

LATROBE SCHOOL DISTRICT BOARD OF TRUSTEES

Tuesday, December 12, 2023

REGULAR MEETING MINUTES

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

Board Member Absent: None

District Office Staff Present: Dave Scroggins, Superintendent; Jennifer Fusano, CFO; 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 Scot Yarnell at Miller's Hill Library, 7900 South Shingle Road, Latrobe, CA, 95682. Scot Yarnell led the flag salute.

ANNUAL ORGANIZATIONAL MEETING

It was moved by Janet Saitman, seconded by Scot Yarnell to make the following selections for 2024, after which Jared Meredith continued the meeting as Board President:

- Board President (BB 9121): Jared Meredith
- Board Clerk (BB 9123): Scot Yarnell
- Board Representative to the EDCSBA (BB 9140): Janet Saitman
- 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 2024 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 Scot Yarnell to approve the agenda of the December 12, 2023 regular board meeting.

Motion passed: 3-0

Minutes - It was motioned by Janet Saitman, seconded by Scot Yarnell to approve the minutes of the November 14, 2023 regular board meeting.

Motion passed: 3-0

PUBLIC COMMENTS

There were no comments from the public.

APPROVAL OF DISTRICT WARRANTS

It was motioned by Jared Meredith, seconded by Scot Yarnell to approve the district warrants report for the period of November 15 – 29, 2023.

Motion passed: 3-0.

3.B.

CONSENT AGENDA

There were no items for Consent.

ACTION/DISCUSSION ITEMS

There were no items for Action.

BOARD POLICIES/ADMINISTRATIVE REGULATIONS

There were no BP/ARs for consideration.

INFORMATION/CORRESPONDENCE

- Board Member medical reimbursement verification – please provide Tracy with documentation of 2024 medical costs by January 15 (before January reimbursement can be processed).

BOARD MEMBER REPORTS

- Jared enjoyed the CSBA conference (recently attended with Scot, Janet, and Dave). He would like to have a future discussion to evaluate the value of attending the conference vs. spending time together as a Board in other ways.
- Scot thinks there is value to attending a conference with an agenda. The SSDA conference might be a good alternative to CSBA.

SUPERINTENDENT'S REPORT

Dave Scroggins presented information to the Board including:

- 2023-24 Enrollment: 167 students (62 LES; 105 MH)
- Real Property: The High School District owns 200 acres off Latrobe Road and is amenable to selling a parcel to Latrobe for a future elementary school, as well as some land to the CSD. A 2:1 meeting will be set up to discuss further. Jared Meredith is interested in serving as our rep for this group. Dave will follow up with the EDUHSD Superintendent.
- Winterfest rehearsal was held today. The show is this Thurs 12/14 at 6:00pm.
- Lockdown Alarm: Yesterday the lockdown siren was inadvertently activated at both schools and students responded within 15-20 seconds. We will practice both sounds with students tomorrow (lockdown and fire alarm).
- Gym Floor: Dave met with PBK and Mancini (who did our carpeting) on ways to update the gym, surface improvements, and perhaps flooring updates. We might have to do a new core sample for updated results.
- Creekside has been very quiet. We have a new rep as the previous rep is no longer working for the county.
- 7680 South Shingle: Barbara Bigby has now indicated she no longer wants to sell the property. There were too many people involved to be able to complete a probate process, and she still wants her nephew to have a place to live.

CLOSED SESSION

The Board adjourned to Closed Session at 6:24pm to discuss the following confidential material:

- Conference with Labor Negotiator (Gov Code 54957.6) – Agency Negotiator: Dave Scroggins.

REPORT OUT OF CLOSED SESSION

The regular meeting was reconvened by Scot Yarnell at 6:48pm.
Report out of Closed Session: Direction given to the Superintendent.

ADJOURNMENT

There being no further business the regular meeting was adjourned at 6:49pm.
Next regular meeting: Tuesday, December 12, 2023 (second Tuesday) at 6:00pm.

Copies of all reports, contracts, 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, Clerk of the Board

Date

008 LATROBE SCHOOL DISTRICT
DECEMBER 8, 2023

J48895

ACCOUNTS PAYABLE PRELIST
BATCH: 0019 DECEMBER 5, 2023

APY500 L.00.22 12/08/23 15:41 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			
008233/00	AMERICAN FIDELITY ASSURANCE	730714500						
	ACCOUNT ADMIN							
	PO BOX 268805							
	OKLAHOMA CITY, OK 73126-8805							
PV-240104	12/08/2023	PRODUCTS/NOVEMBER	01-0000-0-9582-0000-0000-000-000 NN					1,956.97
		TOTAL PAYMENT AMOUNT		1,956.97 *				1,956.97
100979/00	AMERICAN FIDELITY ASSURANCE CO							
	ATTN; FLEX ACCOUNT ADMIN.							
	P.O. BOX 219326							
	KANSAS CITY, MO 64121-9326							
PV-240105	12/08/2023	FLEX/NOVEMBER	01-0000-0-9582-0000-0000-000-000 NN					200.00
		TOTAL PAYMENT AMOUNT		200.00 *				200.00
101396/00	AQUALITY WATER MANAGEMENT	030414363						
	1900 TERRACINA DRIVE STE 110							
	SACRAMENTO, CA 95834							
245091	PO-240091	12/07/2023	WATER MANGMT/NOVEMBER	1 01-8150-0-5806-0000-8110-000-0000-00-002 NN P				3,567.20
245091	PO-240091	12/07/2023	WATER MANGMT/NOVEMBER	2 01-8150-0-5806-0000-8110-000-0000-00-001 NN P				1,528.80
			TOTAL PAYMENT AMOUNT		5,096.00 *			5,096.00
100839/00	AT&T							
	PO BOX 9011							
	CAROL STREAM, IL 60197-9011							
245006	PO-240006	12/07/2023	BAN9391047287/PHONE SERVICE	2 01-0000-0-5901-0000-2700-000-0000-00-002 NN P				29.60
245006	PO-240006	12/07/2023	BAN9391047287/PHONE SERVICE	1 01-0000-0-5901-0000-2700-000-0000-00-100 NN P				29.62
245006	PO-240006	12/07/2023	BAN9391047287/PHONE SERVICE	3 01-0000-0-5901-0000-2700-000-0000-00-001 NN P				29.60
245006	PO-240006	12/07/2023	INV9391007284/PHONE SERVICE	1 01-0000-0-5901-0000-2700-000-0000-00-100 NN P				72.73
245006	PO-240006	12/07/2023	INV9391007284/PHONE SERVICE	3 01-0000-0-5901-0000-2700-000-0000-00-001 NN P				72.72
245006	PO-240006	12/07/2023	INV9391007284/PHONE SERVICE	2 01-0000-0-5901-0000-2700-000-0000-00-002 NN P				72.72
			TOTAL PAYMENT AMOUNT		306.99 *			306.99

Item 5.

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT	ABA num GOAL FUNC LC1	Account num LOC2 L3 SCH T9MPS	EE ES	E-Term Liq Amt	E-ExtRef Net Amount
101287/00	BATTERIES PLUS BULBS #863 2791 E. BIDWELL STREET SUITE #200 FOLSOM, CA 95630								
	PV-240107 12/08/2023	INV.P68186755/MAINTENANCE SUPP		01-8150-0-4300-0000-8110-000-0000-00-001	NN			269.89	
	PV-240107 12/08/2023	INV.P68186755/MAINTENANCE SUPP		01-8150-0-4300-0000-8110-000-0000-00-002	NN			269.89	
		TOTAL PAYMENT AMOUNT						539.78 *	539.78
101184/00	CALIFORNIA CUSTOM TEES 694 PLEASANT VALLEY ROAD #5 DIAMOND SPRINGS, CA 95619		680212686						
	PV-240106 12/08/2023	DISTRICT TEE SHIRT/INV.57014		01-9012-0-4300-1110-1000-012-0000-00-100	NY			1,697.77	1,697.77
		TOTAL PAYMENT AMOUNT						1,697.77 *	1,697.77
101071/00	CALIFORNIACHOICE BENEFIT ADMIN ATTN: ACCOUNTS RECEIVABLE PO BOX 7088 ORANGE, CA 92863-7088		330115986						
	245013 PO-240013 12/08/2023	MEDICAL/JANUARY		1 01-0000-0-9570-0000-0000-000-0000-00-000	NN P		12,841.29	12,841.29	12,841.29
		TOTAL PAYMENT AMOUNT						12,841.29 *	12,841.29
101398/00	CLS LABS 3249 FITZGERALD RD RANCHO CORDOVA, CA 95742		943203817						
	245099 PO-240099 12/08/2023	INV.3111376/WATER TESTING		1 01-0000-0-5800-0000-8200-000-0000-00-002	NN P		183.96	183.96	183.96
	245099 PO-240099 12/08/2023	INV.3111376/WATER TESTING		2 01-0000-0-5800-0000-8200-000-0000-00-001	NN P		166.04	166.04	166.04
		TOTAL PAYMENT AMOUNT						350.00 *	350.00
100908/00	EL DORADO DISPOSAL A WASTE CONNECTION CO. PO BOX 7428 PASADENA, CA 91109-7428								
	245018 PO-240018 12/07/2023	ACCT.4030-10260/LES		1 01-0000-0-5560-0000-8200-000-0000-00-001	NN P		150.63	150.63	150.63
	245018 PO-240018 12/08/2023	ACCT.4030-10243/MH		2 01-0000-0-5560-0000-8200-000-0000-00-002	NN P		308.80	308.80	308.80
		TOTAL PAYMENT AMOUNT						459.43 *	459.43

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT	ABA num GOAL FUNC LC1	Account num LOC2 L3 SCH T9MPS	EE ES	E-Term Liq Amt	E-ExtRef Net Amount
101012/00	GOLD COUNTRY HARDWARE & HOBBY 4121 CAMERON PARK DRIVE CAMERON PARK, CA 95682		800048605						
245023 PO-240023	12/08/2023	INT.21272/MAINT	SUPPLIES	1	01-8150-0-4300-0000-8200-000-0000-00-001	NN P	29.47	29.47	
245023 PO-240023	12/08/2023	INT.21272/MAINT	SUPPLIES	2	01-8150-0-4300-0000-8200-000-0000-00-002	NN P	29.46	29.46	
			TOTAL PAYMENT AMOUNT				58.93 *	58.93	
101372/00	HEUSER, CLAUDIA 4980 BARNETT RANCH RD SHINGLE SPRINGS, CA 95682		626232485						
245025 PO-240025	12/08/2023	FAME/NOVEMBER		1	01-5810-0-5800-1132-1000-000-0000-00-001	NY P	330.00	330.00	
245025 PO-240025	12/08/2023	FAME/NOVEMBER		2	01-5810-0-5800-1132-1000-000-0000-00-002	NY P	170.00	170.00	
			TOTAL PAYMENT AMOUNT				500.00 *	500.00	
083043/00	HOME DEPOT CREDIT SERVICES DEPT. 32-2540181868 P.O. BOX 78047 PHOENIZ, AZ 85062-8047								
245028 PO-240028	12/07/2023	INV.5041806/MAINT	SUPPLIES	1	01-8150-0-4300-0000-8110-000-0000-00-001	NN P	40.41	40.41	
245028 PO-240028	12/07/2023	INV.5041806/MAINT	SUPPLIES	2	01-8150-0-4300-0000-8110-000-0000-00-002	NN P	86.86	86.86	
245028 PO-240028	12/07/2023	INV.3025221/MAINT	SUPPLIES	2	01-8150-0-4300-0000-8110-000-0000-00-002	NN P	67.56	67.56	
245028 PO-240028	12/07/2023	INV.7627919/MAINT	SUPPLIES	2	01-8150-0-4300-0000-8110-000-0000-00-002	NN P	34.31	34.31	
			TOTAL PAYMENT AMOUNT				229.14 *	229.14	
100853/00	HSA BANK PO BOX 939 SHEBOYGAN, WI 53082-0939								
245029 PO-240029	12/08/2023	CONTRIBUTIONS/DECEMBER		1	01-0000-0-9570-0000-0000-000-0000-00-000	NN P	500.00	500.00	
			TOTAL PAYMENT AMOUNT				500.00 *	500.00	
101038/00	KNOX COMPANY 1601 W. DEER VALLEY ROAD PHOENIX, AZ 85027								
245156 PO-240156	12/08/2023	INV.KA-243142/FIRE	REQUMNTS	1	01-8150-0-4300-0000-8110-000-0000-00-100	NN F	821.54	821.54	
			TOTAL PAYMENT AMOUNT				821.54 *	821.54	

008 LATROBE SCHOOL DISTRICT
DECEMBER 8, 2023

J48895

ACCOUNTS PAYABLE PRELIST
BATCH: 0019 DECEMBER 5, 2023

APY500 L.00.22 12/08/23 15:41 PAGE 4
<< Held for Audit >>

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			
000232/00	PACIFIC GAS & ELECTRIC COMPANY PO BOX 997300 SACRAMENTO, CA 95899-7300							
245038 PO-240038	12/07/2023	ACCT.3223769836-3/MH	2	01-0000-0-5540-0000-8200-000-0000-00-002	NN P	952.34		952.34
245038 PO-240038	12/08/2023	ACCT.4463182038-6/LES	1	01-0000-0-5540-0000-8200-000-0000-00-001	NN P	530.28		530.28
		TOTAL PAYMENT AMOUNT		1,482.62 *				1,482.62
101259/00	SCHOOL FACILITY CONSULTANTS 1303 J STREET, SUITE 500 SACRAMENTO, CA 95814	680100909						
245134 PO-240134	12/08/2023	INV.20553/PROFESSIONAL SERV	1	25-9013-0-5806-0000-8500-000-0000-00-100	NN P	5,000.00		5,000.00
		TOTAL PAYMENT AMOUNT		5,000.00 *				5,000.00
100950/00	SCHOOLS INSURANCE AUTHORITY P.O. BOX 511598 LOS ANGELES, CA 90051-8153							
PV-240101	12/08/2023	EAP FEES/NOVEMBER-STAFF		01-0000-0-3402-0000-2700-000-0000-00-100	NN			10.05
PV-240101	12/08/2023	EAP FEES/NOVEMBER-TEACHERS		01-0000-0-3401-1110-1000-000-0000-00-100	NN			35.93
		TOTAL PAYMENT AMOUNT		45.98 *				45.98
100717/00	STAPLES PO BOX 660409 DALLAS, TX 75266-0409							
245043 PO-240043	12/08/2023	INV.3552254634/COPY PAPER	1	01-0000-0-4300-0000-2700-000-0000-00-100	NN P	251.52		251.52
245043 PO-240043	12/08/2023	INV.3552254634/COPY PAPER	3	01-0000-0-4300-1110-1000-000-0000-00-001	NN P	112.18		112.18
245043 PO-240043	12/08/2023	INV.3552254634/COPY PAPER	2	01-0000-0-4300-1110-1000-000-0000-00-002	NN P	43.16		43.16
245043 PO-240043	12/08/2023	INV.3552254634/COPY PAPER	4	01-0000-0-4300-0000-2700-000-0000-00-001	NN P	63.50		63.50
245043 PO-240043	12/08/2023	INV.3552254634/COPY PAPER	5	01-0000-0-4300-0000-2700-000-0000-00-002	NN P	156.98		156.98
		TOTAL PAYMENT AMOUNT		627.34 *				627.34
100915/00	TCG ADMINISTRATORS 900 S. CAPITAL OF TX HWY STE 350 AUSTIN, TX 78746	000000000						
PV-240102	12/08/2023	403(B) FEES/NOVEMBER		01-0000-0-5800-0000-2700-000-0000-00-100	NN			18.00
		TOTAL PAYMENT AMOUNT		18.00 *				18.00

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		

080432/00	U.S. BANK	000000000							
	P.O. BOX 790428								
	ST. LOUIS, MO 63179-0428								

245139	PO-240139	12/05/2023	OUTDOOR AUDIO SETUP	1	01-0000-0-4300-1110-1000-000-0000-00-001	NN	F		1,188.90	1,188.90
245144	PO-240144	12/05/2023	CULINARY SUPPLIES	1	01-0000-0-4300-1110-1000-000-0000-00-002	NN	P		41.80	41.80
245144	PO-240144	12/05/2023	CULINARY SUPPLIES	1	01-0000-0-4300-1110-1000-000-0000-00-002	NN	P		559.53	559.53
245144	PO-240144	12/05/2023	CULINARY SUPPLIES	1	01-0000-0-4300-1110-1000-000-0000-00-002	NN	P		21.33	21.33
245144	PO-240144	12/05/2023	CULINARY SUPPLIES	1	01-0000-0-4300-1110-1000-000-0000-00-002	NN	P		29.22	29.22
245144	PO-240144	12/05/2023	CULINARY SUPPLIES	1	01-0000-0-4300-1110-1000-000-0000-00-002	NN	F		20.48	19.28
245152	PO-240152	12/05/2023	OUTDOOR PICNIC TABLES, TK®	1	01-6053-0-4300-0000-8110-000-0000-00-001	NN	F		2,465.47	2,465.47
245152	PO-240152	12/05/2023	OUTDOOR PICNIC TABLES, TK®	2	01-6762-0-4300-0000-8110-000-0000-00-001	NN	F		4,081.47	4,081.47
245152	PO-240152	12/05/2023	OUTDOOR PICNIC TABLES, TK®	3	01-6762-0-4300-0000-8110-000-0000-00-002	NN	F		4,704.46	4,704.46
	PV-240100	12/07/2023	Classroom Supp/Amazon		01-0000-0-4300-1110-1000-000-0000-00-002	NN				16.06
	PV-240100	12/07/2023	Cust Supp/Amazon		01-8150-0-4300-0000-8110-000-0000-00-002	NN				59.62
	PV-240100	12/07/2023	Student Supp/Amazon		01-0000-0-4300-1110-1000-000-0000-00-002	NN				42.85
	PV-240100	12/07/2023	Classroom Supp/Amazon		01-9012-0-4300-1110-1000-031-0000-00-002	NN				32.32
	PV-240100	12/07/2023	Student Supp/Amazon		01-9012-0-4300-1110-1000-003-0000-00-002	NN				32.15
TOTAL PAYMENT AMOUNT									13,294.46 *	13,294.46

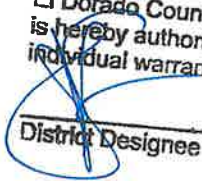
101417/00 WELCH, LAURA
20160 LATROBE RD
PLYMOUTH, CA 95669

PV-240103	12/08/2023	REFUND T-SHIRT ORDER		01-9012-0-4300-1110-1000-012-0000-00-100	NN				48.00	48.00
TOTAL PAYMENT AMOUNT									48.00 *	48.00

TOTAL BATCH PAYMENT	46,074.24 ***	0.00	46,074.24
TOTAL DISTRICT PAYMENT	46,074.24 ****	0.00	46,074.24
TOTAL FOR ALL DISTRICTS:	46,074.24 ****	0.00	46,074.24

Number of checks to be printed: 21, not counting voids due to stub overflows. 46,074.24

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

12/8/23
Date

008 LATROBE SCHOOL DISTRICT
DECEMBER 14, 2023

J50306

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 DECEMBER 13, 2023

APY500 L.00.22 12/14/23 15:30 PAGE 1
<< Held for Audit >>

0020

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

101336/00	49er Live Scan and Notary 76 MAIN ST PLACERVILLE, CA 95667		550740835					
	PV-240112	12/13/2023	INV.5BRT002/FINGERPRINTING FEE	01-0000-0-5812-0000-7200-000-0000-00-100	NY		42.00	42.00
			TOTAL PAYMENT AMOUNT			42.00 *		42.00

101001/00	AARON BRYANT P.O. BOX 615 SHINGLE SPRINGS, CA 95682							
	PV-240115	12/13/2023	REIMB REFUSE FEES	01-8150-0-4300-0000-8110-000-0000-00-100	NN		90.00	90.00
	PV-240115	12/13/2023	REIMB MAINTENANCE MILEAGE	01-8150-0-5210-0000-8100-000-0000-00-100	NN		249.56	249.56
	PV-240115	12/13/2023	REIMB MAINTENANCE SUPPLIES	01-8150-0-4300-0000-8110-000-0000-00-002	NN		36.56	36.56
			TOTAL PAYMENT AMOUNT			376.12 *		376.12

101350/00	ALHAMBRA PO BOX 660579 DALLAS, TX 75266-0579							
	245003	PO-240003	12/13/2023	INV.111023/NOVEMBER BOTTLE H20 1	01-0000-0-5520-0000-8200-000-0000-00-001	NN P	72.66	72.66
	245003	PO-240003	12/13/2023	INV.111023/NOVEMBER BOTTLE H20 2	01-0000-0-5520-0000-8200-000-0000-00-002	NN P	72.67	72.67
	245003	PO-240003	12/13/2023	INV.120823/DECEMBER BOTTLE H20 1	01-0000-0-5520-0000-8200-000-0000-00-001	NN P	60.67	60.67
	245003	PO-240003	12/13/2023	INV.120823/DECEMBER BOTTLE H20 2	01-0000-0-5520-0000-8200-000-0000-00-002	NN P	60.66	60.66
				TOTAL PAYMENT AMOUNT			266.66 *	266.66

100880/00	ASCIP 16550 BLOOMFIELD AVE. CERRITOS, CA 90703		954260198					
	245009	PO-240009	12/14/2023	VISION/DECEMBER	2 01-0000-0-9587-0000-0000-000-0000-00-000	NN P	393.21	393.21
	245009	PO-240009	12/14/2023	VISION/DECEMBER-RETIREE	2 01-0000-0-9587-0000-0000-000-0000-00-000	NN P	23.13	23.13
	245009	PO-240009	12/14/2023	VISION/DECEMBER-COBRA	2 01-0000-0-9587-0000-0000-000-0000-00-000	NN P	23.13	23.13
	245009	PO-240009	12/14/2023	DENTAL/DECEMBER	1 01-0000-0-9586-0000-0000-000-0000-00-000	NN P	1,889.30	1,889.30
	245009	PO-240009	12/14/2023	DENTAL/DECEMBER-COBRA	1 01-0000-0-9586-0000-0000-000-0000-00-000	NN P	111.14	111.14
				TOTAL PAYMENT AMOUNT			2,439.91 *	2,439.91

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	

100839/02 AT&T
019
P.O. BOX 5019
CAROL STREAM, IL 60197-5019

245005	PO-240005	12/14/2023	ACCT.8310010846704/INTERNET	1	01-0000-0-5901-0000-7700-000-0000-00-100	NN P		750.29	750.29
245005	PO-240005	12/14/2023	ACCT.8310010846704/INTERNET	2	01-0000-0-5901-0000-7700-000-0000-00-001	NN P		750.29	750.29
245005	PO-240005	12/14/2023	ACCT.8310010846704/INTERNET	3	01-0000-0-5901-0000-7700-000-0000-00-002	NN P		750.53	750.53
				TOTAL PAYMENT AMOUNT				2,251.11 *	2,251.11

100062/00 BANK OF AMERICA
BUSINESS CARD
P.O. BOX 15796
WILMINGTON, DE 19886-5796

PV-240118	12/14/2023	Spotify	Spotify	01-0000-0-4300-1110-1000-000-0000-00-002	NN		10.99	
PV-240118	12/14/2023	FIRE PUMP APP/ABOSFM		01-8150-0-4300-0000-8110-000-0000-00-002	NN		80.00	
PV-240118	12/14/2023	FIRE PUMP APP/FACILITYOSFM		01-8150-0-4300-0000-8110-000-0000-00-002	NN		202.50	
PV-240118	12/14/2023	FIRE PUMP APP PROC FEEOSFM		01-8150-0-4300-0000-8110-000-0000-00-002	NN		4.86	
PV-240118	12/14/2023	FIRE PUMP APP PROC FEEOSFM		01-8150-0-4300-0000-8110-000-0000-00-002	NN		1.92	
PV-240118	12/14/2023	Adobe Acrobat	Adobe	01-0000-0-4300-0000-7100-000-0000-00-100	NN		19.99	
PV-240118	12/14/2023	Musical Theatre Supp	Target	01-0000-0-4300-1110-1000-000-0000-00-002	NN		58.99	
PV-240118	12/14/2023	Bonus 2%		01-0000-0-4300-1110-1000-000-0000-00-100	NN		-6.01	
				TOTAL PAYMENT AMOUNT			373.24 *	373.24

101287/00 BATTERIES PLUS BLUBS
8025 A GREENBACK LN
CITRUS HEIGHTS, CA 95610

PV-240117	12/14/2023	INV.P66340/MAINT SUPPLIES		01-8150-0-4300-0000-8110-000-0000-00-002	NN		39.82	
				TOTAL PAYMENT AMOUNT			39.82 *	39.82

101178/00 EL DORADO AG IN THE CLASSROOM
2460 HEADINGTON RD
PLACERVILLE, CA 95667

PV-240109	12/13/2023	FIELDS OF LEARNING-CHAPERONES		01-9012-0-5835-1131-1000-012-0000-00-001	NN		40.00	
				TOTAL PAYMENT AMOUNT			40.00 *	40.00

008 LATROBE SCHOOL DISTRICT
DECEMBER 14, 2023

J50306

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 DECEMBER 13, 2023

APY500 L.00.22 12/14/23 15:30 PAGE 3
<< Held for Audit >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT	ABA num GOAL FUNC	Account num LC1 LOC2 L3 SCH T9MPS	EE ES Liq Amt	E-Term Net Amount	E-ExtRef
000126/00	EL DORADO COUNTY OFFICE OF ED 6767 GREEN VALLEY RD PLACERVILLE, CA 95667-0000								
245016 PO-240016	12/13/2023	IT SUPPORT/OCTOBER		1	01-1100-0-5806-1110-1000-000-0000-00-100	NN P	846.00	846.00	
245016 PO-240016	12/13/2023	IT SUPPORT/OCTOBER		2	01-1100-0-5806-0000-7700-000-0000-00-100	NN P	846.00	846.00	
TOTAL PAYMENT AMOUNT							1,692.00 *	1,692.00	
011552/00	EL DORADO UNION HIGH SCHOOL DISTRICT: ACCTS REC. 4675 MISSOURI FLAT RD PLACERVILLE, CA 95667								
245019 PO-240019	12/13/2023	1ST SEMESTER TRANSPORTATION		1	01-0000-0-5100-0000-3600-000-0000-00-001	NN P	10,987.50	10,987.50	
245019 PO-240019	12/13/2023	1ST SEMESTER TRANSPORTATION		2	01-0000-0-5100-0000-3600-000-0000-00-002	NN P	12,987.50	12,987.50	
245019 PO-240019	12/13/2023	1ST SEMESTER TRANSPORTATION		3	01-0000-0-5810-0000-3600-000-0000-00-001	NN P	6,250.00	6,250.00	
245019 PO-240019	12/13/2023	1ST SEMESTER TRANSPORTATION		4	01-0000-0-5810-0000-3600-000-0000-00-002	NN P	4,246.20	4,246.20	
PV-240108	12/13/2023	MOKEY RIDGE FARM FT			01-9012-0-5835-1110-1000-012-0000-00-001	NN		437.40	
PV-240108	12/13/2023	DISABILITY WKSHP SHUTTLE 3RD			01-9012-0-5835-1110-1000-012-0000-00-001	NN		109.08	
TOTAL PAYMENT AMOUNT							35,017.68 *	35,017.68	
100694/00	EXPLORIT SCIENCE CENTER P.O. BOX 1288 DAVIS, CA 95617-1288								
245145 PO-240145	12/13/2023	INV.1344/FAMILY SCIENCE NIGHT		1	01-2600-0-5806-1228-1000-000-0000-00-100	NN P	1,068.26	1,068.26	
TOTAL PAYMENT AMOUNT							1,068.26 *	1,068.26	
101415/00	FOLSOM HISTORIC DISTRICT ASSOC 701 SUTTER ST STE C FOLSOM, CA 95630		942660861						
245149 PO-240149	12/13/2023	K-1 ICE SKATE FT FOLSOM		1	01-9012-0-5835-1110-1000-012-0000-00-001	NN P	606.00	606.00	
TOTAL PAYMENT AMOUNT							606.00 *	606.00	

008 LATROBE SCHOOL DISTRICT
DECEMBER 14, 2023

J50306

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 DECEMBER 13, 2023

APY500 L.00.22 12/14/23 15:30 PAGE 4
<< Held for Audit >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT GOAL	ABA num FUNC LC1	Account num LOC2 L3 SCH T9MPS	EE ES Liq Amt	E-Term Net Amount	E-ExtRef
101258/00	GAUTSCHI, SAMANTHA 3070 ROYAL DRIVE CAMERON PARK, CA 95682		000000000						
	PV-240114 12/13/2023	REIMB CULINARY SUPPLIES		01-0000-0-4300-1110-1000-000-0000-00-002	NN		288.36	288.36	
		TOTAL PAYMENT AMOUNT					288.36 *	288.36	
101376/00	KOBY PEST CONTROL PO BOX 2137 PLACERVILLE, CA 95667		680424520						
245034	PO-240034 12/13/2023	PEST CONTROL/DECEMBER-LES		1 01-8150-0-5806-0000-8200-000-0000-00-001	NN P		100.00	100.00	
245034	PO-240034 12/13/2023	PEST CONTROL/DECEMBER		2 01-8150-0-5806-0000-8200-000-0000-00-002	NN P		150.00	150.00	
		TOTAL PAYMENT AMOUNT					250.00 *	250.00	
101313/00	PACE SUPPLY CORP PO BOX 6407 ROHNERT PARK, CA 94927-6407		000000000						
245037	PO-240037 12/13/2023	INV.69119888/MAINTENANCE SUPP		1 01-8150-0-4300-0000-8110-000-0000-00-001	NN P		150.73	150.73	
245037	PO-240037 12/13/2023	INV.69119888/MAINTENANCE SUPP		2 01-8150-0-4300-0000-8110-000-0000-00-002	NN P		150.73	150.73	
245037	PO-240037 12/13/2023	INV.69119888/MAINTENANCE SUPP		3 01-8150-0-4300-0000-8110-000-0000-00-100	NN P		155.29	155.29	
		TOTAL PAYMENT AMOUNT					456.75 *	456.75	
100500/00	PEARSON, TRACY 2272 WINTERHAVEN DRIVE CAMERON PARK, CA 95682								
	PV-240113 12/13/2023	REIMB CSBA TRAVEL MILG SF		01-0000-0-5812-0000-7200-000-0000-00-100	NN		157.20	157.20	
		TOTAL PAYMENT AMOUNT					157.20 *	157.20	
100807/00	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC PO BOX 981022 Boston, MA 02298-1022		000000000						
245039	PO-240039 12/13/2023	JAN-APR POSTAGE LEASE		1 01-0000-0-5902-0000-7200-000-0000-00-100	NN P		156.55	156.55	
		TOTAL PAYMENT AMOUNT					156.55 *	156.55	

008 LATROBE SCHOOL DISTRICT
DECEMBER 14, 2023

J50306

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 DECEMBER 13, 2023

APY500 L.00.22 12/14/23 15:30 PAGE 5
<< Held for Audit >>

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

101146/00	RESHA, CHRIS 6721 SODALITE ST EL DORADO, CA 95623								
PV-240110	12/13/2023	REIMB WINTERFEST SUPPLIES		01-2600-0-4300-1110-1000-000-0000-00-002 NN				164.32	
		TOTAL PAYMENT AMOUNT				164.32 *		164.32	

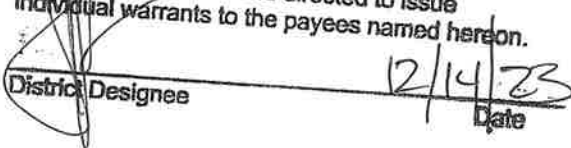
100190/00	SAITMAN, JANET 4601 SUMMER CREEK COURT SHINGLE SPRINGS, CA 95682		553354664						
PV-240116	12/13/2023	REIMB CSBA TRAVEL EXPENSE		01-0000-0-5200-0000-7100-000-0000-00-000 NN				19.01	
		TOTAL PAYMENT AMOUNT				19.01 *		19.01	

101347/00	SCROGGINS, DAVE 2081 RIESLING WAY CAMERON PARK, CA 95682								
PV-240111	12/13/2023	CSBA UBER REIMB		01-0000-0-5200-0000-7100-000-0000-00-000 NN				61.45	
PV-240111	12/13/2023	REIMB MILG SF CSBA CONF		01-0000-0-5200-0000-7100-000-0000-00-000 NN				157.20	
		TOTAL PAYMENT AMOUNT				218.65 *		218.65	

TOTAL BATCH PAYMENT	45,923.64 ***	0.00	45,923.64
TOTAL DISTRICT PAYMENT	45,923.64 ****	0.00	45,923.64
TOTAL FOR ALL DISTRICTS:	45,923.64 ****	0.00	45,923.64

Number of checks to be printed: 20, not counting voids due to stub overflows. 45,923.64

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

12/14/23 Date

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

2024

To: Dr. Ed Manansala, Superintendent of Schools

District: Latrobe

Person completing this form: Tracy Pearson Title: Dist. Secy

Quarterly Report Submission Date: January 2024
 (check one) April 2024
 July 2024
 October 2024

Date for information to be reported publicly at governing board meeting: 1/16/2024

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS	<u>0</u>		

Signature of District Superintendent

Date

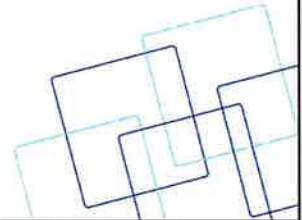
6. A



Dealing with Development and Property Acquisition

Presented by: Junaid Halani

Latrobe School District
January 16, 2024



1

Presenter

Junaid Halani

AT LOZANO SMITH

Junaid Halani is Senior Counsel in Lozano Smith's Sacramento Office and co-chair of the firm's Facilities and Business Practice Group. He is experienced in all aspects of facilities and business work regularly advising school district clients on matters ranging from procurement and construction to real property matters.




CONNECT
Jhalani@lozanosmith.com
916.329.7433



2

7.A.

Lozano Smith



Topics

- Dealing With Development
- The Environmental Process
- Property Acquisition

LS

3

3



Dealing With Development

4

Purpose of Developer Fees

To pay for the construction of school facilities necessitated by student population increases resulting from development.



Types of Fees

Types of Developer Fees

'Level 1'

- Ed. Code, § 17620
- Gov. Code, §§ 65995, *et seq.*

'Level 2'

- Gov. Code, §§ 65995.5, 65995.6

'Level 3'

- Gov. Code, §§ 65995.7



7

7

Level 1 Fees

Statutorily-designated level of fees

Subject to an inflationary increase by the State Allocation Board (SAB) in every even year, currently:

- \$4.79 per square foot of residential development
- \$0.78 per square foot of commercial development



8

8

Level 2 and 3 Fees

- No set amount – unique to each district.
- For eligibility, must have established eligibility for State funding.



9

9

Level 2 Fees (cont.)

Amount established by statutory formula, intended to be equal to 50% of construction costs and 50% of site development costs.

Amount determined by School Facilities Needs Analysis ("SFNA") pursuant to the following formula:

- Multiply the number of projected unhoused pupils by the standard school facilities program grant, which is based upon grade level;
- Add all site acquisition and development costs.
- Subtract local funds dedicated by the governing board to facilities necessitated by new construction.
- Divide the subtotal by the projected total square footage of assessable space of residential units anticipated to be constructed within the next five years.

(Gov. Code, § 65995.5)



10

10

Mitigation Agreements

11

Negotiating Mitigation Agreements

SB 50 was not the end of the story



LS

12

12

Negotiating Mitigation Agreements (cont.)

Ability to raise issues other than school facility overcrowding (*Chawanakee Unified School District v. County of Madera* (2011) 196 Cal.App.4th 1016.)

Other options



13

13

The Environmental Process

14



What is CEQA?

- CEQA requires public agencies to consider and document the environmental impacts of “projects” they propose to carry out or approve.
- Where an activity is a “project,” public agencies must perform the requisite level of environmental analysis, unless an exemption applies.



15

15

What is CEQA?

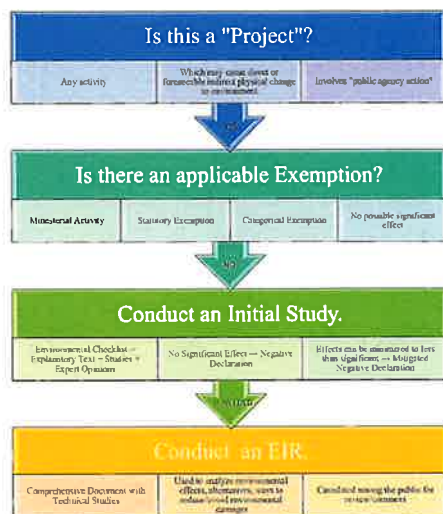
- Series of statutes and regulations
- Adopted in 1970
- Designed to inform governmental decision-makers and the public about potential significant environmental effects of proposed activities and ways to avoid those effects.
- Requires that decisions be informed and balanced
- Not designed to stop projects that may be undesirable to some groups of people.
- Does not regulate project implementation through substantive regulatory standards or prohibitions



16

16

What Is CEQA?



17

17

What Is a Project?



CEQA is triggered by an agency's approval of a "project," i.e.:

- Any activity,
- Which may cause direct or reasonably foreseeable indirect physical change to the environment,
- That is undertaken by an agency*

Note: "Project" is broadly interpreted



18

18

Four Types of Exemptions



- Ministerial Activity Exemption
- Statutory Exemptions
- Categorical Exemptions
- No Possible Significant Impact Exemption (or "Common Sense Exemption")



19

19

Initial Study / EIR

20

Initial Study



Report analyzing significant or potentially significant environmental effects; potential mitigating measures

Contents:

- project description
- environmental setting
- potential environmental impacts and brief explanations to support findings
- mitigation measures for any significant effects
- consistency with plans and policies
- names of parties responsible for preparation



21

21

Negative Declaration, Mitigated Negative Declaration, or EIR?

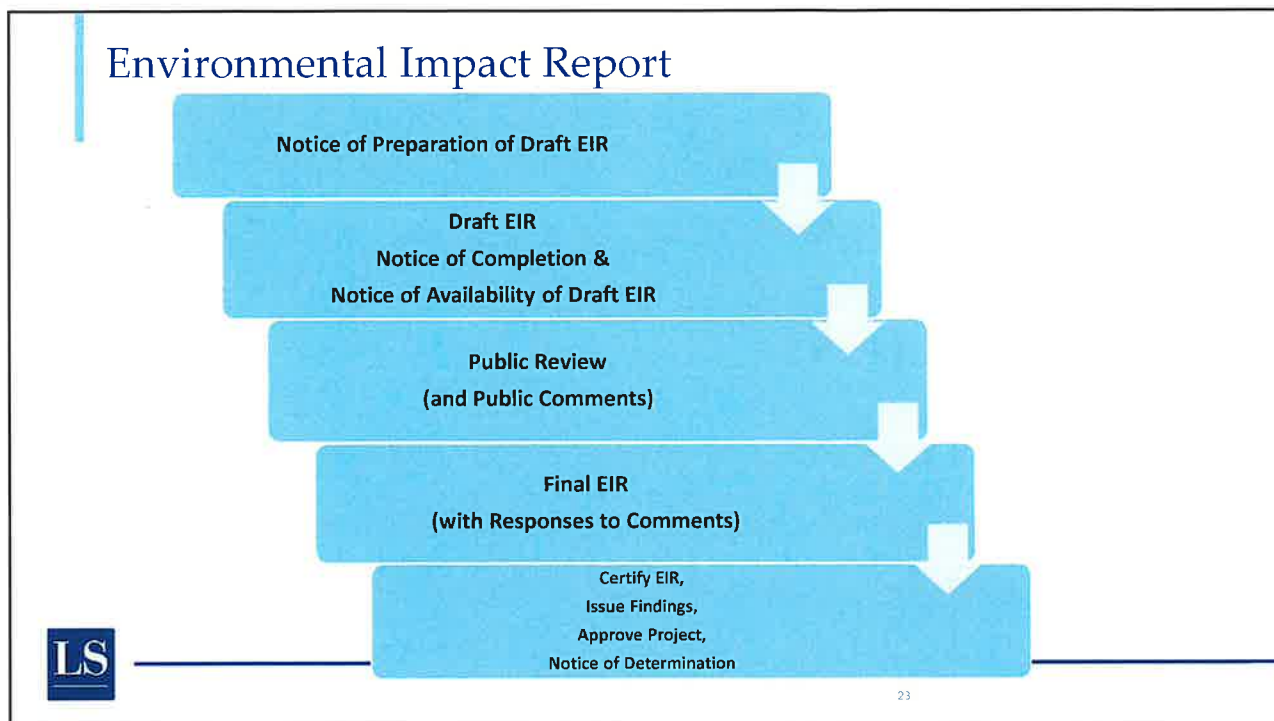
Are there no significant impacts or can all significant effects be mitigated to a less-than-significant level?

- Yes: Negative Declaration or Mitigated Negative Declaration
- No: Environmental Impact Report

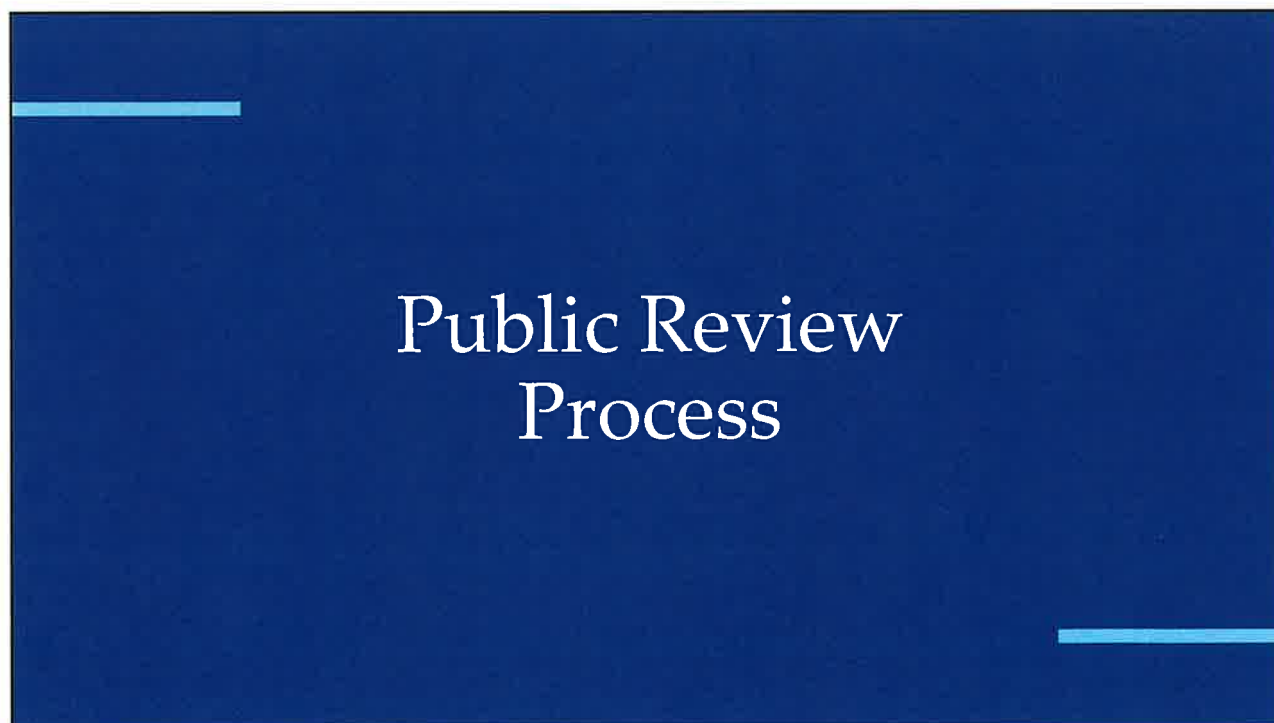


22

22



23



24

The Public Comment Period



- There is a minimum 30 day agency and public review period for draft EIRs. Projects requiring state agency review have a minimum 45 day review period. (Pub. R. § 21091(a); Reg. § 15105.)



25

25

Considering and Responding to Public Comment

- The agency must consider written comments provided during the public review period.
- Usually, a public hearing is held in conjunction with project approval and the City must consider all comments provided during the public hearing.
- For EIRs, the agency must prepare written responses to comments on significant environmental issues.
- The comments and responses, and any changes to the draft EIR, make up the final EIR.




26

26


Property Acquisition

27

Site Considerations



- Pre-Transaction Considerations
 - Field Act
 - Environment
 - Location
 - CDE Requirements
- Unused Property Consequences



28

28

School Site Suitability Procedures

Public Hearing on Site
Suitability

Adoption of Resolution

Notice to Planning
Commission



29

29

Public Hearing on Site Suitability

District must hold a public hearing and adopt a Resolution

- Resolution must make required site evaluation findings regarding the suitability of a new school site or an addition to an existing school site

Ed. Code § 17211; Cal. Code Regs. ("CCR"), tit. 5, §§ 14010, *et seq.*



30

30

Required Findings

- Findings pursuant to California Code of Regulations (CCR), Title 5, section 14010.
- Findings pursuant to Real Property Acquisition Site Selection Standards, Education Code sections 17211, et seq.
- Findings pursuant to the Williamson Act, Government Code sections 51200, et seq.
- Findings regarding the California Environmental Quality Act, Public Resources Code sections 21000, et seq. and California Code of Regulations, Title 14, sections 15000, et seq.



Common Studies and Reports



Geotechnical Report

Phase I Environmental Report

DTSC Report



Adoption of Resolution

- Resolution approving purchase of property should be considered and adopted

Ed. Code § 17211; CCR § § 14010, *et seq.*



33

33

Types of Notices Required

Two separate notices required:

- Notice of consideration of acquiring property (30-day trigger)
- Notice related to zoning issues (40-day trigger)

Gov. Code § 65402; Pub. Res. Code § 21151.2



34

34

Notice to Planning Commission

Deadline: Not later than **40** days prior to close of escrow

Should include, at minimum:

- Location
- Purpose and extent of the acquisition of the property

Gov. Code § 65402; Pub. Res. Code §21151.2



35

35

Zone of Influence of an Airport

- Applies **only** if proposed school site is located within the “Zone of Influence” of a local airport.

Gov. Code § 65402(c); Ed. Code § 17215; PUC § 21676



36

36

Purchase and Sale Agreements



Title Review

Feasibility Period & Approvals

Close of Escrow



37

37

Key Considerations

- Current Status
- Prior Use
- Timeline for acquisition/sale
- Buyer's Obligations/Seller's Obligations
- Purchase Price
 - All cash deal?
 - Other Consideration?



38

38

Key Terms



- Deposit Timing and Amount
- Title Company
- Title Review
- Feasibility Period and Due Diligence
- Hazardous Materials
 - “As-Is” Condition
- Best Knowledge Clauses
- Close of Escrow



39

39

CEQA and Post Closing Considerations

- Review and approval generally performed prior to acquisition of property
- Timing of construction and use of property.



40

40



41



**Thank you from
Lozano Smith.**

Together with you, we're impacting communities and lives through:

- Professional development
- Volunteer projects
- Sponsorships and award programs
- Scholarships

#BlueHatProject
#LozanoSmithFoundation



42

42



Subscribe on your favorite app or device.



Stay informed on your time.

Lozano Smith Podcast

lozanosmith.com/podcast

43

43

For more information, questions and comments about the presentation, please feel free to contact:

Junaid Halani

Senior Counsel

Tel: 916.329.7433

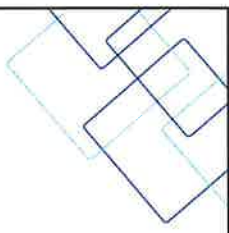
jhalani@lozanosmith.com

Or any of the attorneys in one of our 8 offices.



44

44



@LozanoSmith

Disclaimer: These materials and all discussions of these materials are for instructional purposes only and do not constitute legal advice. If you need legal advice, you should contact your local counsel or an attorney at Lozano Smith. If you are interested in having other in-service programs presented, please contact clientservices@lozanosmith.com or call (559) 431-5600.

Copyright © 2022 Lozano Smith
All rights reserved. No portion of this work may be copied, distributed, sold or used for any commercial advantage or private gain, nor any derivative work prepared therefrom, nor shall any sub-license be granted, without the express prior written permission of Lozano Smith through its Managing Partner. The Managing Partner of Lozano Smith hereby grants permission to any client of Lozano Smith to whom Lozano Smith provides a copy to use such copy intact and solely for the internal purposes of such client. By accepting this product, recipient agrees it shall not use the work except consistent with the terms of this limited license.





Latrobe School District

**LCAP Mid-Year Measurable Objectives Update
Summary**

**LCAP Goal 1 Measurable Objectives Update
Curriculum and Instruction Focus**

- ELA CAASPP Scores (Spring 2023) 71% Proficient or Advanced
- Math CAASPP Scores (Spring 2023) 71% Proficient or Advanced
- Science CAST Scores (Spring 2023) 54% Proficient or Advanced

Expenditures to Date

- Paraeducator Support (Partial) \$19,521

**LCAP Goal 2 Measurable Objectives Update
School Culture and Climate Focus**

- Suspension Rate as of December 13, 2024 is 0.6%
- Referral Rate as of December 13, 2024 is 1.2%
- Chronic Absenteeism Rate has declined by 24.6%
- Average Daily Attendance at Miller's Hill is 96.1%
- Average Daily Attendance at Latrobe Elementary is 94.3%
- Middle School Dropout Rate is 0%
- Expulsion rate is 0%

Expenditures

- PBIS Supports (Conference, Workshops, Awards) \$TBD

**LCAP Goal 3 Measurable Objectives Update
Facilities and Operations Focus**

- 100% of students have access to adopted curriculum
- 100% of teachers are fully credentialed and appropriately assigned to their grade level
- 100% of facilities show good or excellent in overall ratings on Facility Inspection Tool (FIT) Report
- Zero William's Act Complaints have been received as of January 8, 2024

Expenditures

- Facility Repairs \$10,000



Monitoring Goals, Actions, and Resources for the 2023-24 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2023-24 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Latrobe School District	Dave Scroggins Superintendent/Principal	dscroggins@latrobeschool.com (530) 677-0260

Goal 1

Goal Description
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)

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
ELA CAASPP Scores	86% Met or Exceeded Standard	81.1% Met or Exceeded Standard	73.5% Met or Exceeded Standard	71% Met or Exceeded on Spring '23 . Spring '24 Data Not Available	90% Met or Exceeded Standard
Math CAASPP Scores	77% Met or Exceeded Standard	68.9% Met or Exceeded Standard	62.8% Met or Exceeded Standard	71% Met or Exceeded on Spring '23 Assessment. Spring '24 Data Not Available	90% Met or Exceeded Standard
Science CAASPP Scores (CAST)	59% Met or Exceeded Standard	55.2%	55.6% Met or Exceeded	54% Met or Exceeded on Spring '23 Assessment. Spring '24 Data Not Available	75% Met or Exceeded Standard
Third Grade Students Reading at Grade Level as measured by	87% Reading at Grade Level	87.5% Reading at Grade Level (AR	83.3% Reading at the 3rd Grade level or higher (AR Report	Summative Data Not Yet Available	90% Met or Exceeded Standard

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Accelerated Reader Results		Report Generated (April 8, 2022)	Generated April 11, 2023)		
EL Reclassification Rate	There were no EL Students Enrolled 2020-21	No Students Reclassified due to limited time in District	No Students Reclassified due to limited time in District	Data Not yet available	Reclassify EL Students within three years of enrolling in the District
Percentage of English Learners making improvement on ELPAC	No English Learners in district.	Baseline established for English Learner progress. Growth to be reported in Year 2.	English Learners who took the Summative ELPAC in the Spring of 2022 all scored a "3" or "moderately developed". New English learners who took the initial ELPAC all scored a "1" or "Novice English Learner".	ELPAC Data suppressed due to very small population size	80% of English learners will score a 3 or higher on the Summative ELPAC

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	<p>Increase CAASPP Scores for all students focusing in on Foster Youth, English Learners and Socioeconomically Disadvantaged students.</p> <p>Students in grades three through eight will increase CAASPP scores in the areas of ELA, Math and Science. Our goal is to increase the number of students that meet or exceed the standard for their grade level with a particular focus on Foster Youth, English Learners and Socioeconomically Disadvantaged students. Paraeducator support will be provided to help meet this goal. For English Learners, designated and integrated English Language Development will be provided.</p>	Yes	Partially Implemented	<p>ELA - 71% Met or Exceeded on Spring '23 . Spring '24 Data Not Available</p> <p>Math - 71% Met or Exceeded on Spring '23 Assessment. Spring '24 Data Not Available</p> <p>Science - 54% Met or Exceeded on Spring '23 Assessment. Spring '24 Data Not Available</p>		\$29,658.00	\$19,521

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.2	<p>Pilot an NGSS aligned Science Curriculum The district will participate in opportunities to review and adopt science materials. The new science materials will positively impact science instruction across the district and increase student achievement on the California Science Test (CAST). Action completed in 2022-2023. The district will provide ongoing training and support to teachers so that they can effectively use this program with all students.</p>	No	Fully Implemented	STEMScopes has been adopted and fully implemented. All Staff has been trained and professional development and staff support will continue.		\$0.00	\$0
1.3	<p>Increase reading levels for all students in grades K-3 Use the additional Instruction Aide time to accomplish the following:</p> <ul style="list-style-type: none"> • Provide Systematic Instruction in Phonological Awareness, Phonics, and Sight Words (SIPPS) instruction in grades K-3. • Measure outcomes and record data on the following assessments: • SIPPS Placement and mastery tests • STAR Placement Accelerated Reader • Running Records • BPST • Johnston Spelling 	No	Fully Implemented	Action was completed in 2021-2022.		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<ul style="list-style-type: none"> NWEA MAP tests <p>ACTION COMPLETED IN 2021-2022.</p>						
1.4	<p>Review math materials for adoption District staff will review the new math materials in the 2023-2024 school year with possible consideration of adoption in the 2024-2025 school year.</p>	No	Planned	District staff has determined it would be prudent to wait until the IQC releases their review of "approved" instructional materials before piloting any programs		\$0.00	\$0
1.5	<p>Provide after school tutoring at Latrobe Elementary and Miller's Hill School Students who are performing below grade level on local assessments in math and reading will be referred to the after school tutoring program. Teachers will provide additional instruction after school one to two days per week as needed. ACTION COMPLETED IN 2021-2022 using Expanded Learning Opportunity Grant. Tutoring services will continue using funds not accounted for in the LCAP.</p>	No	Fully Implemented	ACTION COMPLETED IN 2021-2022 using Expanded Learning Opportunity Grant. Tutoring services will continue using funds not accounted for in the LCAP.		\$0.00	\$0
1.6	<p>Physical Education Teacher The district will hire a part-time credentialed PE teacher to provide PE instruction at both school sites</p>	No	Fully Implemented	ACTION COMPLETED IN 2021-2022.		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	two days per week. ACTION COMPLETED IN 2021-2022.						
1.7	Health Curriculum Health Curriculum will be reviewed for grades 7-8 to replace the Positive Prevention Plus curriculum currently in place. ACTION COMPLETED IN 2021-2022.	No	Fully Implemented	ACTION COMPLETED IN 2021-2022.		\$0.00	\$0
1.8	Support for Transitional Kindergarten Expansion In 2022-2023, the district will begin an expansion of our current transition kindergarten program, accepting students who turn five by February 2nd. In 2023-2024, the window will expand to April 2nd. To meet the needs of additional students and to comply with state requirements, we will hire a full time paraeducator to support the students in the class and keep the ratio of students to staff at or below 12:1. This paraeducator will help support students using the Response to Intervention model, specifically supporting English learners, socioeconomically disadvantaged students and Foster Youth.	No	Fully Implemented	A paraeducator was hired in the fall of 2022 to support the kindergarten/TK classroom.		\$0.00	\$0

Goal 2

Goal Description

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)

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Student Suspension Rate	1.9%	0% (As of April 28, 2022)	3.1% (As of April 13, 2023)	Current Suspension Rate, as of December 13, 2023, is 0.6%. (One Student)	1.5%
Student Referral Rate	6%	2.4% (As of April 28, 2022)	4.3% (As of April 13, 2023)	Current referral rate, as of December 13, 2023, is 1.2% (2 Students)	4%
Attendance Average	96%	90.1% (As of April 28, 2022)	94.2% (As of April 13, 2023)	ADA at Miller's Hill as of January 8th, 2024 is 96.1% ADA at Latrobe Elementary as of January 8th, 2024 is 94.3%	97%
Chronic Attendance Rate	3.9%	35% (As of April 28, 2022)	18.6% (As of April 13, 2023)	Chronic Absenteeism has declined by 24.6% as indicated on the CA Schools Dashboard	2.5%
Middle School Dropout Rate	0%	0% (As of April 28, 2022)	0% (As of April 13, 2023)	0% (As of December 13, 2023)	0%
Expulsion Rate	0%	0% (As of April 28, 2022)	0% (As of April 13, 2023)	0% (As of December 13, 2023)	0%
Parent Survey Results (Welcoming School Climate)	81.25% Strongly Agree (18-19)	100% (Agree and Strongly Agree)	98%	Parent Survey Not Yet Administered	85%

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	Decrease student suspensions Student suspensions will decrease by 2%. Continue to implement PBIS program at both schools.	No	Partially Implemented	Current Suspension Rate, as of December 13, 2023, is 0.6%. (One Student)		\$0.00	\$0
2.2	Decrease student referrals Referrals to the office for negative behavior will decrease by 2%. Continue to implement PBIS program at both schools.	No	Partially Implemented	Current referral rate, as of December 13, 2023, is 1.2% (2 Students)		\$0.00	\$0
2.3	Increase average daily attendance rate Average daily attendance will maintain or exceed 95%. Continue to implement PBIS program at both schools.	No	Partially Implemented	ADA at Miller's Hill as of January 8th, 2024 is 96.1% ADA at Latrobe Elementary as of January 8th, 2024 is 94.3%		\$0.00	\$0
2.4	Decrease chronic attendance rate The chronic attendance rate will decrease by 1%. Continue to implement PBIS program at both schools.	No	Partially Implemented	Chronic Absenteeism has declined by 24.6% as indicated on the CA Schools Dashboard		\$0.00	\$0
2.5	School Counselor Increase the school counselor from one day per week to two days per week, one day at each school. ACTION COMPLETED IN 2021-2022. Update: For the 2023-2024	Yes	Fully Implemented	ACTION COMPLETED IN 2021-2022. Update: For the 2023-2024 school year, we will direct the counselor to spend no less than 30%		\$6,554.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	school year, we will direct the counselor to spend no less than 30% of her time targeting socioeconomically disadvantaged students, English learners, and Foster Youth.			of her time targeting socioeconomically disadvantaged students, English learners, and Foster Youth.			
2.6	PBIS Professional Development Staff members will be encouraged to engage in ongoing, in house PBIS professional development. Staff members will be encouraged to attend PBIS specific events and conferences.	No	Fully Implemented	All staff has been trained and we are operating a PBIS program at both school sites.		\$0.00	\$0
2.7	Social Emotional Learning/PBIS Coordinator (Teacher on Special Assignment) The District will hire a part time (two days per week) teacher on special assignment to coordinate and deliver weekly, classroom-based, social emotional lessons to students, help coordinate our Positive Behavioral Interventions and Supports (PBIS) program, and work with students during recess to facilitate cooperative play, improve recess behaviors, and ensure a safer, more respectful playground environment. We will also purchase curriculum and playground equipment to support these activities and provide training to the coordinator, who can, in turn, provide training and support to staff.	Yes	Fully Implemented	ACTION COMPLETED IN 2022-2023. Work continues in 2023-2024.		\$10,000.00	\$

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>ACTION COMPLETED IN 2022-2023.</p> <p>Social emotional learning supports will be provided to everyone; however, focus will be placed on socioeconomically disadvantaged students, as economic disadvantage has been correlated to lower development of such skills (Organisation for Economic Cooperation and Development (OECD) Survey on Social and Emotional Skills, 2015)</p>						

Goal 3

Goal Description

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)

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Students will have access to California State Standards based materials.	Standards based adopted curriculum in: 1. ELA 2. Math 3. Social Studies	Standards based adopted curriculum in: 1. ELA 2. Math 3. Social Studies	Standards based adopted curriculum in: 1. ELA 2. Math 3. Social Studies 4. Science	The Latrobe School District has adopted standards-aligned curriculum in: 1. ELA 2. Math 3. Social Studies 4. Science	Standards based adopted curriculum in: 1. ELA 2. Math 3. Social Studies 4. Science
Teachers are fully credentialed and	100% of teachers are fully credentialed and	100% of teachers are fully credentialed and	100% of teachers are fully credentialed and	100% of teachers are fully credentialed and	100% of teachers are fully credentialed and

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
appropriately assigned.	assigned for their subject and grade level.	assigned for their subject and grade level.	assigned for their subject and grade level.	assigned for their subject and grade level.	assigned for their subject and grade level.
Facilities are maintained in good repair.	100% of site inspections show good or excellent findings.	100% of site inspections show good or excellent findings.	100% of site inspections show good or excellent findings.	100% of overall site inspections show good or excellent findings.	100% of site inspections show good or excellent findings.
William's Act complaints.	0	0	0	0	0

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.1	Adopt Next Generation Science Standards curriculum The district seeks to research, review, adopt, and implement new science materials for grades TK-8. *See Goal 1 Action 2. Adoption completed in 2022-2023.	No	Fully Implemented	Stemscopes has been adopted and fully implemented.		\$0.00	\$0
3.2	Teachers are fully credentialed All teachers will be fully credentialed for the grade levels they teach or the subject matter that they teach.	No	Fully Implemented	100% of teachers are fully credentialed and assigned for their subject and grade level.		\$0.00	\$0
3.3	Facilities are in good repair Maintenance of each school will be a priority measured by monthly inspection reports. Short and long term maintenance goals will be maintained by the Superintendent/Principal, the Director of Maintenance, the Chief	No	Fully Implemented	100% of site inspections show good or excellent findings.		\$10,000.00	\$10,000

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	Financial Officer. These goals will be reviewed with the Board of Trustees in the fall of each year. A deferred maintenance plan has been developed to guide repair and maintenance projects each year.						
3.4	William's Act Complaints We will strive to have no complaints on the annual County Office of Education William's Act Review. See Goal 3 Action 3.	No	Fully Implemented	No Williams Act complaints have been reported.		\$0.00	\$0

CSBA PUBLICATION

<https://publications.csba.org/california-school-news/november-2023/policy-impact-of-ab-1078/>

Policy impact of AB 1078

CSBA GAMUT subscribers received a policy update packet in October.

Assembly Bill 1078, passed by the Legislature and signed by Gov. Gavin Newsom in September 2023, clarifies certain requirements and prohibitions related to the use, selection or rejection of textbooks, instructional materials, library books or similar educational resources. AB 1078 also increases district accountability, including new authority for state involvement, should governing boards run afoul of these requirements and prohibitions. The bill was motivated by data that shows an increase in limiting race- or gender-related topics in school classrooms, as well as the scrutiny of books in school libraries. Assemblymember Corey Jackson (D-Riverside), the bill's author, states, "We must strive to create a more equitable and inclusive education system for all students. This bill will ensure that students in California receive a comprehensive education that celebrates the diversity of our state and promotes a sense of belonging in the classroom."

More specifically, AB 1078 provides for the following:

Non-discrimination

- Requires district and county office of education policy that prohibits discrimination, harassment, intimidation and bullying to include a statement that the policy applies to all acts of the district governing board/county board of education and the district/county superintendent in enacting policies and procedures that govern the district/county office of education.
- Clarifies when it is unlawful discrimination for a board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library.

Complaints

- Provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the State Superintendent of Public Instruction (SSPI).

Inclusion

- Revises the list of groups for which instruction in social studies is required to include a study of the role and contributions of people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ Americans (formerly "lesbian, gay, bisexual, and transgender Americans") and members of other ethnic, cultural, religious and socioeconomic status groups (formerly "ethnic and cultural").
- Revises the list of groups required to be included in instructional materials in order to accurately portray the cultural and racial diversity of California.

Accountability

- Requires a board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the county superintendent no later than three business days after the hearing on such materials.
- Requires county superintendents, if they determine that a district has provided insufficient textbooks or instructional materials, to provide the district with the opportunity to remedy the deficiency and ensure that the deficiency is remedied no later than the second month of the school term.
- Requires county superintendents, if the above deficiency is not remedied, to request the California Department of Education (CDE) to purchase the textbooks or instructional materials, the cost of which must be repaid by the district.
- Requires CDE, if it is obligated to purchase textbooks or instructional materials, to also issue a public statement at a State Board of Education meeting indicating the superintendent's and board's failure to provide instructional materials.
- Authorizes complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by a district governing board/county board of education, or the board's failure to remedy the deficiency, to be filed with the SSPI directly, and the SSPI may directly intervene without waiting for a district investigation.
- Requires the SSPI to assess a financial penalty against the district's Local Control Funding Formula allocation if the SSPI determines that a district has not provided sufficient textbooks or instructional materials.

AB 1078, an urgency measure that took effect immediately, impacts a number of CSBA's sample policies. As a result, CSBA released a "Special Policy Packet" in early October that includes revisions to the following policies:

- BP 0410 – Nondiscrimination in District Programs and Activities
- BP/AR/E(1) 1312.2 – Complaints Concerning Instructional Materials
- BP/AR (BP/E(1) for county offices of education) 1312.3 – Uniform Complaint Procedures
- AR/E(1)/E(2) 1312.4 – Williams Uniform Complaint Procedures
- BP 5145.3 – Nondiscrimination/Harassment
- BP/AR 6143 – Courses of Study
- BP/AR/E(1) 6161.1 – Selection and Evaluation of Instructional Materials
- BP 6161.11 – Supplementary Instructional Materials
- BP 6163.1 – Library Media Centers

These policy materials have also been updated to include other new legislation, guidance documents from the U.S. Department of Education Office for Civil Rights, the CDE's 2023–24 federal program monitoring instrument, and more, making now a great time for your board to review your policies which have been impacted by AB 1078.

CSBA Policy Updates: October, December 2023
Selected BP/ARs for Latrobe School District
First Reading and Consideration for Adoption – January 16, 2024

All selected policies are related to changes resulting from AB 1078, signed September 2023, which issued guidance on the selection and prohibition of instructional materials and library books in California (see handout).

→ **New language in the accompanying draft policies is highlighted in yellow.** ←

1. BP/AR 6161.1 - Selection and Evaluation of Instructional Materials

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (2) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (3) requires the Governing Board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the County Superintendent of Schools no later than three business days after the hearing on such materials, (4) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, and (5) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to expand the list in the first philosophical statement regarding the Governing Board's desires for the district's instructional materials; clarify that instructional materials for mathematics and English language arts that are aligned to common core academic content standards are deemed to be aligned to state academic content standards adopted by the State Board of Education, move up the statement regarding the inclusion of the degree to which every student has sufficient access to standards-aligned instructional materials into the district's local control and accountability plan, and provide that the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year if the County Superintendent makes the district aware of a school that does not have sufficient instructional materials.

Regulation updated to add that instructional materials being piloted by the district assess the extent to which the materials accurately reflect and value society's diversity. Regulation also updated to reflect NEW LAW (AB 1078, 2023) which includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural") to the groups for which instruction in social studies is required to include a study of the role and contributions of, and (2) requires the California Department of Education to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, regulation updated to include, for instructional materials being recommended for adoption by the Governing Board, that they include specified subject content requirements, support the district's local control and accountability plan, stimulate exploration of ideas and intellectual exchanges, and include options for materials in digital format.

2. BP 6161.11 - Supplementary Instructional Materials

Policy updated to reflect NEW LAW (AB 1078, 2023) which clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives

and are culturally relevant, (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to delete the section "Supplementary Materials Aligned with Common Core Standards" as these interim materials are no longer necessary since the State Board of Education has adopted K-8 textbooks and instructional materials aligned to the Common Core Standards. Additionally, policy updated to include factual accuracy and whether the material contains pervasive vulgarity or profanity in the determination of compliance of supplemental materials with district criteria; and, add that the Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

3. BP 6163.1 - Library Media Centers

Policy updated to expand the first philosophical paragraph regarding the Governing Board's recognition of how school libraries support the educational program and the Board's desire for books and other resources that are stocked in school libraries. Policy also updated to reflect NEW LAW (AB 1078, 2023) which clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Additionally, policy updated in regard to the criteria for evaluation of the condition and use of school libraries to add (1) that the quality of the collection at each library include types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, and provision of a broad spectrum of knowledge and viewpoints, and (2) that principals, teachers, and library personnel have knowledge of the process to follow when a library material(s) is challenged.

4. BP/AR 6143 - Courses of Study

Policy updated to expand the list of characteristics for which the district may not, on the basis of the student's actual or perceived characteristic, provide any course separately or require or refuse participation by any student, to more closely align with law.

Regulation updated to reflect NEW LAW (AB 1078, 2023) which (1) includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural") to the groups for which instruction in social studies is required to include a study of the role and contributions of. Regulation also updated to reflect the requirement for districts that offer a health education course to middle or high school students to include in such course mental health instruction.

5. BP/AR 5131.2 - Bullying

Policy updated to reflect NEW LAW (AB 1078, 2023) which requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and Superintendent in enacting policies and procedures that govern the district. Policy also updated to reference NEW U.S. DEPARTMENT OF EDUCATION GUIDANCE addressing discrimination, and reflect CSBA's policy brief, "School Safety: Bullying and Cyberbullying," which

encourages district families to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Regulation updated to expand the definition of "cyberbullying" to reflect CSBA's policy brief, "School Safety: Bullying and Cyberbullying." Regulation also updated to add additional measures to prevent bullying as provided in NEW U.S. SURGEON GENERAL GUIDANCE by developing a strategic plan for school connectedness and social skills with benchmark tracking, implementing socially based educational techniques, creating a supportive school environment that fosters belonging, and building social connection into health education courses. Additionally, regulation updated to include digital and media literacy skills in student instruction, as provided in NEW U.S. SURGEON GENERAL GUIDANCE, expand the responsibilities of staff as role models for students, and reflect NEW LAW (AB 2879, 2022) which requires a social media platform to establish a mechanism that allows any individual, regardless of whether that individual has a profile on the internet-based service, to report cyberbullying. Regulation additionally updated to reflect NEW LAW (AB 1165, 2023) which encourages the district to have a student who has been suspended, or for whom other means of correction have been implemented for an incident of racist bullying, harassment, or intimidation, and the victim, to engage in a restorative justice practice suitable to address the needs of both of the students, engage the perpetrator in a culturally sensitive program, and to regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues.

6. BP 0410 - Nondiscrimination in District Programs and Activities

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and Superintendent in enacting policies and procedures that govern the district, (2) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (3) requires the California Department of Education to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to reference NEW U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS

GUIDANCE documents which provide that (1) a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race, (2) a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme, and (3) a district's responsibility not to discriminate against students applies to any of its programs or activities, whether directly or through contractual or other arrangements. Additionally, policy updated to expand the list of characteristics for which discrimination is prohibited in order to more closely align with law; and, to reflect NEW LAW (SB 523, 2022) which includes reproductive health decisionmaking as a characteristic for which employees, job applicants, unpaid interns and volunteers are protected against unlawful discrimination and harassment.

7. BP 5145.3 - Nondiscrimination/Harassment

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district, and (2) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. Policy also updated to provide that all allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with the district's uniform complaint procedures. Additionally, policy updated to reflect NEW U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS GUIDANCE documents which (1) state that a district may not separate students based on race, but may include group

discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race, (2) provide that a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme, and (3) address discrimination in the use of discipline based on disability, race, and gender expression.

8. BP/AR 1312.2 - Complaints Concerning Instructional Materials

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (3) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (4) requires CDE to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Policy also updated to expand and amend the list of criteria to be considered when instructional or library materials are being challenged; and, to provide that, unless required by law, any challenged material that is reviewed by the district will not be subject to further reconsideration for 12 months.

Regulation updated to provide that for an instructional materials complaint for a nonprinted material the location of the objection be given; include that acknowledgement of receipt of an instructional materials complaint and notification of a review committee's decision be in writing; and, add that staff, in addition to the Superintendent or designee and teacher(s), be notified by the Principal as appropriate when an instructional materials complaint is received. Regulation also updated to delete material in the section "Formal Complaint" related to a request by a parent/guardian who has filed a complaint for the student to be excused from using the challenged material while the complaint is pending; and, move the section "Review Committee" to come before the section "Superintendent Determination" so that it follows chronologically. Additionally, regulation updated to amend the section "Review Committee" to provide that (1) the Superintendent or designee may appoint parents/guardians and students, in addition to administrators and staff from relevant instructional and administrative areas, to serve on the committee, (2) include that the Superintendent or designee may provide training to the review committee to ensure the committee is informed regarding its responsibilities, applicable laws, and Board policies and administrative regulations when reviewing instructional materials, and (3) delete the list of criteria to be considered when instructional materials are being challenged, as this list is provided in the accompanying Board policy.

9. BP/AR 1312.3 - Uniform Complaint Procedures

Policy updated to ensure compliance with the California Department of Education's (CDE) 2023-24 federal program monitoring instrument, and reflect NEW LAW (AB 1078, 2023) which (1) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. Policy also updated to reflect that the California Department of Fair Employment and Housing is now called the California Civil Rights Department.

Regulation updated to reference NEW LAW (AB 1078, 2023) which (1) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (3) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. Regulation also updated to ensure compliance with CDE's 2023-24 federal program monitoring instrument

10. AR 1312.4 - Williams Uniform Complaint Procedures

Regulation updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) provides that complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly, and the SPI may directly intervene without waiting for an investigation, and, (3) requires CDE, upon a finding that a district has not provided sufficient textbooks or instructional materials, to take all remedial actions required by law, including purchasing textbooks and instructional materials and assessing a financial penalty against the district's local control funding formula. Regulation also updated to reflect NEW LAW (SB 114, 2023) which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class), and NEW LAW (SB 760, 2023) which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

Policy 6161.1: Selection And Evaluation Of Instructional Materials

Status: DRAFT

Original Adopted Date: 10/17/2017 | **Last Revised Date:** 06/15/2021

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, stimulate thought, the exploration of ideas and intellectual exchanges, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE, which includes instructional materials for mathematics and English language arts that are aligned to Common Core State Standards. (Education Code 60200, 60210)

~~The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)~~

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

Sufficiency of Instructional Materials and Public Hearing

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks and/or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program

5. World language

6. Health

~~The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)~~

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

If the Board determines that there are insufficient textbooks or other instructional materials, the Board shall, by resolution, provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall submit a copy of the resolution to the County Superintendent of Schools no later than three business days after the hearing. The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

In addition, if the County Superintendent, in accordance with Education Code 1240, makes the district aware of a school that does not have sufficient textbooks or instructional materials, the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year.

Prohibition Against Refusal to Approve or Prohibit the Use of Specified Instructional Materials

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Complaints

Complaints concerning instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials, Board Policy 1312.3 - Uniform Complaint Procedures, or Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures, as applicable.

Regulation 6161.1: Selection And Evaluation Of Instructional Materials

Status: DRAFT

Original Adopted Date: 01/21/2014 | **Last Revised Date:** 06/15/2021

Review Process

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards, **and accurately reflect and value society's diversity**. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the materials:

1. Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE

For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

2. Do not reflect adversely upon persons because of any characteristic specified in law and Board Policy 0410 - Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)
3. To the satisfaction of the Board, are accurate, objective, current, and suited to the differing needs and comprehension of district students at their respective grade levels (Education Code 60045)
4. With the exception of literature and tradebooks, use proper grammar and spelling (Education Code 60045)

5. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by SBE
 - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration
6. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited to:
 - a. Accurately portraying society's cultural and racial diversity, including:
 - i. The contributions of all genders in all types of roles, including professional, vocational, and executive roles
 - ii. The role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic groups to the total development of California and the United States
 - iii. The role and contributions of the entrepreneur and labor in the total development of California and the United States
 - b. Accurately portraying humanities place in ecological systems and the necessity for the protection of the environment
 - c. Accurately portraying the effects on the human system of the use of tobacco, alcohol, and narcotics, and restricted dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances
 - d. Encouraging thrift, fire prevention, and the humane treatment of animals and people
 - e. Requiring, when appropriate to the comprehension of students, that textbooks for social science, history, or civics classes contain the Declaration of Independence and the United States Constitution
7. Support the district's adopted courses of study and curricular goals, including the district's local control and accountability plan
8. Contribute to a comprehensive, balanced curriculum
9. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information
 - b. Objective presentation of diverse viewpoints
 - c. Clear, concise writing and appropriate vocabulary
 - d. Thorough treatment of subject matter
10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
11. Stimulate discussion of contemporary issues, exploration of ideas, and intellectual exchanges, and improve students' thinking and decision-making skills
12. As appropriate, have corresponding versions available in languages other than English
13. Include high-quality teacher's guides

14. When available, include options for lighter weight materials, including materials in digital format, in order to help minimize any injury to students by the combined weight of instructional materials

In addition to meeting the above criteria as applicable, technology-based materials shall:

1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)
2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners
3. Protect the privacy of student data

Conflict of Interest

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition (Education Code 60075)

2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
 3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district
-

Policy 6161.11: Supplementary Instructional Materials

Status: DRAFT

Original Adopted Date: 01/21/2014

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

The use of any supplemental instructional material shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials.

Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

Appropriateness of Materials

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, the employee shall preview the material to determine whether, in the employee's professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, **factual accuracy**, appropriateness, **including whether the material contains pervasive vulgarity or profanity**, and relevance of the materials, as well as the ages and maturity of the students.

The Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

Complaints

Complaints concerning supplemental instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 - Uniform Complaint Procedures, as applicable.

Policy 6163.1: Library Media Centers

Status: DRAFT

Original Adopted Date: 12/10/2014

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can **inspire a love of reading, stimulate thought, the exploration of ideas and intellectual exchanges**, and contribute to the academic achievement of all students. The Board desires that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, **contain a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity**, and prepare students to become lifelong learners.

The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the district's goals for school libraries and the distribution of funds to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

Staffing

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level
6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for and management of the school and district libraries

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the

supervision of a certificated employee who consents to the assignment. (Education Code 18103)

Selection and Evaluation of School Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive and/or language needs.

Library materials shall be selected and evaluated through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

The use of any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

Complaints regarding the appropriateness of library materials shall be addressed in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 - Uniform Complaint Procedures, as applicable.

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

Library Instruction

Teacher librarians and/or classroom teachers shall provide library instruction to support the development of students' information literacy skills. Such instruction shall be aligned with the state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

Program Evaluation

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day
2. The process and frequency by which students are allowed to check out library materials
3. Staffing levels, qualifications, and number of hours worked
4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, provision of a broad spectrum of knowledge and viewpoints, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
5. Any special programs offered at the school to encourage reading and/or library use
6. The adequacy of the facility space and equipment designated for the school library
7. The source(s) and adequacy of funding for school libraries
8. Knowledge by principals, teachers, and library personnel of the process to follow when a library material(s) is challenged

The district shall, on or before August 31 each year, report to the California Department of Education on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Policy 6143: Courses Of Study

Status: DRAFT

Original Adopted Date: 11/20/2012

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status, race, ancestry, national origin, religion, color, mental or physical disability, age, medical condition, genetic information, marital status, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics. (Education Code 200, 220; Government Code 11135; Penal Code 422.55; 5 CCR 4940)

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

Secondary Grades

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. The district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry. (Education Code 51228)

~~In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)~~

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "A-G" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

Regulation 6143: Courses Of Study

Status: DRAFT

Original Adopted Date: 02/21/2017

Grades 1-6

Courses of study for grades 1-6 shall include the following:

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)
2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)
3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)
 - a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of **people of all genders**, Native Americans, African Americans, **Latino** Americans, Asian Americans, Pacific Islanders, European Americans, **LGBTQ+** Americans, persons with disabilities, and members of other ethnic, cultural, **religious, and socioeconomic status** groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

- b. The development of the American economic system, including the role of the entrepreneur and labor
 - c. The relations of persons to their human and natural environments
 - d. Eastern and western cultures and civilizations
 - e. Contemporary issues
 - f. The wise use of natural resources
4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)
5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)
6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)
 - a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available
 - b. Fire prevention
 - c. The protection and conservation of resources, including the necessity for the protection of the environment
 - d. Venereal disease
 - e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

f. Violence as a public health issue

g. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)

- i. Defining the signs and symptoms of common mental health challenges
- ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges
- iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable
- iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges
- v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse
- vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges
- vii. Understanding the stigma surrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible, classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help and acceptance

Mental health instruction offered by the district shall: (Education Code 51926)

1. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners
2. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids
3. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220
4. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction. (Education Code 51927)

7. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind

8. Violence awareness and prevention

9. Career awareness exploration

Grades 7-12

Courses of study for grades 7-12 shall include the following:

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)
2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)
 - a. The history, resources, development, and government of California and the United States, including instruction in:
 - i. The early history of California and a study of the role and contributions of **people of all genders**, Native Americans, African Americans, **Latino** Americans, Asian Americans, Pacific Islanders, European Americans, **LGBTQ+** Americans, persons with disabilities, and members of other ethnic, cultural, **religious, and socioeconomic status** groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5, 60040)
 - ii. World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time
 - iii. The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war
 - iv. The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States
 - b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

This course may include participation in a teen court or peer court program. (Education Code 51220.2)
 - c. The development of the American economic system, including the role of the entrepreneur and labor
 - d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)
 - e. Eastern and western cultures and civilizations
 - f. Human rights issues, with particular attention to the study of the inhumanity of genocide, which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides, slavery, and the Holocaust
 - g. Contemporary issues
3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)
4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)
5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)
6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)
7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)
8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business

education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice (Education Code 51225.6)

b. Fire prevention

c. The protection and conservation of resources, including the necessity for the protection of the environment

d. Venereal disease

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

f. Prenatal care for pregnant individuals

g. Violence as a public health issue

h. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)

i. Defining the signs and symptoms of common mental health challenges

ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges

iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable

iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges

v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse

vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges

vii. Understanding the stigma surrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible, classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help

and acceptance

Mental health instruction offered by the district shall: (Education Code 51926)

1. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners
2. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids
3. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220
4. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction. (Education Code 51927)

12. Violence awareness and prevention [optional]

13. Ethnic studies

Commencing in the 2025-26 school year, the district shall offer a one-semester course in ethnic studies

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

~~High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)~~

- ~~1. Vehicle Code provisions and other relevant state laws~~
- ~~2. Proper acceptance of personal responsibility in traffic~~
- ~~3. Appreciation of the causes, seriousness, and consequences of traffic accidents~~
- ~~4. Knowledge and attitudes necessary for the safe operation of motor vehicles~~
- ~~5. The safe operation of motorcycles~~
- ~~6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle~~
- ~~7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety~~

Certification of College Preparatory Courses

~~The Superintendent or designee shall identify district courses that may qualify for designation as "A-G" college preparatory courses, including courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to UC for "A-G" designation.~~

Notification and Information to Students in Grades 9-12

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and CSU
2. A list of the current UC and CSU websites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of CDE's website where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the California Dream Act Application (CADAA) at least once before grade 12. (Education Code 51225.8)

Financial Aid Requirements for Students in Grade 12

The Superintendent or designee shall ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or, if a student is exempt from paying nonresident tuition, a CADAA to the Student Aid Commission (CSAC), unless either: (Education Code 51225.7)

1. The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district
2. If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf

The Superintendent or designee shall ensure that each high school student in grade 12, and if applicable, the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA that may be available through outreach programs, including, but not limited to, programs operated by CSAC, postsecondary immigration resource centers, college readiness organizations, community-based organizations, and/or legal resource organizations. (Education Code 51225.7)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information. (Education Code 51225.7)

Policy 5131.2: Bullying

Status: DRAFT

Original Adopted Date: 09/18/2018 | **Last Revised Date:** 02/18/2020

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a **welcoming**, safe, **and supportive** school environment that protects students from physical, **mental**, and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in Administrative Regulation 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Regulation 5131.2: Bullying

Status: DRAFT

Original Adopted Date: 02/18/2020

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images, which may be shared, sent, or posted publicly. Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or negative information to discredit or disparage, or threats of physical harm. Cyberbullying may also include breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying: An act that occurs on electronic devices such as computers, tablets, or cell phones, such as sending demeaning or hateful text messages, direct messages or public posts on social media apps, gaming forums, or emails, spreading rumors by email or by posting on social networking sites, shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content, or posting or sharing embarrassing photos, videos, website, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Developing a strategic plan for school connectedness and social skills with benchmark tracking, which may include providing regular opportunities and spaces for students to develop social skills and strengthen relationships and promoting adult support from family and school staff, peer-led programs, and partnerships with key community groups, implementing socially based educational techniques such as cooperative learning projects that can improve educational outcomes as well as peer relations, creating a supportive school environment that fosters belonging through equitable classroom management, mentoring, and peer support groups that allow students to lean on each other and learn from each other's experiences, and building social connection into health education courses including information on the consequences of social connection on physical and mental health, key risk and protective factors, and strategies for increasing social connection
2. Ensuring that each school establishes clear rules for student and staff conduct and implements strategies to promote a positive, supportive, and collaborative school climate
3. Providing information to students, through student handbooks, district and school websites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying

4. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
5. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias
6. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

The Superintendent or designee shall post on the district's website, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6
2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
3. Title IX information included on the district's website pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's website pursuant to Education Code 221.6
4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying
5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media
6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5

7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, digital and media literacy skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff **are responsible for teaching and modeling respectful behavior and building safe and supportive learning environments, and** are expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, regardless of whether a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, regardless of whether the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in Administrative Regulation 1312.3.

Any individuals with information about cyberbullying activity shall save and print any electronic or digital messages that they feel constitute cyberbullying and shall notify a teacher, the principal, or other employee so that the matter may be investigated. When an investigation concludes that a student used a social networking site or service to bully or harass another student, the Superintendent or designee may report the cyberbullying to the social media platform and may request the material be removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention, and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When a student has been suspended, or other means of correction have been implemented against the student, for

an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent, principal, or designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement, in accordance with Board Policy and Administrative Regulation 5141.52 - Suicide Prevention.

Policy 0410: Nondiscrimination In District Programs And Activities

Status: DRAFT

Original Adopted Date: 09/18/2018

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decisionmaking, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public

education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. The compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Dave Scroggins, Superintendent/Principal
7900 South Shingle Road
Shingle Springs, CA 95682
530-677-0260
dscroggins@latrobeschool.com

Policy 5145.3: Nondiscrimination/Harassment

Status: DRAFT

Original Adopted Date: 09/18/2018 | **Last Revised Date:** 08/18/2020

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be

investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy 1312.2: Complaints Concerning Instructional Materials

Status: DRAFT

Original Adopted Date: 02/20/2007

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of district staff, parents/guardians, and community members, and, as appropriate, students. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the accompanying administrative regulation and exhibit.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school. (Education Code 35160)

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

Any challenged instructional material that is reviewed by the district shall not be subject to further reconsideration for 12 months, unless required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved as specified in Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

Regulation 1312.2: Complaints Concerning Instructional Materials

Status: DRAFT

Original Adopted Date: 02/20/2007

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, such individual shall informally discuss the material in question with the principal. (Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, the complainant shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection and location of such material shall be given. In order for the district to reply appropriately, complainants shall sign all complaints and provide identifying information. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall provide the complainant with a written acknowledgement of its receipt and respond to any procedural questions the complainant may have. The principal shall then notify the Superintendent or designee, the teacher(s), and other staff as appropriate.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached.

Step 3: Review Committee

The Superintendent or designee shall determine whether to convene a review committee to review the complaint.

If the Superintendent or designee determines that a review committee is necessary, the Superintendent or designee shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint parents/guardians, students, and community members, as appropriate, to serve on the committee.

The Superintendent or designee may provide training to the review committee to ensure that the review committee is informed regarding its responsibilities, the criteria to follow when reviewing instructional materials, and applicable laws, Board policy(ies), and administrative regulation(s).

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant in writing of the committee's decision within 15 days of receiving the committee's report.

Step 4: Superintendent Determination

If the Superintendent or designee determines that a review committee is not necessary, the Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, the complainant may appeal the Superintendent's or review committee's decision to the Board. The Board's decision shall be final.

Policy 1312.3: Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 04/23/2019 | **Last Revised Date:** 06/15/2021

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)

13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
21. State preschool programs (Education Code 8207-8225)
22. State preschool health and safety issues in license-exempt programs (Education Code 8212)
23. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
24. Any other state or federal educational program the SPI or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
 3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.
 4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department.
 5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
 6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
 7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)
 8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)
-

Regulation 1312.3: Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 04/23/2019 | **Last Revised Date:** 06/15/2021

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in Administrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Dave Scroggins, Superintendent/Principal
Latrobe School District
7900 South Shingle Road
Shingle Springs, CA 95682
530-677-0260
dscroggins@latrobeschool.com

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR

4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and students participating in a newcomer program as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school websites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance

with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services

4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law
3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE website. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 04/23/2019 | Last Revised Date: 01/17/2023

Types of Complaints

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

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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

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

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

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

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

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

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

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

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

In any school serving 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)

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

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

Investigation and Response

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

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

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

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

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

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the SPI within 15 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)

Latrobe School District
2023-24 Enrollment Summary

2023-24

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
TK	1	1	1	1	1	1				
K	17	17	17	17	17	18				
1	14	14	14	13	13	13				
2	13	13	13	12	12	13				
3	19	19	19	19	19	20				
LES	64	64	64	62	62	65	0	0	0	0
4	20	20	21	22	22	22				
5	17	17	17	16	16	16				
6	13	13	13	13	13	13				
7	27	27	27	27	27	27				
8	27	27	27	27	27	27				
MH	104	104	105	105	105	105	0	0	0	0
Total	168	168	169	167	167	170	0	0	0	0

Historical (May Counts)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
TK				1	5	2	4	2	5	3	5	7
K	17	6	11	12	11	18	3	17	17	12	9	12
1	15	15	6	14	13	11	20	7	13	17	17	13
2	19	13	13	8	18	13	13	24	10	14	13	18
3	21	17	12	13	8	17	13	20	22	10	17	18
LES	72	51	42	48	55	61	53	70	67	56	61	68
4	20	23	16	14	15	8	18	13	19	26	11	18
5	17	22	19	15	17	14	10	20	17	18	23	11
6	21	18	7	20	20	15	16	11	23	18	23	24
7	18	20	15	16	20	21	17	20	11	21	17	26
8	18	19	19	13	16	21	21	17	17	13	24	15
MH	94	102	76	78	88	79	82	81	87	96	98	94
Total	166	153	118	126	143	140	135	151	154	152	159	162