO-230011	12/20/2022	INV.230170/JULY COMPUTER TECH	1	01-1100-0-5806-1110-1000-000-0000-00-100	NN	P		1,311.13	1,311.13
235011	PO-230011	12/20/2022	INV.230170/JULY COMPUTER TECH	2	01-1100-0-5806-0000-7700-000-0000-00-100	NN	P		1,311.13	1,311.13
TOTAL PAYMENT AMOUNT									2,622.26 *	2,622.26

011552/00	EL DORADO UNION HIGH SCHOOL DISTRICT: ACCTS REC. 4675 MISSOURI FLAT RD PLACERVILLE, CA 95667									
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235015	PO-230015	12/20/2022	1ST SEMESTER BUS	1	01-0000-0-5100-0000-3600-000-0000-00-001	NN	P		10,383.89	10,383.89
235015	PO-230015	12/20/2022	1ST SEMESTER BUS	2	01-0000-0-5100-0000-3600-000-0000-00-002	NN	P		12,274.02	12,274.02
235015	PO-230015	12/20/2022	1ST SEMESTER BUS	3	01-0000-0-5810-0000-3600-000-0000-00-001	NN	P		5,906.65	5,906.65
235015	PO-230015	12/20/2022	1ST SEMESTER BUS	4	01-0000-0-5810-0000-3600-000-0000-00-002	NN	P		5,906.65	5,906.65
TOTAL PAYMENT AMOUNT									34,471.21 *	34,471.21

000232/00	PACIFIC GAS & ELECTRIC COMPANY PO BOX 997300 SACRAMENTO, CA 95899-7300									
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235028	PO-230028	12/20/2022	ACCT.2549674067-8/LES	1	01-0000-0-5540-0000-8200-000-0000-00-001	NN	P		509.30	509.30
235028	PO-230028	12/20/2022	ACCT.3265436500-9/MH	2	01-0000-0-5540-0000-8200-000-0000-00-002	NN	P		248.49	248.49
TOTAL PAYMENT AMOUNT									757.79 *	757.79

Item 5.

008 LATROBE SCHOOL DISTRICT
DECEMBER 20, 2022

J51315

ACCOUNTS PAYABLE PRELIST
BATCH: 0019 DECEMBER 20, 2022

APY500 L.00.21 12/20/22 16:06 PAGE 2
<< Held for Audit >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT	ABA num GOAL	Account num FUNC LC1 LOC2 L3 SCH T9MPS	EE ES Liq Amt	E-Term Net Amount	E-ExtRef
100807/00	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC PO BOX 981022 Boston, MA 02298-1022		000000000						
235029	PO-230029 12/20/2022	INV.3105846689/POSTAGE LEASE		1 01-0000-0-5902-0000-7200-000-0000-00-100 NN P		156.55 *	156.55	156.55	
		TOTAL PAYMENT AMOUNT							
100260/00	SCHOOL SPECIALITY PO BOX 825640 PHILADELPHIA, PA 19182-5640		000000000						
	PV-230108 12/20/2022	INV.208131586268/STUDENT SUPPL		01-0000-0-4300-1110-1000-000-0000-00-001 NN		486.86 *	486.86	486.86	
		TOTAL PAYMENT AMOUNT							
100717/00	STAPLES PO BOX 660409 DALLAS, TX 75266-0409								
235032	PO-230032 12/20/2022	INV.3524982494/STUDENT SUPPLIE 2		01-0000-0-4300-1110-1000-000-0000-00-002 NN P		30.56	30.56		
235032	PO-230032 12/20/2022	INV.3525052246/STUDENT SUPPLIE 2		01-0000-0-4300-1110-1000-000-0000-00-002 NN P		29.89	29.89		
		TOTAL PAYMENT AMOUNT				60.45 *	60.45		

TOTAL BATCH PAYMENT	39,479.44 ***	0.00	39,479.44
TOTAL DISTRICT PAYMENT	39,479.44 ****	0.00	39,479.44
TOTAL FOR ALL DISTRICTS:	39,479.44 ****	0.00	39,479.44

Number of checks to be printed: 7, not counting voids due to stub overflows. 39,479.44

Pursuant to Latrobe School District policy, the
El Dorado County Superintendent of Schools
is hereby authorized and directed to issue
individual warrants to the payees named hereon.

District Designee

Date

12/20/2022

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

To: Dr. Ed Manansala, Superintendent of Schools

District: Latrobe

Person completing this form: Tracy Pearson Title: Dist. Sec'y

Signature: Tracy Pearson

Quarterly Report Submission Date: January 2023
 (check one) April 2023
 July 2023
 October 2023

Date for information to be reported publicly at governing board meeting:

Please check the box that applies:

- No complaints were filed with any EDCOE program sites during the quarter indicated above.
- Complaints were filed with any EDCOE program sites during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

Signature of County Superintendent of Schools

Date

6.A.

The Single Plan for Student Achievement 2022-2023

District: Latrobe School District
School: Miller's Hill
CDS Code: 09-61911-6103857
School: Latrobe Elementary
CDS Code: 09-61911-6005581
Superintendent/Principal: Dave Scroggins
Revision Date: December 15, 2022

The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students. California Education Code sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the ConApp and ESEA Program Improvement into the SPSA.

For additional information on school programs and how you may become involved locally, please contact the following person:

Contact Person: Dave Scroggins
Position: Superintendent/Principal
Telephone Number: 530-677-0260
Address: 7900 S. Shingle Road
Shingle Springs, CA 95682
E-mail address: dscroggins@latrobeschool.com

The District Governing Board approved this revision of the School Plan on: January 17, 2023

School Vision and Mission

Mission Statement:

Latrobe School District is committed to providing for the intellectual, physical and social needs of each child. We will provide a healthy and safe environment in which students can learn and grow.

District Motto:

A Place to Learn

A Place to Grow

A Place to Be Safe

A Place to Be Proud

A Place to Work Together

School Profile

Latrobe School District is committed to providing for the intellectual, physical and social needs of each child. We provide a healthy and safe environment in which students can learn and grow. The Latrobe School District is a small, rural, K-8 school district in the southwest corner of El Dorado County. The district encompasses approximately 35 square miles. There is a full time staff of 18: a Superintendent/Principal, nine regular teachers, one special education teacher, two paraprofessionals, one district secretary, two school secretaries, one Director of Maintenance and one custodian. The District also employs a PE teacher for two days per week and contracts with It Takes The Village for counseling services one day per week. This year, we have also hired an additional teacher to work two days per week to release a teacher to provide instruction and professional development related to Social Emotional Learning.

The staff is professional and cohesive in its collaborative approach to planning and refining new and existing curriculum. California State Standards are being implemented in every classroom for every grade level. Latrobe Schools continue to emphasize student use of technology. Individualized computing has been introduced in all classrooms with a 1:1 ratio of either iPads (TK-1) or Chromebooks (2-8). The Accelerated Reader Program is used to encourage students to read appropriately leveled books and to enable staff to track progress through testing on classroom workstations. The program is very successful and has markedly increased circulation of library books. District funds and donations are used to regularly update the library collection and purchase hardware and software as needed. Parent and community involvement at Latrobe Schools is positive and broad in scope. Parents volunteer in their children's classrooms and in many other ways. Two parent groups that provide continuous and valuable support to the schools are the Parent Advisory Committee/School Site Council and our Parent Teacher Club

(PTC). Ongoing support of staff, students, and improvements to the physical plant ensure school site safety, accessibility, and a positive school climate. Latrobe School District is a place where every student counts and students are seen as a unique individual.

Instructional Minutes

Grade Level	State Requirements	Latrobe School District
TK/K	36,000	56,160
1	50,400	51,570
2	50,400	51,570
3	50,400	51,570
4	54,000	56,790
5	54,000	56,790
6	54,000	56,790
7	54,000	58,590
8	54,000	58,590

Parent / Teacher Input and Conclusions from Student Performance Data

The Latrobe School District conducted a needs assessment, from which the following conclusions have been drawn.

The Latrobe School District will continue our goals for high academic achievement. Academic goals are based upon an analysis of verifiable data from local assessments and results from the CAASPP system of assessments.

Results from the spring 2022 CAASPP Administration show that 73% of 3rd – 8th grade students are meeting or exceeding the standards for English language Arts and 63% of students are meeting or exceeding grade level standards for mathematics. District benchmark assessments, including NWEA MAP, confirm that most students in the Latrobe School District are making remarkable academic progress, even in light of a higher than normal chronic absenteeism rate in 2021-2022 due to required COVID quarantines and isolations.

It is also our desire to improve school climate and reduce the number of student suspensions. To address our goal for fewer suspensions, all staff members receive ongoing training on, and opportunities to collaborate around, Positive Behavior Interventions and Strategies (PBIS). We also look for other ways to address student discipline, including counseling and restorative practices.

Another very important continuing goal is to improve attendance at every grade level, especially in light of the COVID Pandemic and the impact that quarantines and isolations had on student attendance in the 2021-2022 school year. School officials will be exploring strategies to incentivize positive attendance, while still adhering to practices that reduce the spread of communicable illness.

All students, including English language learners, educationally disadvantaged students, gifted and talented students, and students with exceptional needs receive targeted remediation and/or enrichment depending on individual areas of need. The current goals mirror the district's LCAP goals. Input from the school community; staff, students and parents, is gathered through surveys. Based upon this analysis, the council is continuing the following performance improvement goals, actions, and expenditures.

Goal 1

Educational Services

The Latrobe School District will provide a relevant, rigorous, and integrated curriculum designed to engage all students and ensure that they are college and career focused upon completion of eighth grade. Staff will utilize best educational practices and multiple assessment measures to equip every student with the skills necessary to be successful in an ever-changing world.
(Priority 1, Priority 2, Priority 4)

Metrics and Expected Outcomes

CAASPP English Language Arts Assessment – 85% Met or Exceeded

CAASPP Mathematics Assessment – 75% Met or Exceeded

CAASPP Science Assessment (CAST) – 75% Met or Exceeded

NWEA Trimester Assessments (ELA) – 85% Met or Exceeded

NWEA Trimester Assessments (Math) – 75% Met or Exceeded

Accelerated Reader - 90% of K-3 students reaching individual goals

California Physical Fitness Test – 75% Met or Exceeded Fitness Standards

Actions

1. Use Accelerated Reader program to increase reading levels for all students in grades K-3.
2. Receive training and implement newly adopted NGSS-aligned STEMscopes Science Curricula .
3. Provide supplemental math supports, including ST Math.
4. Provide after school tutoring at Latrobe Elementary and Miller's Hill School.
5. Provide a Physical Education program for all students.
6. Provide CA Framework-aligned health curriculum.
7. Use paraprofessionals to administer diagnostic testing and intensive academic support for at risk students that may include English Learners, Foster Youth and Low Income students and lower the ratio of staff to TK Students.
8. Use assessment data to make needed modifications to improve the program and plan for staff development.
9. Provide academic staff development for teachers and paraeducator (Title II, Part A)

Goal 2

School Climate

The Latrobe School District will create and sustain a positive and respectful school environment that supports and promotes teaching and learning. Partnering with families and stakeholders, we will promote a climate and culture for students to set positive goals, make responsible and purposeful choices that support an atmosphere of physical and emotional safety. (Priority 3, Priority 5, Priority 6)

Metrics and Expected Outcomes

End of year suspension Rates - Less than 2%.

End of Year office referral data – Less than 4%.

Attendance rates – Overall attendance > 95%

Chronic Absenteeism – Chronic absenteeism < 5%

Student Survey Results – Students will rate school climate as positive

Actions

1. Continue to implement the PBIS program.
2. Employ a counselor, one days per week, to support the social emotional development of students.
3. Release a teacher specialist two days per week to provide instruction and professional development related to social emotional learning.
4. When appropriate, provide alternative to suspensions, including restorative practices and counseling
5. Track overall student attendance rates and meet with parents/students to improve attendance when students are truant.
6. Track chronic absenteeism and meet with parents/students to improve attendance.
7. Utilize the School Attendance Review board as a means to improve attendance
8. Increase awareness for parents on the negative effects of absenteeism.

Goal 3

Support Services and Infrastructure

All students will have access to basic educational services. All teachers will be fully credentialed in the subject areas and grade levels they are teaching. Students will have access to standards aligned instructional materials. Facilities will be maintained in good repair.
(Priority 1, Priority 7, Priority 8)

Metrics and Expected Outcomes

Facility Inspection Toolkit (FIT) Report – All facilities will be in good repair or higher
Parent Survey Results – Students will rate school communication as positive
Staff Survey Results - Staff will report technology support to be satisfactory or better

Actions

1. Provide 1:1 technology to help advance mastery of grade level and technology standards.
2. Provide technology training for staff based on expressed need and requirements for the new adopted curriculum.
3. Provide technical support liaisons to support staff.
4. Contract with EDCOE to support IT needs.
5. Keep facilities in good repair.
6. Use ParentSquare to communicate general information to our stakeholders.
7. Use classroom newsletters, email updates and or websites as an additional form of communication.
8. Publish dates of the Board of Trustees' meetings.
9. Keep the district website current and calendar up to date.
10. Encourage parent volunteers to be on campus.

Estimated Federal Funding for Latrobe School District

The following federal categorical funds are estimated to be awarded to this school through the Consolidated Application and Reporting System.

<u>Federal Programs 2022-23</u>	<u>Amount</u>
<p>Title I: Improving the Academic Achievement of the Disadvantaged Purpose: Support efforts to improve teaching and learning for students farthest from meeting state academic standards. A portion of our special education teacher’s salary is covered with these funds.</p>	\$6,972
<p>Title II, Part A: Professional Development Title II funds are allocated to provide the following professional development opportunities: ELA Training Peer Observations and Mentoring PBIS Training</p>	\$3,402
	Total
Total amount of federal categorical funds allocated to this District:	\$10,374

School Site Council Membership

At elementary schools, the council must be constituted to ensure parity between (a) the principal, classroom teachers and other school personnel and (b) parents of pupils attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). (Education Code 52012)

Staff Members:	Parents/ Community Members:
Glenda Custard <i>Classified Staff</i>	Sarah Milton <i>Parent</i>
Cheryl Weidert <i>Certificated Staff</i>	Stacey Medina <i>Parent</i>
Samantha Gautschi <i>Certificated Staff</i>	Sherry Xue <i>Parent</i>

Annual Revision 2021-2022

Education Code Section 64001 requires that this plan be reviewed and updated at least annually, including proposed expenditures of funds allocated through the Consolidated Application, by the school site council.

Latrobe School District

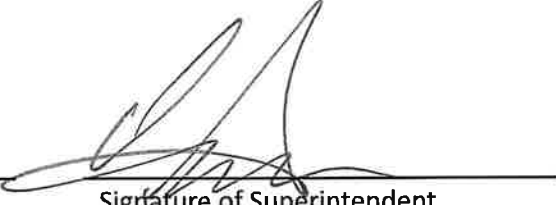
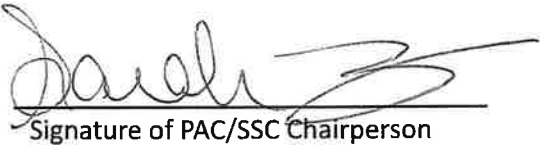
Dave Scroggins	PAC/SSC Approval Date	Board Approval Date
Superintendent/ Principal	12/15/2022	1/17/2023

Recommendations and Assurances

The school site council (SSC) recommends this school plan and its related expenditures to the district governing board for approval, and assures the board of the following:

1. The SSC is correctly constituted, and was formed in accordance with district governing board policy and state law.
2. The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the school plan requiring board approval.
3. The school site council sought and considered all recommendations from other groups or committees, including the special education advisory committee and technology advisory committee, before adopting this plan.
4. The SSC reviewed the content requirements for school plans of programs included in this SPSA, and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based upon a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on: December 15, 2022.

Attested:

<u>Dave Scroggins</u> Typed name of Superintendent	 Signature of Superintendent	<u>1/10/23</u> Date
<u>Sarah Milton</u> Typed name of PAC/SSC Chairperson	 Signature of PAC/SSC Chairperson	<u>1/10/23</u> Date

Latrobe School District
Personnel Action Report

January 17, 2023

Name	Position	Time	Effective	Action
Beaver, Max	PE Teacher	0.4 FTE	1/1/2023	Employment, Column 5, Step 6 on Certificated Salary Schedule
Magness, Sherry	TK/K Teacher	1.0	6/1/2023	Retirement

7.C.



Latrobe School District 2023-24 School Calendar

Board approval: 1/17/23



July

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

 First & Last Day of School

 End of Trimester

 School Closed/Holidays

July 4	Independence Day (observed)
Sept 4	Labor Day
Nov 10	Veteran's Day
Nov 20-24	Thanksgiving Break
Dec 21-Jan 5	Winter Break
Jan 15	Martin Luther King Day
Feb 12	Lincoln's Day
Feb 19	Washington's Day
Mar 25-29	Spring Break
May 27	Memorial Day

 Minimum Days

Aug 28	Collaboration Day
Sept 25	Collaboration Day
Oct 30	Collaboration Day
Nov 14-17	Parent Conferences
Dec 4	Collaboration Day
Dec 20	Collaboration Day
Jan 29	Collaboration Day
Feb 26	Collaboration Day
Mar 6-8	Parent Conferences
Mar 18	Collaboration Day
Apr 29	Collaboration Day
May 13	Collaboration Day
May 24	Last Day of School

 Emergency Make-up Days

If school is cancelled, students and staff may be required to attend one or all of the following days:
May 28-29 Make-up Days

 School Events

Aug 17	Back to School Night
May 16	Open House
May 23	8th Grade Promotion

 Teacher Work Days

Aug 7-9
May 30-31 (May 28-29 if no makeup days)

School Hours	Regular	Min Day
Latrobe	7:55 - 1:55	7:55 - 11:55
Miller's Hill	7:50 - 2:05	7:50 - 12:05

Buses run two hours early on minimum days

T1	61 days	162 reg days
T2	59 days	18 min days
T3	60 days	180 total

7.D.

CSBA Policy Update: June 2022
Selected BP/ARs for Latrobe School District
First Reading and Consideration for Adoption – January 17, 2023

1. Administrative Regulation & Exhibit 1312.4 - Williams Uniform Complaint Procedures

Regulation updated to reflect NEW STATE REGULATIONS (Register 2020, No. 21) which amends the definition of "beginning of the year or semester" and NEW LAW (AB 367, 2021) which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year. Regulation also updated to clarify that the principal or Superintendent's designee is required to send a written resolution of the complaint to the mailing address of the complainant when the complainant has indicated on the complaint form a desire to receive a response to the complaint.

Exhibit updated to include that, for a school that serves any of grades 6-12, a complaint may be filed for failure to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms, as required by NEW LAW (AB 367, 2021).

2. Administrative Regulation & Exhibit 3517 - Facilities Inspection

Regulation updated to reflect NEW LAW (AB 367, 2021) which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year, and to post a notice, as specified, regarding this requirement in a prominent and conspicuous location.

NEW exhibit presents a sample of the required notification to be posted in a prominent and conspicuous location in each restroom where free menstrual products are required to be stocked, pursuant to NEW LAW (AB 367, 2021).

3. Board Policy/Administrative Regulation 3523 - Electronic Signatures

NEW policy reflects the authorization for districts to use electronic signatures in their communications and operations, including the benefits of electronic records and signatures, the requirement that electronic signatures conform with criteria described in law and that the level of security is sufficient for the transaction being conducted, and that electronic records are retained in accordance with law and regulations and as specified in board policy and administrative regulation.

NEW regulation establishes procedures for district use of electronic signatures, including that in any business transaction electronic signatures may be used only when each party has agreed to conduct the transaction in such a manner and that in other district operations electronic signatures may be required, criteria that must be met in order for an electronic signature to be used, and specific requirements for notarized signatures and statements that are required to be signed under penalty of perjury.

4. Board Policy/Administrative Regulation 3550 - Food Service/Child Nutrition Program **NEW to LATROBE**

Policy updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and NEW LAW (AB 486, 2021) which authorizes the coordination of food service programs with classroom instruction and other related district programs.

Regulation updated to reflect changes necessary to implement NEW LAW (AB 130, 2021) which requires the provision of a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and make other clarifying changes in the "Food Safety" section.

5. Board Policy/Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund **NEW to LATROBE**
OPTION 2: Expenses paid from Cafeteria Fund

Policy updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, including revisions to the "Meal Sales" and "Program Monitoring and Evaluation" sections.

Item 8.

Regulation updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility. Updated Regulation includes revision to "Payment for Meals," "Cafeteria Funds," and "Contracts with Outside Services" sections to make them generally applicable to all food service programs and the deletion of the "Unpaid and Delinquent Meal Charges" section which is no longer applicable.

6. Board Policy/Administrative Regulation 3553 - Free and Reduced Price Meals

Policy updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility. Updated policy includes general requirements applicable to federal National School Lunch and Breakfast Programs as well as the state Universal Meal Program. Updated Policy also includes revision to the "Confidentiality/Release of Records" section to permit the use of student information to facilitate the provision of targeted educational services to a student based on the local control and accountability plan, as clarified in the California Department of Education's Management Bulletin SNP-022018.

Regulation updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and includes program implementation changes to "Verification of Eligibility" and "Nondiscrimination Plan" sections and the deletion of the "Prices" section which is no longer necessary.



Regulation 1312.4: Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

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 more than 20 percent 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.

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, or 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 student safety or to make repairs. (Education Code 35292.5)

In any school serving any of grades 6-12, 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)

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)

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 Superintendent of Public Instruction within 15 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 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)

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

State References

	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4680-4687	Williams uniform complaint procedures
Ed. Code 1240	County superintendent of schools, duties - https://simbli.eboardsolutions.com/SU/zxiNblNKXQ1Z3w2H1beZIA==
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 60119	Hearing on sufficiency of instructional materials

Federal References

	Description
20 USC 6314	Title I schoolwide program

Management Resources References

	Description
Website	State Allocation Board, Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==
Website	California Department of Education, Williams Case - https://simbli.eboardsolutions.com/SU/lgEokv15m4hnKA9yXFZS8A==
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/Wyr1WplusZPL9SDth52IMoLrg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/fwFbmaz5QUQOAdI7DbzBBg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/N8bGSx8fXalLgcLPJYKR9w==

1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/fQesiYtQfPyCw4jPFcug3A==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/4tJdaJKloaYSSEbRROYJaw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/WiQNe3KFENCO5p9jplusYuECZQ==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/M8iCyLiEBtdadBi4mgLAsw==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/yvGJj2X8PyrSmBYInybbQA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/qu1ox8qD0SpMJPXqVt6gag==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/BslshPMK886oDyrBoOyAftUdg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/HDslshuPXC0G3Oslshr71TMVplus4Jw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/xf1Aslshslsh7GO4WA2Z2wFHc4ng==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/gcCBzokrVuucd9EFStBmQQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/4xVQsptceRtGBj5E9mJGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmlLgLw==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/FREeZf6a8MvAoYS87Pslshlplusw==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/BSLtfUgO3jNMI5qQwVEu7A==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/b5iETQeqP351rst21A1Vxg==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/FwTPOhvRxliNJslshEW1LnHQ==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/pluswdSb1sGBbeWLETQ8P8yIQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/08qN2JplusCipasRtU7nhplus2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/Qo9sz5aT68knWPK2vi8Djg==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/NtHKleuKt9J8bge0adj3gg==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/tUslshewyAvQpluseaA5VjOFaFlw==
4112.22	Staff Teaching English Learners - https://simbli.eboardsolutions.com/SU/fPpluf14CbbT2rsQorgrRhGQ==
4113	Assignment - https://simbli.eboardsolutions.com/SU/BhXFYknfTIZslshK6TX1rcPNw==

4113	Assignment - https://simbli.eboardsolutions.com/SU/BHJLvt0UWpluspJ20aXCvNApQ==
4144	Complaints - https://simbli.eboardsolutions.com/SU/gUFnuw70jWGezEp60OAE0w==
4144	Complaints - https://simbli.eboardsolutions.com/SU/slshuuXuplus3vKAplusjaXKpilZpQQ==
4244	Complaints - https://simbli.eboardsolutions.com/SU/dpWU08slsh6hjddsVYvxoilag==
4244	Complaints - https://simbli.eboardsolutions.com/SU/T94gjCe5she2llLWxwooVA==
4344	Complaints - https://simbli.eboardsolutions.com/SU/0m0xiT7oKn9m9TLZpluszeRyA==
4344	Complaints - https://simbli.eboardsolutions.com/SU/35PWlyWDSzcCYbz2slshslshaWog==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/FTMquy4qCooO0o5vPBAIDA==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/OknJQUz7OqdbiwOmRU3OQ==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/fXBcLMA6WABwBGWhEn0Y9Q==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/b1DLaOxc8rcgTsfoplusV89zg==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/pzjgEGaCof7djCAI2snnsQ==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFduR9FE4g==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/Xl4RzcyjBhPgLiAhBeu5CA==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/9D6eWnslshmj4aK9zGITm6Ow==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/rPzCGxop9pluspluscD3iWn6mhcw==

Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

**K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ___ Yes ___ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

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

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

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)
 - o 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.
 - o 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.
 - o Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - o 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. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)
 - o A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school 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 a semester for an entire semester.
 - o A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - o A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

- o A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including 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; and any other condition deemed appropriate by the district.
- o A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
- o For a school serving any of grades 6-12, the school has not, at all times, stocked and made 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.
- o The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

Supt/Princ
 (principal or designee)
 (address)

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

 (Signature)

 (Date)

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4680-4687	Williams uniform complaint procedures
Ed. Code 1240	County superintendent of schools, duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==

Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 60119	Hearing on sufficiency of instructional materials

Federal References

20 USC 6314

Description

Title I schoolwide program

Management Resources References

Website

Description

State Allocation Board, Office of Public School Construction - <https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==>

Website

California Department of Education, Williams Case - <https://simbli.eboardsolutions.com/SU/IgEokvI5m4hnKA9yXFZS8A==>

Website

California County Superintendents Educational Services Association - <https://simbli.eboardsolutions.com/SU/Wyr1WplusZPL9SDth52IMoLrg==>

Website

CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

Description

0460

Local Control And Accountability Plan - <https://simbli.eboardsolutions.com/SU/fwFbmaz5QUQOAdI7DbzBBg==>

0460

Local Control And Accountability Plan - <https://simbli.eboardsolutions.com/SU/N8bGSx8fXallGcLPJYKR9w==>

1100

Communication With The Public - <https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==>

1250

Visitors/Outsiders - <https://simbli.eboardsolutions.com/SU/fQeslYtQfPyCw4jPFcug3A==>

1250

Visitors/Outsiders - <https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==>

1312.2

Complaints Concerning Instructional Materials - <https://simbli.eboardsolutions.com/SU/4UdaJKloaYSSEbRROYJaw==>

1312.2

Complaints Concerning Instructional Materials - <https://simbli.eboardsolutions.com/SU/WiQNe3KFENCO5p9iplusYuECZQ==>

1312.2-E PDF(1)

Complaints Concerning Instructional Materials - <https://simbli.eboardsolutions.com/SU/M8iCyLiEBtdadBi4mgLAsw==>

1312.3

Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/yvGJj2X8PyrSmBYInybbQA==>

1312.3

Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/qu1ox8qD0SpMJPXqVt6gag==>

1312.3-E PDF(1)

Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/BslshPMK886oDyrBoOyAftUdg==>

1312.3-E PDF(2)

Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/HDslshuPXC0G3Oslshr71TMVplus4Jw==>

1340

Access To District Records - <https://simbli.eboardsolutions.com/SU/xf1Aslshslsh7G04WA2Z2wFHc4ng==>

1340	Access To District Records - https://simbli.eboardsolutions.com/SU/gcCBzkrVuucd9EFStBmQQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/4xVQsptytceRtGBj5E9mJGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmlglw==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/FREeZf6a8MvAoYS87Pslshlplusw==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/BSLtfUgO3jNMI5qQwVEu7A==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/b5iETQeqP351rst21A1Vxg==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/FwTPOhvRxlNJslshEW1LnHQ==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/pluswdSb1sGBbeWLETQ8P8ylQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/08qN2JplusCipasRtU7nhplus2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/Qo9sz5aT68knWPk2vi8Djg==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/NtHKleuKt9J8bgeOadJ3gg==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/tUslshewyAvQpluseaA5VjQFaFlw==
4112.22	Staff Teaching English Learners - https://simbli.eboardsolutions.com/SU/fPplusf4CbbT2rsQorgrRhGQ==
4113	Assignment - https://simbli.eboardsolutions.com/SU/BhXFYknfTIZslshK6TX1rcPNw==
4113	Assignment - https://simbli.eboardsolutions.com/SU/BHJLvt0UWpluspJ20aXCvNAPQ==
4144	Complaints - https://simbli.eboardsolutions.com/SU/gUFnuw70jWGezEp60OAE0w==
4144	Complaints - https://simbli.eboardsolutions.com/SU/slshuuXuplus3vKApusjaXKpilZpQQ==
4244	Complaints - https://simbli.eboardsolutions.com/SU/dpWU08slsh6hjddsYYvxoilag==
4244	Complaints - https://simbli.eboardsolutions.com/SU/T94gjCe5she2llLWxwooVA==
4344	Complaints - https://simbli.eboardsolutions.com/SU/0m0xiT7oKn9m9TLZpluszeRyA==
4344	Complaints - https://simbli.eboardsolutions.com/SU/35PWlyWDSzczCYbz2slshslshaWog==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/FTMquy4qCooO0o5vPBAIDA==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/OknJQUnz7OqdbiwOmRU3OQ==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/fXBcLMA6WABwBGWhEn0Y9Q==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/b1DLaOxc8rcgTsfoplusV89zg==

6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/pzjgEGaCof7djCAI2snnsQ==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFFduR9FE4g==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/XI4RzcjjBhPgLiahBeu5CA==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/9D6eWnslshmj4aK9zGITm6Qw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/rPzCGxop9pluspluscD3iWn6mhcw==

2

Regulation 3517: Facilities Inspection

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, the Superintendent or designee shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. Gas Leaks: Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. Windows and Doors: Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. Interior Surfaces (walls, floors, ceilings): Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. Hazardous Materials: Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.
7. Structures: Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. Fire Safety and Emergency Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.
9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.
10. Lighting: Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.
11. Pest/Vermin Infestation: No visible or odorous indicators of pest or vermin infestation are evident.
12. Drinking Fountains: Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and mold, or excessive staining is not evident.
13. Restrooms: Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

In addition, any school serving any of grades 6-12 shall, 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. The district shall post in a prominent and conspicuous location a notice regarding this requirement that includes an email address and telephone number for a designated individual responsible for maintaining the requisite supply of menstrual products. (Education Code 35292.6)

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.
15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building
16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.
17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.
18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the Governing Board with regular reports regarding the district's facility inspections and updates of any visits to district schools by the County Superintendent of Schools to review school facilities.

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

State References

Description

2 CCR 1859.300-1859.330

Emergency Repair Program - <https://simbli.eboardsolutions.com/SU/ZtX55Ue9ctaSCHdnkNBQAw==>

Ed. Code 1240

County superintendent of schools, duties - <https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==>

Ed. Code 17002

State School Building Lease-Purchase Law, including definition of good repair - <https://simbli.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKplusAVTw==>

Ed. Code 17070.10-17077.10

Leroy F. Greene School Facilities Act of 1998 - <https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==>

Ed. Code 17565-17591

Property maintenance and control

Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 33126	School accountability report card
Ed. Code 35186	Complaints regarding teacher vacancy or misassignment
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness

Federal References

- 20 USC 6314
- 42 USC 300f-300j-27

Description

- Schoolwide programs
- Safe Drinking Water Act

Management Resources References

State Allocation Board, Public School Construction Facility Inspection Tool: School Facility Conditions Evaluation

Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/FJy7Gf2dixDpluso3aMdrnckQ==
Website	California Department of Education, Williams Case - https://simbli.eboardsolutions.com/SU/IgEokvl5m4hnKA9yXFZS8A==
Website	State Allocation Board, Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszwNedr16Dp8wuQ==
Website	Coalition for Adequate School Housing - https://simbli.eboardsolutions.com/SU/zOaL3RZe0CPBOQ9GOYjpAg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Description

Cross References

0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/fwFbmaz5QUQOAdl7DbzBBg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/N8bGSx8fXallgcLPJYKR9w==
0510	School Accountability Report Card - https://simbli.eboardsolutions.com/SU/tZgonRHxkvRwnPrVQ1WmBg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/K4sSLEmfPDpDFCTIDy3T6A==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/jNRJER1z7850tslshkvfYJ15Q==
1312.4-E(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/cqrHyplusslshVG7skrok5E8EbRw==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/MApP1vZuzplus4Gqg6jSyK5KQ==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/cplusZbQcQ4TXPVaA1IFqU7LQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/HcK7HUZEN9Aj9DplusJHCDH4Q==
3311	Bids - https://simbli.eboardsolutions.com/SU/ry0hLBz8DRvRct6kukvHHA==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/Y9FyWGORGodKIGNRslshKMofg==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/UNtBkiqKOCpoemKmiFAE2w==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/REeZf6a8MvAoYS87Pslshplusw==

3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/BSLtfUgO3jNMI5qQwVEu7A==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/b5iETQeqP351rst21A1Vxg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/x6NWrX0FV0TusDr7guOmSQ==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/UzirPzb2Tud8LJ2LDo5W5w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/08qN2JplusCipasRtU7nhplus2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/Qo9sz5aT68knWPk2vi8Djg==
6117	Year-Round Schedules - https://simbli.eboardsolutions.com/SU/PGJ0eo0EaMcrbETUgSfnfg==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/HOPXuOCfbbfkplussVfoH3BEA==
7111	Evaluating Existing Buildings - https://simbli.eboardsolutions.com/SU/goJJck1h6pJu8MfDmEnYslshg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFFduR9FE4g==

Exhibit 3517-E(1): Facilities Inspection

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

NOTICE REGARDING MENSTRUAL PRODUCTS

Education Code 35292.6 requires that:

- a. On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school’s restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women’s restrooms and all-gender restrooms, and in at least one men’s restroom.
- b. A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils.
- c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section. This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.
- d. For purposes of this section, “menstrual products” means menstrual pads and tampons for use in connection with the menstrual cycle.
- e. This section shall become operative on July 1, 2022.

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

Tracy Pearson
 (name and/or title/position)

 (telephone number)

 (email address)

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

State References	Description
2 CCR 1859.300-1859.330	Emergency Repair Program - https://simbli.eboardsolutions.com/SU/ZtX55Ue9ctaSCHdnkNBQAw==
Ed. Code 1240	County superintendent of schools, duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair - https://simbli.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKplusAVTw==
Ed. Code 17070.10-17077.10	Leroy F. Greene School Facilities Act of 1998 - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17565-17591	Property maintenance and control
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account

Ed. Code 33126	School accountability report card
Ed. Code 35186	Complaints regarding teacher vacancy or misassignment
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness

Federal References

20 USC 6314	Schoolwide programs
42 USC 300f-300j-27	Safe Drinking Water Act

Description

Management Resources References

State Allocation Board, Public School Construction Facility Inspection Tool: School Facility Conditions Evaluation

Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/FJy7Gf2dJxDpluso3aMdrnckQ==
Website	California Department of Education, Williams Case - https://simbli.eboardsolutions.com/SU/IgEokvI5m4hnKA9yXFZS8A==
Website	State Allocation Board, Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==
Website	Coalition for Adequate School Housing - https://simbli.eboardsolutions.com/SU/zOaL3RZeoCPBOQ9GOYjpAg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Description

Cross References

0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/fwFbmaz5QUQOAdI7DbzBBg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/N8bGSx8fXaLLgcLPJYKR9w==
0510	School Accountability Report Card - https://simbli.eboardsolutions.com/SU/tZgonRHxkvRwnPrVQ1WmBg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/K4sSLEmfPDpDFECTIDy3T6A==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/jNRJER1z7850tSlshkvfYJ15Q==
1312.4-E(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/cqrHyplusslshVG7skrok5E8EbRw==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/MApP1vZuzplus4Gqg6jSyK5KQ==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/cplusZbQcQ4TXPVaA1IEqU7LQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/HcK7HUZEN9Aj9DplusJHCDH4Q==
3311	Bids - https://simbli.eboardsolutions.com/SU/ry0hLBz8DRvRct6kukvHHA==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/Y9FyWG0RGodKIGNRslshKMofg==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/UNTbKiqKQcpoemKmiFAE2w==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/FREeZf6a8MvAoYS87Pslshplusw==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/BSLtfUgQ3jNMI5qQwVfEu7A==

Description

3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/b5iETQeqP351rst21A1Vxg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/x6NWrX0FV0TusDr7guOmSQ==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/UzirPzb2Tud8LJ2LD05W5w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/08qN2JplusCipasRtU7nhplus2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/Qo9sz5aT68knWPk2vi8Djg==
6117	Year-Round Schedules - https://simbli.eboardsolutions.com/SU/PGJ0eo0EaMcrbETUgSfnfg==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/H0PXuOCfbfkplussVfoH3BEA==
7111	Evaluating Existing Buildings - https://simbli.eboardsolutions.com/SU/goJJck1h6pJu8MfDmEnYslshg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFFduR9FE4g==



Policy 3523: Electronic Signatures

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Governing Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in district operations. The Board authorizes the use of electronic signatures in district operations when authorized by law.

The Superintendent or designee shall ensure that any electronic signature utilized by the district conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - District Records.

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

State References

- 2 CCR 22000-22005
- 5 CCR 16020-16022
- 5 CCR 16023-16027
- 5 CCR 430
- 5 CCR 432
- Civ. Code 1633.1-1633.17
- Civ. Code 1798.29
- Ed. Code 35252-35255
- Ed. Code 44031
- Ed. Code 49060-49079.7
- Ed. Code 8234
- Gov. Code 16.5
- Gov. Code 6252-6265
- Gov. Code 811.2

Description

- Public entity use of electronic signatures - <https://simbli.eboardsolutions.com/SU/jjoxXkoplusnlSsKsUaPslshQplusYg==>
- Records, general provisions
- District records, retention and destruction
- Individual student records; definition
- Student records
- Uniform Electronic Transactions Act
- District records; breach of security - <https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==>
- Records and reports
- Personnel file contents and inspection
- Student records
- Electronic signatures; child care and development programs
- Electronic signatures
- Inspection of public records
- Definition of public entity

Federal References

- 15 USC 7001-7006
- 20 USC 1232g
- 20 USC 1400-1482
- 34 CFR 300-300.818
- 34 CFR 99.1-99.8

Description

- Electronic Records and Signatures in Commerce Act
- Family Educational Rights and Privacy Act (FERPA) of 1974
- Individuals with Disabilities Education Act
- Assistance to states for the education of students with disabilities
- Family Educational Rights and Privacy Act

Management Resources References

- CA Department of Education Publication

Description

- Management Bulletin 17-13, October 2017

Cross References

Description

3510	Green School Operations - https://simbli.eboardsolutions.com/SU/K0GKzAB8i2S6wgjLPPfUw==
3580	District Records - https://simbli.eboardsolutions.com/SU/8fsDI9HykDCItBSvVLEIIA==
3580	District Records - https://simbli.eboardsolutions.com/SU/gX132ogfrNaLpqF5dbh66Q==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/gV15kvM64fYni0slshEytQg3A==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/IPI7b2rD5MZYxullH90nRA==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/3WD3cPzZ5cHkLGieytbEKA==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/yUGzYIAmdf85jnh2JwXT6Q==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/S0PIFWQ0dcwNeAZdN9bmYQ==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/3gc3YUKeG1b3e7zDpoTL3Q==

Regulation 3523: Electronic Signatures

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

When authorized by law, electronic signatures may be used in the operation of district business and/or administration.

In any business transaction, an electronic signature shall only be used when each party has agreed to conduct the transaction by electronic means. In other district operations, the Superintendent or designee may require the use of an electronic signature. (Civil Code 1633.5; 15 USC 7001)

A *digital signature* is defined as an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. (Government Code 16.5)

An *electronic signature* consists of an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. (Civil Code 1633.2)

In order for an electronic signature to be used, the electronic signature shall be: (Government Code 16.5; 2 CCR 22002)

1. Unique to the person using it
2. Capable of verification
3. Under the sole control of the person using it
4. Linked to data in such a manner that if the data are changed the electronic signature is invalidated
5. Conform to 2 CCR 22000-22005

Prior to accepting an electronic signature, the Superintendent or designee shall ensure the following: (2 CCR 22005)

1. That the signature is created by acceptable technology pursuant to 2 CCR 22003
2. That the level of security used to identify the signer of the document and to transmit the signature is sufficient for the transaction being conducted
3. That, if a certificate is a required component of the electronic signature, the certificate format used by the signer is sufficient for the security and interoperability needs of the district.

If a notarized signature is required with respect to an electronic signature, the electronic signature of the notary public together with all of the other information required by law to be included in a notarization shall accompany the electronic signature. (Civil Code 1633.11)

If a statement is required to be signed under penalty of perjury, the electronic signature shall include all of the information to which the declaration pertains together with a declaration under penalty of perjury by the person who submits the electronic signature that the information is true and correct. (Civil Code 1633.11)

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

State References

Description

2 CCR 22000-22005

Public entity use of electronic signatures - <https://simbli.eboardsolutions.com/SU/jjoxXkoplusnlSsKsUaPslshQplusYg==>

5 CCR 16020-16022

Records, general provisions

5 CCR 16023-16027

5 CCR 430

5 CCR 432

Civ. Code 1633.1-1633.17

Civ. Code 1798.29

Ed. Code 35252-35255

Ed. Code 44031

Ed. Code 49060-49079.7

Ed. Code 8234

Gov. Code 16.5

Gov. Code 6252-6265

Gov. Code 811.2

Federal References

15 USC 7001-7006

20 USC 1232g

20 USC 1400-1482

34 CFR 300-300.818

34 CFR 99.1-99.8

Management Resources References

CA Department of Education Publication

Cross References

3510

3580

3580

5148

5148

5148.3

5148.3

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6159.1

District records, retention and destruction

Individual student records; definition

Student records

Uniform Electronic Transactions Act

District records; breach of security -

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Records and reports

Personnel file contents and inspection

Student records

Electronic signatures; child care and development programs

Electronic signatures

Inspection of public records

Definition of public entity

Description

Electronic Records and Signatures in Commerce Act

Family Educational Rights and Privacy Act (FERPA) of 1974

Individuals with Disabilities Education Act

Assistance to states for the education of students with disabilities

Family Educational Rights and Privacy Act

Description

Management Bulletin 17-13, October 2017

Description

Green School Operations -

<https://simbli.eboardsolutions.com/SU/K0GKzAB8i2S6wgjLPPfUw==>

District Records -

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Policy 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and maintain fiscal integrity of the programs in accordance with law.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
5. Be provided at no cost to students who request a meal

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and school publications.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for food preparation and consumption.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition

programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

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

State References

	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements

Federal References

	Description
42 USC 1751-1769j	National School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.2-220.22	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Management Resources References

Description

CA Project Lean Publication	Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006
California Department of Education Publication	Healthy Children Ready to Learn, January 2005
California Department of Education Publication	Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022
CSBA Publication	Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
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CSBA Publication	Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
U.S. Department of Agriculture Publication	School Breakfast Toolkit
U.S. Department of Agriculture Publication	Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
U.S. Department of Agriculture Publication	Dietary Guidelines for Americans, 2005
U.S. Department of Agriculture Publication	Food Buying Guide for Child Nutrition Programs, December 2007
U.S. Department of Agriculture Publication	Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010
U.S. Department of Agriculture Publication	Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==
Website	California Farm Bureau Federation - https://simbli.eboardsolutions.com/SU/9DOfPfd6z2oylYGKzj0qKA==
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Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/UUiiqrqtk65lplusLWplusApdRjg==
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0470

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1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/K4sSLEmfPDpDFCTIDy3T6A==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/jNRJER1z7850tslshkvfYJ15Q==
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1340	Access To District Records - https://simbli.eboardsolutions.com/SU/xf1Aslshslsh7GO4WA2Z2wFHc4ng==
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3510	Green School Operations - https://simbli.eboardsolutions.com/SU/K0GKzAB8i2S6wgjLPPfUw==
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3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/aWC2AHy6NLMMLvqBaeqp7g==
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6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/zsjkyhfKAplusFQR21mnd3hw==
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6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/WeRWxD20iReBezfn3aKzplusQ==
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6176	Weekend/Saturday Classes - https://simbli.eboardsolutions.com/SU/gT9qUoycsIshwAqFdyaRaqF4w==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/HOPXuOCfbfklussVfoH3BEA==

Regulation 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49501.5, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.7)

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall ensure that food service directors, managers, and staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

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State References

	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
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Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements

Federal References

	Description
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42 USC 1758b	Local wellness policy
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42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.2-220.22	National School Breakfast Program

7 CFR 245.1-245.13

Eligibility for free and reduced-price meals and free milk

Management Resources References

Description

CA Project Lean Publication

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

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Cross References

Description

0470

COVID-19 Mitigation Plan - <https://simbli.eboardsolutions.com/SU/UonRXG6LPiZi7EgvplusqAd8g==>

0500	Accountability - https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/K4sSLEmfPDpDFCTIDy3T6A==
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3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/FwTPOhVrxliNJlshEW1LnHQ==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/pluswdSb1sGBbeWLETQ8P8ylQ==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/aWC2AHy6NLmMLvqBaeqp7g==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/NslKZ3UxVB4jy5gIgHITWg==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/wzUihV3gK9PplusFxFxGH4lt0Ew==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/byXci7oy4EQvJziZSatkag==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/Y07PII5plus2xHEILURmRHYzQ==
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3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/XA2ZvkzJLpluswEugplusBS1IVw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/npluszuymEvcWm0UJgsNn6laQ==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/XKe0wQEvO2cheo7acl3BFA==
3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/ukhuacwucDP1t5CkuDdS3w==

3580	District Records - https://simbli.eboardsolutions.com/SU/8fsDI9HykDCItBSvVLEIIA==
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4131	Staff Development - https://simbli.eboardsolutions.com/SU/700vA0ysAx5YXC8kTtgs9Q==
4141.6	Concerted Action/Work Stoppage - https://simbli.eboardsolutions.com/SU/TtH8mfb4Zwc222YN76OTdg==
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5030	Student Wellness - https://simbli.eboardsolutions.com/SU/CvzKiInplusCH4n5fplusplusl8lJA==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/MS09fvkpcfTxfXADdn7slshBg==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/pbePTFFyypXAzJEa77Eu6w==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/gV15kvM64fyNi0slshEytQg3A==
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5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/ZCXkdpn0NOWtDDYWmvGMPw==
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5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/3WD3cPzZ5cHkLGieytbEKA==
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6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/26yNHUwMmAXRvJ1b3jpT2g==
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6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/zsjkyhfKAplusFQR21mnjd3hw==
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6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/WerWxD20iReBezFN3aKzplusQ==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/D7vRHZxZslshBORslshzL7t0wPgw==
6176	Weekend/Saturday Classes - https://simbli.eboardsolutions.com/SU/gT9qUoycslshwAqEdyaRaqF4w==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/HOPXuOCfbfklplusVfoH3BEA==



Policy 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

OPTION 1: The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)

OPTION 1 ENDS HERE

OPTION 2 The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

OPTION 2 ENDS HERE

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

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

State References

5 CCR 15550-15565

Ed. Code 38080-38086

Ed. Code 38090-38095

Ed. Code 38100-38103

Ed. Code 42646

Description

School lunch and breakfast programs

School meals

Cafeterias, funds and accounts

Cafeterias, allocation of charges

Alternate payroll procedure

Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49493	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Federal References

2 CFR 200
2 CFR 200.318-200.326
2 CFR 200.400-200.475
2 CFR 200.56
42 USC 1751-1769j
42 USC 1771-1793
42 USC 1773
7 CFR 210.1-210.31
7 CFR 210.1-210.33
7 CFR 220.1-220.21
7 CFR 220.1-220.22
7 CFR 245.8
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Management Resources References

CA Department of Education Publication
California Department of Education Publication
California Department of Education Publication
California Department of Education Publication
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Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015
Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-05-2020, February 2020
Food Distribution Program Administrative Manual
Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018
Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016
Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017
Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014
Unpaid Meal Charges: Local Meal Charge Policies, SP-46-2016, July 2016

U.S. Dept of Agriculture Publication	School Meals - FAQs
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	California School Nutrition Association - https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==

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0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/tuHL5JjVCCjJcBx3RI3Hfw==
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3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/46smJEFyHQTgoxbzQIEJJA==
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3312	Contracts - https://simbli.eboardsolutions.com/SU/fXvC3hMz5b6WCslsh8VCWplus8QQ==
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3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/qQg2Qs0VtgXvS1coVhS0Pg==
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3510	Green School Operations - https://simbli.eboardsolutions.com/SU/KOGKzAB8i2S6wgjLPPfUw==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/6U4LYM8ognqwmrbp8zWccQ==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/iAnvY3u49coMifpxvKeARg==
3512	Equipment - https://simbli.eboardsolutions.com/SU/ezslshZHMnYpluscHnfpO2vztUslshg==
3512-E PDF(1)	Equipment - https://simbli.eboardsolutions.com/SU/vT6eQv7UTk9lkiR0gVplusiBg==
3515.6	Criminal Background Checks For Contractors - https://simbli.eboardsolutions.com/SU/geomrY9Sslshaklhn9Zl2plusQbA==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/08qN2JplusCipasRtU7nhplus2qg==
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3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/XA2ZvkzJLpluswEugplusbBS1IVw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/npluszuymEvcWmOUlgsNn6laQ==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/XKe0wQEVO2cheo7acL3BFA==
3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/ukhuacwucDP1t5CkuDdS3w==
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4112.4	Health Examinations - https://simbli.eboardsolutions.com/SU/sILMlshxLI2YOPYoMMU2U7w==
4212	Appointment And Conditions Of Employment - https://simbli.eboardsolutions.com/SU/lxFxNaSMhpQ8wsNQbau8LA==
4212.4	Health Examinations - https://simbli.eboardsolutions.com/SU/RQiw5kZICOmkaEEHCuvAIA==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/FAuFrJnlbcVy3kgsTslshNU6g==
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5030

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5145.6

Parental Notifications -

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5145.6-E PDF(1)

Parental Notifications -

<https://simbli.eboardsolutions.com/SU/3aQzL6ew2HslshlwsIsh02DEyMg==>

Regulation 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 06/01/2022 | **Last Reviewed Date:** 06/01/2022

Payments for Meals

The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, the Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of eligibility forms at the start of the school year
4. Posting the policy on the district's web site

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free and reduced-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

The cafeteria fund shall be used only for those expenditures authorized by the Governing Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of

the purpose of and basis for the expenditure. (Education Code 38101)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

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

State References

5 CCR 15550-15565

Ed. Code 38080-38086

Ed. Code 38090-38095

Ed. Code 38100-38103

Ed. Code 42646

Ed. Code 45103.5

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Ed. Code 49490-49493	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Federal References

2 CFR 200
2 CFR 200.318-200.326
2 CFR 200.400-200.475
2 CFR 200.56
42 USC 1751-1769j
42 USC 1771-1793
42 USC 1773
7 CFR 210.1-210.31
7 CFR 210.1-210.33
7 CFR 220.1-220.21
7 CFR 220.1-220.22
7 CFR 245.8
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Food Distribution Program Administrative Manual
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Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016
Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017
Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014
Unpaid Meal Charges: Local Meal Charge Policies, SP-46-2016, July 2016
School Meals - FAQs

Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	California School Nutrition Association - https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/tuHL5JjVCCjJcBx3RI3Hfw==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/ZEoW4ZKHcT3nfqLxRTR1fw==
1113-E(1)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/i5TLslsh83D1nplusoytHTIsM6ew==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/xf1Aslshslsh7GO4WA2Z2wFHc4ng==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/gcCBzekerVuucd9EFStBmQQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/jyvplusBDTDZP2PfaNjtUb1FQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/msAckulxvwNnuplus45O6T7slshw==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/g7jG6Z2VGWY4vyMKAjslshXplusA==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/OVH379RjC0a1aO7I1TFHYg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/pHfysr2KHcXTIDFyCkoN8w==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/46smJEFyHQTgoxbzQIEJJA==
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3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/mVe0QYRtN4WLxpjXZCEPuQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/HcK7HUZEN9Aj9DplusJHCDH4Q==
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3312	Contracts - https://simbli.eboardsolutions.com/SU/fXvC3hMz5b6WCslsh8VCWplus8QQ==
3314.2	Revolving Funds - https://simbli.eboardsolutions.com/SU/JslshEYCCaujw6avqMYfuJug==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/qQg2Qs0VtgXvS1coVhS0Pg==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/EEPE8KLEmi83u81NRq4qNw==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/0csifafQslshei8bwlwWEsitQ==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/IP5i9D5BpfgONQIUrXYkrQ==

3510	Green School Operations - https://simbli.eboardsolutions.com/SU/K0GKzAB8i2S6wgjILPFfUw==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/6U4LYM8ognqwmrbp8zWccQ==
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3512	Equipment - https://simbli.eboardsolutions.com/SU/ezsIshZHMnYpluscHnfpO2vztUslshg==
3512-E PDF(1)	Equipment - https://simbli.eboardsolutions.com/SU/vT6eQv7UTk9lkiR0gVplusiBg==
3515.6	Criminal Background Checks For Contractors - https://simbli.eboardsolutions.com/SU/geomrY9Sslshaklhn9ZI2plusQbA==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/Q8qN2JplusCipasRtU7nhplus2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/Qo9sz5aT68knWPk2vi8Djg==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/wzUihV3gk9PplusFvGH4lt0Ew==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/byXci7oy4EQvJziZSatkag==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/Y07PII5plus2xHEiLURmRHYzQ==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/0Q5co4sXK4An7L2TouWocg==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/XA2ZvkzJLpluswEugplusbBS1IVw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/npluszuymEvcWm0UlgSnn6laQ==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/XKe0wQEVO2cheo7acl3BFA==
3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/ukhuacwucDP1t5CkuDdS3w==
3580	District Records - https://simbli.eboardsolutions.com/SU/8fsDI9HykDCItBSvVLEIIA==
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4112.4	Health Examinations - https://simbli.eboardsolutions.com/SU/sILMlslshxLI2YOPYoMMU2U7w==
4212	Appointment And Conditions Of Employment - https://simbli.eboardsolutions.com/SU/lxExNaSMhpQ8wsNQbau8LA==
4212.4	Health Examinations - https://simbli.eboardsolutions.com/SU/RQiw5kZIComkqEEHCUVaIA==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/FAuFrJnlbcVv3kgsTslshNU6g==
4312.4	Health Examinations - https://simbli.eboardsolutions.com/SU/obiSk8rTaSgKJ7TuV2j8Xw==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/3BIIBFE9slshf2AlnllsFw7ag==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/CvzKilnplusCH4n5fplusjplusl8ljA==

5145.6

Parental Notifications -

<https://simbli.eboardsolutions.com/SU/SuvNxTtIUJ0XfalLui15AA==>

5145.6-E PDF(1)

Parental Notifications -

<https://simbli.eboardsolutions.com/SU/3aQzL6ew2Hslshlwsish02DTEyMg==>



Policy 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students in the district's food service program.

Each school day, the district shall provide, free of charge, a nutritionally adequate breakfast and lunch for any student who requests a meal. (Education Code 49501.5)

To provide optimal nutrition and ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a. The Superintendent or designee shall submit an application to operate a federal universal meal provision to the California Department of Education (CDE) on behalf of any district school that meets the definition of a "high poverty school." (Education Code 49564.3)

The Superintendent or designee shall ensure that meals served under the school nutrition program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, and shall submit to CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals are not treated differently from other students and that meets other requirements specified in Education Code 49557.

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be disclosed except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576
3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist that other educational agency in ensuring that the student continues to receive school meals.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

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

State References

	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49564.3	High-poverty schools; universal meal service

Federal References

	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1791	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220.10-220.21	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Management Resources References

	Description
California Department of Education Publication	Clarification on the Sharing of Individual Student Eligibility Information for Local Control and Accountability Plan Purposes, Management Bulletin SNP-02-2018, May 2018
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CSBA Publication	Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
U.S. Department of Agriculture Publication	Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002
U.S. Dept of Agriculture Publication	Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2017
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==
Website	Nourish California - https://simbli.eboardsolutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==
Website	California Project LEAN (Leaders Encouraging Activity and Nutrition) - https://simbli.eboardsolutions.com/SU/lzuCbhn3rBrfeZTSNnVCw==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/9j90oJApXGvO9isl1lyD8g==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/fwFbmaz5QUQOAdl7DbzBBg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/N8bGSx8fXaLgcLPJYKR9w==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/UonRXG6LPiZi7EgplusqAd8g==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/xf1Aslshslsh7GO4WA2Z2wFHc4ng==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/gcCBzekerVuucd9EFStBmQQ==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/vJHizKctUNWljEfGnHx4CA==
3100	Budget - https://simbli.eboardsolutions.com/SU/jyvplusBDTDZP2PfaNjtUb1FQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/msAckulxvwNnuplus45O6T7slshw==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/52vnhtEZtk37HQDb8atpZw==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/83aLjBFLBoIAUBqRh8Lwmg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/46smJEFyHQTgoxbzQIEJJA==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/FeWbTzBdYgA9xdZd3xUExA==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/08qN2JplusCipasRtU7nhplus2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/Qo9sz5aT68knWpk2vi8Djg==

3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/aWC2AHy6NLmMLvqBaeqp7g==
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3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/wzUihV3gK9PplusFxGH4lt0Ew==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/byXci7oy4EQvJziZSatkag==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/XA2ZvkzJLpluswEugplusbBS1lVw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/npluzuywEvcWm0UIgsNn6laQ==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/XKe0wQEvO2cheo7acL3BFA==
3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/ukhuacwucDP1t5CkuDdS3w==
4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/2wFCPnGtM48l3kplusPslshl0slshSw==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/DzT84jciN31dA5odXslshEoA==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/X3ta8p18splcxmJVplusXplusrZQ==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/CvzKilnplusCH4n5fplusjplusl8lJA==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/be8UrO5tYpPBjYfPslshJOslshgg==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/YpwmrnK3MFpslshPeaNfGkpoQ==
5125	Student Records - https://simbli.eboardsolutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==
5125	Student Records - https://simbli.eboardsolutions.com/SU/9slshJjOjwllKjNef0pjUBtbg==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/KxDBTjjskEdlUR2Gj3BFRPw==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/0vHj1CrosCLePopplusArHjplusg==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/m3D8kgCbYf75xXSrW6Y27Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/2yjABQdVf4fFrislsho9qlzfg==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/SuvNxTtIUJ0XfalLui15AA==
5145.6-E PDF(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/3aQzL6ew2Hslshlwslsh02DTEyMg==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/gV15kvM64fYni0slshEytQg3A==
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5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/ZCXkdpn0NOWtDDYWmvGMPw==

5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/6TCzxi5d2ShJygXCj1JXQ==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/NdqSEfNslshwaBKplusUkKH040A==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/oZbkKwYtcu0mkplusF9H7PNfQ==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/p4BMACj6yFUh6jSJgfA2gA==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/Dbh9ejHszdfmzm1699QEQQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/zsjkyhfKAplusFQR21mnjd3hw==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/vD4ZxTplusVHjDjcdnxYRslshO3g==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/WeRWxD20iReBezfn3aKzplusQ==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/D7vRHxZslshBORslshzL7t0wPgw==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/hwZQyTeELA0lr5Chn5ZTpg==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/r9gaWHVtSEiLuKk6s8KjNw==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/roLeyXGgp5l03jclK5slshG1A==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/eEi167SF33ZkvAHsw1fl7g==
6176	Weekend/Saturday Classes - https://simbli.eboardsolutions.com/SU/gT9qUoycslshwAqFdyaRaqF4w==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/eqaj3pDRTAplus4B05lJJGzw==

Regulation 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If as a result of verification activities, the eligibility of a household that is receiving free or reduced-price benefits cannot be confirmed, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for the household's ineligibility. At least 10 days prior to the actual reduction or termination, the Superintendent or designee shall send a notice of adverse action to the household. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to disclose a student's name and eligibility status from individual meal records only for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

District Secretary
(title or position)

In permitting the disclosure of student records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released.
3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

In implementing the district's food service programs for students who are eligible to receive free or reduced-price meals, the district shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals at a different time.

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

State References

Description

5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49564.3	High-poverty schools; universal meal service

Federal References

- 20 USC 1232g
- 20 USC 6301-6576
- 42 USC 1751-1769j
- 42 USC 1771-1791
- 42 USC 1773
- 7 CFR 210.1-210.31
- 7 CFR 220.10-220.21
- 7 CFR 245.1-245.13

Description

- Family Educational Rights and Privacy Act (FERPA) of 1974
- Title I Improving the Academic Achievement of the Disadvantaged
- School Lunch Program
- Child nutrition
- School Breakfast Program
- National School Lunch Program
- National School Breakfast Program
- Eligibility for free and reduced-price meals and free milk

Management Resources References

- California Department of Education Publication
- CSBA Publication
- CSBA Publication
- U.S. Department of Agriculture Publication
- U.S. Dept of Agriculture Publication
- Website
- Website
- Website
- Website
- Website

Description

- Clarification on the Sharing of Individual Student Eligibility Information for Local Control and Accountability Plan Purposes, Management Bulletin SNP-02-2018, May 2018
- Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012
- Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
- Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002
- Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2017
- U.S. Department of Agriculture, Food and Nutrition Service - <https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==>
- Nourish California - <https://simbli.eboardsolutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==>
- California Project LEAN (Leaders Encouraging Activity and Nutrition) - <https://simbli.eboardsolutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==>
- California Department of Education, Nutrition Services Division - <https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==>
- CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

	Description
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/9j90oJApXGvO9isl1lyD8g==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/fwFbmaz5QUQOAdl7DbzBBg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/N8bGSx8fXalLgcLPJYKR9w==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/UonRXG6LPiZi7EgplusqAd8g==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/xf1Aslshslsh7GO4WA2Z2wFHc4ng==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/gcCBzokrVuucd9EFStBmQQ==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/vJHizKctUNWjEfGnHx4CA==
3100	Budget - https://simbli.eboardsolutions.com/SU/jyvplusBDTDZP2PfaNjtUb1FQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/msAckulxvwnnuplus45O6T7slshw==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/52vnhTEZtk37HQDb8atpZw==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/83aLjBFLBoIAUBqRh8Lwmg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/46smJEFyHQTgoxbzQIEJJA==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/FeWbTzBdYgA9xdZd3xUExA==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/08qN2JplusCipasRtU7nhplus2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/Qo9sz5aT68knWPk2vi8Djg==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/aWC2AHy6NLmMLvqBaeqp7g==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/NslKZ3UxVB4jy5glgHITWg==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/wzUihV3gk9PplusFgGH4lt0Ew==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/byXci7oy4EQvJziZSatkag==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/XA2ZvkzJLpluswEugplusbBS1IVw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/npluszuymEvcWm0UJgsNn6laQ==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/XKe0wQEvO2cheo7acl3BFA==
3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/ukhuacwucDP1t5CkuDdS3w==

4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/2wFCpNgtM48l3kplusPslshl0slsh5w==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/DzT84jciN31dA5odXslshEoA==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/X3ta8p18splcxmJVplusXplusnZQ==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/CvzKilnplusCH4n5fplusjplusl8ljA==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/be8UrO5tYpPBjYfPslshJQslshgg==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/YpwmrnK3MEpslshPeaNfGkpoQ==
5125	Student Records - https://simbli.eboardsolutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==
5125	Student Records - https://simbli.eboardsolutions.com/SU/9slshJjOjwllKjNef0pjUBtbg==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/KxDBTjksEdlUR2Gj3BFRPw==
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5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/m3D8kgCbYf75xXsrW6Y27Q==
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5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/SuvNxTtlUJ0XfalLui15AA==
5145.6-E PDF(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/3aQzL6ew2Hslshlswslsh02DTEyMg==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/gV15kvM64fYni0slshEytQg3A==
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5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/ZCXkdpn0NOWtDDYWmvGMPw==
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6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/NdqSEfNslshhwaBKplusUkKH040A==
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6171	Title I Programs - https://simbli.eboardsolutions.com/SU/p4BMACj6yFUH6jSJgfA2gA==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/Dbh9ejHszdfmzm1699QEQQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/zsjkyhfKApplusFQR21mnjd3hw==
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6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/WeRWxD20iReBezfn3aKzplusQ==

6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/D7vRHZxZslshBORslshzL7t0wPgw==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/hwZQyTeELA0lr5Chn5ZTpg==
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6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/roLeyXGgp5I03jclK5slshG1A==
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6176	Weekend/Saturday Classes - https://simbli.eboardsolutions.com/SU/gT9qUoycslshwAqFdyaRaqF4w==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/ezqaj3pDRTAplus4B05IJJGzw==

Latrobe School District
2022-23 Enrollment Summary

2022-23

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
TK	7	7	7	7	7	7				
K	13	11	11	11	11	11				
1	13	13	13	13	13	14				
2	16	16	16	16	16	17				
3	18	18	18	18	18	18				
LES	67	65	65	65	65	67	0	0	0	0
4	18	18	18	18	18	18				
5	12	11	11	11	11	11				
6	24	24	24	24	24	25				
7	25	26	26	26	26	27				
8	17	17	17	17	17	17				
MH	96	96	96	96	96	98	0	0	0	0
Total	163	161	161	161	161	165	0	0	0	0

Historical (May Counts)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
TK				1	5	2	4	2	5	3	5
K	17	6	11	12	11	18	3	17	17	12	9
1	15	15	6	14	13	11	20	7	13	17	17
2	19	13	13	8	18	13	13	24	10	14	13
3	21	17	12	13	8	17	13	20	22	10	17
LES	72	51	42	48	55	61	53	70	67	56	61
4	20	23	16	14	15	8	18	13	19	26	11
5	17	22	19	15	17	14	10	20	17	18	23
6	21	18	7	20	20	15	16	11	23	18	23
7	18	20	15	16	20	21	17	20	11	21	17
8	18	19	19	13	16	21	21	17	17	13	24
MH	94	102	76	78	88	79	82	81	87	96	98
Total	166	153	118	126	143	140	135	151	154	152	159

H.A.