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## Board Responsibilities and Authority

### Policy 2-100

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#### **Scope & Authority:**

The Board may initiate and carry on any program, activity, or may otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which school districts are established, unless otherwise limited by law.

(Ed. Code § 35160; T.H. v. San Diego Unified School Dist. (2004) 122 Cal.App.4th 1267).

#### **Purpose**

The governing board plays a crucial role in setting the vision and direction for the school district, ensuring it operates in the best interest of the students and the community it serves.

Under California law, the governing board of a public school district serves as the policy-making body responsible for ensuring the educational needs of the community are met in alignment with state and federal regulations. Its primary purposes include:

#### **1. Policy Development:**

- Establishes policies to guide the district's operations, educational programs, and overall management.
- Ensure policies comply with state and federal laws, including California Education Code and Federal Title IX.

#### **2. Educational Oversight:**

- Ensure high-quality education for all students by adopting and monitoring curriculum, standards, and instructional materials, as presented by the Superintendent of the district.
- Focus on improving student achievement and addressing diverse educational needs.

#### **3. Fiscal Responsibility:**

- Approve and monitor the district budget, ensuring financial stability and accountability.
- Allocate resources effectively to support district goals and priorities.



#### **4. Personnel Management:**

- Hire, evaluate, and oversee the Superintendent, who acts as the chief executive officer of the district.
- Establish and approve policies and contracts governing district staff.

#### **5. Community Representation:**

- Represent the interests of students, parents, and the broader community in decisions affecting the district.
- Provide opportunities for public input and maintain transparency in governance.

#### **6. Compliance and Accountability:**

- Ensure district operations comply with legal requirements, including California Education Code, Title IX, and other applicable laws.
- Monitor district performance as represented in the Local Control & Accountability Plan and hold the Superintendent accountable for achieving district goals.

#### **7. Advocacy:**

- Advocate for the needs of the district and its students at the local, state, and federal levels.
- Build partnerships with community organizations, businesses, and governmental entities.

#### **Board Meeting**

The Board shall call and conduct regular and special meetings in accordance with the law, ensuring transparency and adherence to established protocols.

1. **Regular Meetings:** Scheduled meetings will occur at predetermined intervals to address the district's operational and policy matters.
2. **Special Meetings:** May be called as necessary to address urgent or extraordinary issues requiring immediate attention.

The agenda for all meetings shall be posted at least 72 hours in advance for regular meetings and 24 hours in advance for special meetings, as required by law. Meetings shall be conducted in



compliance with the Ralph M. Brown Act to guarantee public access and participation, except when closed sessions are authorized by law.

### **Minutes**

The Board shall maintain detailed minutes of its meetings, documenting every official act.

1. A journal of proceedings will be preserved as the official record of Board actions.
2. The minutes shall be accessible to the public and comply with requirements under Education Code § 35163.

### **Hearings**

The Board shall conduct hearings as mandated by law.

1. Hearings may be held in open or closed session, depending on the subject matter and legal requirements.
2. The Board will provide appropriate notice to ensure transparency and compliance with due process.

### **Property Management**

The Board has the authority to hold, lease, and convey property for the benefit of the district.

1. Legal Authority: The Board may sue and be sued concerning district property (Ed. Code § 35162).
2. Leasing and Renting: Vacant classrooms and other spaces may be leased or rented, prioritizing:
  - Educational agencies conducting special education programs.
  - Other educational agencies, with exclusions for private institutions offering K12 education.

Agreements may include leases with governmental units, nonprofit organizations, community agencies, and businesses, provided such arrangements align with Education Code § 17527.

### **District Budget**

On or before July 1 each year, the Board shall fulfill its fiscal responsibilities as follows:

1. Public Hearing:



- Hold a public hearing in compliance with Education Code § 42103 to present and review the proposed budget.
- Post the agenda for the hearing at least 72 hours in advance, including the location for public inspection of the budget.

2. Budget Adoption:

- Adopt the annual budget in accordance with Education Code § 42126.
- File the adopted budget with the County Superintendent of Schools within five days or by July 1, whichever is sooner.
- Ensure the budget supports the implementation of the Local Control and Accountability Plan (LCAP) or its annual update.

**Local Control and Accountability Plan (LCAP)**

The Board shall adopt a Local Control and Accountability Plan using the State Board of Education’s approved template.

1. The LCAP shall align with the district’s budget and address state priorities as outlined in Education Code § 52060 et seq.
2. Annual updates or revisions to the LCAP shall be conducted in consultation with stakeholders, including parents, staff, and community members.

**Employee Administration**

The Board is the official employer for all District employees, with responsibilities that include:

1. Selecting, hiring, and evaluating the Superintendent. All other employees will be recommended to the Board for hire by the Superintendent.
2. Ensuring adherence to employment laws and collective bargaining agreements.
3. Establishing policies to manage and support district personnel effectively.



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## Governing Board Meetings

### Policy 2-101

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#### Scope:

This policy applies to all meetings of the Governing Board and its committees.

#### Policy:

##### 1. Regular Meetings:

- The Board shall hold regular meetings at a time and place determined annually and communicated to the public.
- Agendas for regular meetings shall be posted at least 72 hours before the meeting in a location accessible to the public and on the district's website.

##### 2. Special Meetings:

- Special meetings may be called as needed and must adhere to the 24-hour public notice requirement, including agenda posting and notification to Board members and the media upon request.

##### 3. Emergency Meetings:

- Emergency meetings may be called only in situations involving an urgent need for immediate action due to a disruption or threatened disruption of public facilities.
- Notice requirements for emergency meetings shall comply with Government Code § 54956.5.

##### 4. Closed Sessions:

- The Board may conduct closed sessions only for purposes expressly permitted by law, such as personnel matters, litigation, and labor negotiations.

#### Purpose

The Governing Board recognizes its obligation to conduct business in an open and transparent manner to maintain public trust and ensure accountability. This policy establishes the Governing Board's commitment to adhering to the Ralph M. Brown Act (Governing Code § 54950 et seq.), which mandates open meeting for local governmental bodies, including public school boards.



- Prior to and after a closed session, the Board shall publicly disclose the nature of the items discussed and any action taken, as required.

5. Public Participation:

- The Board shall provide an opportunity for members of the public to address the Board during meetings on any item within the Board's jurisdiction.
- Time limits for public comments shall be established to ensure orderly conduct of meetings.

6. Meeting Records:

- Minutes of all meetings shall be recorded and made available to the public promptly.
- Audio or video recordings, when created, shall be retained in compliance with district policies and applicable laws.

7. Compliance and Training:

- Board members and staff shall receive periodic training on the Ralph M. Brown Act to ensure ongoing compliance.



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## Administrative Regulations

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### Implementation of the Ralph M. Brown Act

#### 1. Agenda Preparation and Posting:

- The Superintendent or designee shall prepare the agenda for all Board meetings in consultation with the Board President.
- Agendas must include a brief description of each item of business and clearly indicate whether items are for discussion, information, or action.
- Posting Requirements:
  - Regular Meetings: Post agendas at least 72 hours in advance.
  - Special Meetings: Post agendas at least 24 hours in advance.
  - Emergency Meetings: Provide notice per Government Code § 54956.5.
- Members of the public may request to place matters directly related to district business on the agenda for regular Board meetings. Requests must be submitted in writing at least five school days before the meeting and include enough detail for the District to determine relevance. The District may decline requests unrelated to its business, outside the Board's authority, or items that have been recently decided by the Board.

#### 2. Public Comment Procedures:

- At regular meetings, members of the public may address the Board on any item within the Board's jurisdiction, whether or not the item is on the agenda. At special or emergency meetings, public comment shall be limited to items listed on the agenda, consistent with the Ralph M. Brown Act.
- The Board may adopt reasonable regulations limiting the total time for public input and the time allocated to individual speakers.
- Speaker cards or other methods of registration may be used to manage the order of public comments.

#### 3. Closed Sessions:



- The agenda for a closed session must include a brief general description of the items to be discussed, citing the specific statutory authority under which the session is being held.
- The Board shall report in open session any actions taken in closed session, as required by law. No minutes of closed session discussions shall be taken, in order to preserve confidentiality and compliance with the Ralph M. Brown Act.

#### 4. Meeting Minutes and Records:

- The Superintendent or designee shall ensure the accurate recording of all Board actions and votes in the meeting minutes.
- Audio or video recordings, if made, shall be retained for at least 30 days, and made available for public inspection.

#### 5. Training Requirements:

- Newly elected Board members shall receive training by the County Office on the Ralph M. Brown Act within the first six months of taking office.
- Ongoing training for all Board members and relevant staff shall be conducted every two years.

#### 6. Public Notification:

- Meeting notifications and materials shall be posted on the district's website and physically at the district office in a location accessible to the public.
- Upon request, the district shall make reasonable accommodations for individuals with disabilities to participate in Board meetings.

### **Legal References**

- Government Code §54950 et seq. (Ralph M. Brown Act)
- Education Code §35145, § 35146

### **Implementation and Enforcement:**

The Superintendent or designee is responsible for implementing this regulation and ensuring all Board activities comply with the Ralph M. Brown Act.



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## Governing Board Member Incompatible Office and Activities Policy 2-102

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### Scope:

This policy establishes guidelines to prevent conflicts of interest and maintain the integrity of Board operations by identifying incompatible offices and activities.

#### 1. Incompatible Offices

Board members shall not hold any office or position, public or private, that is incompatible with their duties as a member of the Governing Board. An office is deemed incompatible if:

- Its functions conflict with or interfere with the proper discharge of Board duties.
- Holding the office creates divided loyalties or compromises the Board member’s ability to act in the best interests of the District.
- The position involves supervision or oversight of the District in any capacity.

Examples of incompatible offices include, but are not limited to:

- Employment with the District or a contractor doing business with the District.
- Membership on another board or commission that directly governs or regulates the District.
- Holding any public office where the duties involve decision-making authority over matters affecting the District.

#### 2. Incompatible Activities

### Purpose

The Governing Board is committed to upholding the highest standards of ethical conduct and ensuring that Board members act in the best interest of the District.



To preserve the integrity of the Board's role, members shall avoid engaging in activities that conflict with their responsibilities or compromise public trust. The following activities are deemed incompatible with Board service:

- Financial Interests:
  - Accepting compensation, gifts, or other benefits in excess of statutory limits and FPPC rules from entities that do business with or seek to influence the District.
- Advocacy for Personal or Outside Interests:
  - Using their position on the Board to promote personal, political, or financial interests unrelated to the District's mission.
- Confidentiality Breaches:
  - Disclosing or misusing confidential information obtained through Board service for any reason, including personal gain or to benefit others.
- Nepotism and Favoritism:
  - Participating in decisions or discussions involving relatives, close associates, or entities in which they have a financial or personal interest.
- Interference with District Operations:
  - Undermining the authority of the Superintendent or staff by attempting to direct day-to-day operations outside of Board meetings.
- Outside Employment or Contracts:
  - Engaging in employment, consulting, or other contractual agreements with organizations that conflict with or overlap District business.
- Representation without Authorization:
  - Representing the District in any capacity without prior authorization from the Board.

## **Enforcement**

Board members found to be in violation of this policy may face censure, removal from committees, or other appropriate actions as determined by the Governing Board.



### **Implementation and Review:**

The Superintendent or designee shall ensure all Board members are informed of this policy and its requirements during orientation and periodically thereafter.

### **Legal References:**

- Government Code §§ 1090, 1126
- Education Code §§ 35107, 35230
- California Constitution Article IV, Section 20



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## Board Policy Regarding Transportation Policy 2-103

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### **Scope:**

The purpose of this Board Policy is to ensure that the District complies with State regulations regarding the information related to transporting students within the district. The information shall be readily available for inspection by the Superintendent of Public Instruction.

### **Availability of Required Transportation Information**

In the event that transportation is provided to District students, the District shall prepare and maintain the following information for presentation to the Superintendent of Public Instruction upon request:

1. A description of the District's transportation services policy (the limits within which transportation is offered to pupils and the distance pupils are required to walk to school or to a regularly established bus stop).
2. A map of the District's boundaries displaying each bus route and stop, or a route schedule with an itinerary of the bus route and each stop.
3. A list of salaries paid for supervision, clerical or administrative purposes.
4. If any classes offered within the District may require additional transportation for students enrolled in the class, a schedule of such classes.
5. Logs of trips made other than between home and school by each bus. The log will include the miles traveled and number of children transported.

### **Purpose**

The District intends to offer transportation to students to and from school from the designated area. The District's provision of transportation and location of bus stops may require students to walk to less than one mile to school or to regularly established bus stop.

### **References:**

(Title 5, Cal. Code Regs. §§ 15253 et seq.)

*Adopted on:*  
12-11-2025

*Page 1 of 1*



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## Parental Involvement & Engagement in the District Policy 2-201

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### Scope:

The Purpose of this policy is to ensure that the parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children.

### The Policy

The Governing Board, parents, guardians, school staff, and pupils are committed to continuing the intellectual, physical, emotional, and social development and well-being of students at each school site by engaging in the following shared commitments:

1. The active and present engagement of the parent or guardian is the student's attendance, schoolwork, homework, and participation in school activities is the most productive way to support the student to achieve academic and other standards of excellence of the school.
2. The District and its school(s) are committed to providing the highest quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.
3. Parents/Guardians may best support the learning environment of their student by:
  - Monitoring and ensuring regular attendance and on-time arrival at school.
  - Ensuring all homework is completed and turned in on a timely basis.
  - Students are offered and participate in extracurricular activities.

### Purpose

The Governing Board has made this policy available to public on November 11, 2025, for the purpose of eliciting feedback and conducting a meeting to develop this Policy that outlines the manner in which parents or guardians of pupils, school staff, and pupils may share the responsibility for continuing the intellectual, physical, emotional, social development, and well-being of pupils at each school site. Input was received and a meeting was held on December 11, 2025, to jointly develop this policy.



- Monitoring and regulating the amount of screen time, including television, viewed by their children.
- Working with their children at home in learning activities that extend learning in the classroom.
- Volunteering in their children's classrooms, or for other activities at the school.
- Participating, as appropriate, in decisions relating to the education of their own child or the total school program.

### **Parent/Guardian's Rights & Responsibilities**

A parent/guardian of a child enrolled or being enrolled in the school shall have the following rights and responsibilities with respect to their children/student:

1. Within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled in accordance with the requirements of any intradistrict or interdistrict pupil attendance policies or programs.
2. Within a reasonable time of their request, to meet with their child's teacher or teachers and the principal of the school in which their child is enrolled.
3. To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.
4. To be notified on a timely basis if their child is absent from school without permission. It is the responsibility of the parent or guardian to ensure regular attendance of the student.
5. To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of the school that their child attends on standardized statewide tests.
6. To request a particular school for their child, and to receive a response from the school district. This paragraph does not obligate the school district to grant the parent's request.
7. To have a school environment for their child that is safe and supportive of learning.



8. To examine the curriculum materials of the class or classes in which their child is enrolled.
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. To have access to the school records of their child.
11. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
12. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Section 48980, attendance policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
14. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team, in accordance with any rules and regulations governing membership in these organizations. In order to facilitate parental participation, school site councils are encouraged to schedule a biannual open forum for the purpose of informing parents about current school issues and activities and answering parents' questions. Prior notice should be provided to parents.
15. To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
16. To be notified, as early in the school year as practicable pursuant to Section 48070.5 if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.
17. All schools that participate in the High Priority Schools Grant Program established pursuant to Article 3.5 (commencing with Section 52055.600) of Chapter 6.1 of Part 28 and that maintain kindergarten or any of grades 1 to 5, inclusive, shall jointly develop with parents or guardians for all children enrolled at that school site, a school-parent compact pursuant to Section 6319 of Title 20 of the United States Code.
18. This section does not authorize a school to inform a parent or guardian, as provided in this section, or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction. (Amended by Stats. 2004, Ch. 896, Sec. 46. Effective Sept 29, 2004.)



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## **Administrative Regulations**

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The District recognizes that parental involvement and support in the education of their children is integral to improving their children's academic success. The District shall establish and maintain a program for increasing parent involvement. (Ed. Code, § 11500.)

In order to achieve its goal of increasing parents' positive engagement in their children's education, the District may do each of the following:

**1. Help Parents Develop Skills**

Help parents develop skills, such as understanding state academic standards and assessments, that they may use at home in support of their children's academic efforts at school. Help parents to develop skills that will allow them to better support their children's development as responsible future members of our society.

**2. Provide Information**

Provide parents with specific techniques and strategies which they may use to improve their children's academic success and assist their children in learning at home.

**3. Communication**

Build and maintain consistent and effective communication between the home and the school so that parents may know when and how they might assist their children in support of classroom learning activities.

**4. Staff Training**

Provide teachers, administrators, and instructional support personnel with information on how to communicate more effectively with parents.

**5. Integration in the Local Control & Accountability Plan (LCAP)**

The District's parent involvement programs and policies shall be integrated with the school's Local Control & Accountability Plan (LCAP) (Ed. Code, § 11502.)



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## Student Records Policy 2-202

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### Scope:

The policy applies to any and all official student records maintained by the District on any current or former student of the District.

### Policy Definitions

1. **Student:** “Student” means any individual who is or has been in attendance in the District and regarding whom the District maintains education records. “Attendance” includes, but is not limited to, in person, or virtually by other means, including correspondence, videoconference, satellite, Internet, or other technologies used when a student is not in the classroom, and also includes students who are enrolled in a District work-study program.
2. **Parent:** “Parent” means a natural parent, legal guardian, or an individual acting as a parent of a student in the absence of a parent or a guardian.
3. **Student Record/Pupil Record:** “Student Record” or “Pupil Record” means any item of information directly related to an identifiable student, other than directory information, that is maintained by the District or required to be maintained by a District employee in the performance of his or her duties whether recorded by handwriting, print, tapes, film, microfilm, or other means. Student records do not include any of the following:
  - Informal notes related to a student compiled by a District officer or employee that remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.
  - Directory Information collected and/or maintained by the District in accordance with District Board Policy 2-203.
  - Law Enforcement Records of the law enforcement unit of the District.

### Purpose

The purpose of this policy is to ensure proper student records are maintained on each student of the District and provide proper parent access to student records while preventing any unauthorized release of student information.



- Employee Records related exclusively to a District employee's capacity as an employee.
- Records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student in the District; and
- Grades on peer-graded papers before they are collected and recorded by a teacher.

(Ed. Code § 49061; 5 Cal Code of Regs. § 430; 34 C.F.R. § 99.3.)

### **The District's Custodian of Records**

The Board hereby designates the Superintendent [or designate other] as the District's Custodian of Records. The Custodian of Records is responsible for implementing the Board's policies regarding student records throughout the entire District. The Custodian of Records shall ensure that each school-site representative is properly implementing the District's policies at their designated site.

### **School-Site Representatives**

The principal of each school-site or a certificated employee designated by the principal shall be the school-site representative responsible for implementing any District policies regarding student records at that school-site.

### **Authorized Access to Student Records**

Any authorized person shall be guaranteed access to student records within 10 days of the date they make their request.

#### **Authorized access shall be as follows:**

##### **1. Absolute Right to Access:**

- For students under 18 years of age, the parents of currently enrolled or former students have an absolute right to access to any and all student records related to their children that are maintained by the District. The District shall not edit or withhold any record unless it is permitted to by law.
- If an individual with exceptional needs has reached age of 18 and has been determined to be incompetent under State law, the parent/guardian or caretaker shall be granted absolute access.



- Students who have reached 18 years of age or are attending an institution of postsecondary education; and
- Pursuant to a judicial order for records.

## **2. Access Based on Legitimate Educational Interest**

The District shall grant access to student records without parental consent or a judicial order where there is a “Legitimate Educational Interest” authorized by law.

The District shall only grant access to those particular records relevant to the legitimate educational interests of the requester as defined by Education Code § 49076(a)(1). The District shall develop rules and procedures specifying those individuals who qualify as having a legitimate educational interest justifying their access to student records.

All requests for access to student records shall be reviewed by the Custodian of Records and/or the School-Site Representative prior to the approval of any request. The individual making the request shall be responsible for providing documentation showing that he/she is authorized to access the requested records.

## **3. Access by Law Enforcement or Immigration Authorities**

The District shall not provide any student records, personally identifiable information, or other data maintained by the District, with the exception of contact information, to law enforcement or immigration enforcement officers without a valid judicial warrant, subpoena, or court order.

If any officer requests access to student records or seeks information about a student, staff must immediately refer the request to the Custodian of Records or the Superintendent.

District personnel are prohibited from sharing or verifying student information, enrollment data, or class schedules for immigration enforcement purposes. The Superintendent or designee shall verify the officer’s identity and legal authority before taking any action.

The Superintendent/Custodian of Records shall verify the legal authority of any such request and maintain a written log describing:

- The name and agency of the requesting officer
- The purpose of the request
- The type of records requested, and
- The District’s response and disposition



The District shall notify the student's parent/guardian as soon as practicable, unless prohibited by law, when student records have been requested or disclosed under this section.

Staff shall receive periodic training on these requirements as part of the District's annual compliance review.

#### **4. Conditional Access**

The District also has the discretion to grant "Conditional Access" to information contained in a student record pursuant to Education Code § 49076(a)(2).

The District shall develop rules and procedures specifying the circumstances under which the District may release specified information from student records consistent with the law.

All requests for access to or information from student records shall be reviewed by the Custodian of Records and/or the School-Site Representative prior to the approval of any request. The individual or agency making the request shall be responsible for providing documentation showing that he/she is authorized to access the requested records.

#### **Procedures for Parent Access to Student Records**

The District shall maintain all student records at the following location (1) School Site Office for current students enrolled at the school, and (2) District Office for any former student no longer enrolled at a school site. Parents requesting to copy, inspect, and/or review student records shall make their request at this location during regular business hours.

The requested access shall be provided within 5 days of the date of the request. If a parent has requested to review or inspect student records, the District staff shall provide them access to the records in a manner that ensures the continued integrity and privacy of the records being inspected or reviewed.

If a parent is seeking copies of records, the District may charge the parents for the actual cost of copying the records.

#### **Security of Records**

The Custodian of Records shall be responsible for the security of student records maintained by the District and shall coordinate with the School-Site Representatives to devise procedures for assuring that access to such records is limited to authorized persons.

Records for each individual student shall be maintained in a central file at the school attended by the student, or when records are maintained in different locations a notation in the central file as to where such other records may be found is required.

*Adopted on:  
12-11-2025*

*Page 4 of 7*



The Custodian of Records shall ensure that all site personnel are trained annually regarding restrictions on the release of student information to law enforcement or immigration agencies. Procedures shall emphasize that no disclosure or cooperation occurs without verification of proper legal authority.

### **Types of Records Collected and Maintained By District**

The principal of each school shall keep on file a record of enrollment and scholarship for each Student currently enrolled in said school.

The District shall not compile any other student records except “mandatory” or “permitted” records as defined as follows:

1. **“Mandatory Permanent Pupil Records”** are those records which the District is required by law to compile. The District shall maintain indefinitely all mandatory permanent pupil records or an exact copy thereof for every student who was enrolled in a District program. The mandatory permanent pupil record or a copy thereof shall be forwarded by the District whenever the District receives a request for student records from a public or private school in which the student has enrolled or intends to enroll.
2. **“Permitted Records”** are those student records which the District may maintain for appropriate educational purposes and may include:
  - Objective counselor and/or teacher ratings
  - Standardized test results older than three years
  - Routine discipline data
  - Verified reports of relevant behavioral patterns
  - All disciplinary notices
  - Attendance records not required for State funds, to ensure compliance with compulsory attendance laws, and/or to ensure a student is regularly attending school.

### **Student Records Required to Be Signed**

All anecdotal information and assessment reports maintained as a student record shall be dated and signed by the individual who originated the data.



## **Annual Notice to Parents**

The District shall notify parents in writing at least annually of their rights in regard to student records as required by Education Code § 49063.

### **When Parent's Primary Language is Not English**

When a parent's primary language is not English, the District shall make an effort to:

1. Provide interpretation of the pupil record in the primary language of the parent; or
2. Assist the parent(s) in securing an interpreter.

### **The District May Not Withhold Student Records**

Neither the pupil record, nor any part thereof, shall be withheld from the parent or eligible pupil requesting access.

### **Contracts for Digital Storage, Management, and Retrieval of Student Records**

The District may enter into a contract with a third party (1) to provide services, including cloud-based services, for the digital storage, management, and retrieval of student records, or (2) to provide digital educational software that authorizes a third-party provider of such software to access, store, and use student records in accordance with specified contractual provisions. When entering into a contract, the District will comply with all Federal and State law and will ensure that the third-party provider is bound to said compliance.

### **Legal References**

#### Federal:

- 20 U.S.C. § 1232g – *Family Educational Rights and Privacy Act (FERPA)*
- 34 C.F.R. Part 99 – *Regulations Implementing FERPA*
- 8 U.S.C. § 1373 – *Communication with Federal Immigration Authorities (limiting conditions)*
- U.S. Constitution, Amend. XIV – *Due Process and Equal Protection*

#### State:

- California Constitution, Article I, § 1 – *Right to Privacy*
- Education Code §§ 49060–49079 – *Pupil Records; Access and Privacy*
- Education Code § 49076.5 – *Access to Student Records; Immigration Enforcement Restrictions (AB 49, 2025)*



- Education Code §§ 32280–32289 – *Comprehensive School Safety Plans*
- SB 98 (2025) – *Schoolsite Notification of Immigration Enforcement Presence*
- Title 5, California Code of Regulations § 430 – *Pupil Records*



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## Release of Directory Information Policy 2-203

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### **Directory Information:**

Directory information refers to any information contained in the education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, information regarding a student's:

1. Name
2. Address
3. Telephone number.
4. Email address.
5. Photograph(s)
6. Date and place of birth.
7. Grade level.
8. Dates of attendance
9. Participation in officially recognized activities and sports.
10. Weight and height of members of athletic teams
11. Degrees, honors, and awards received; and
12. Most recent educational agency or institution attended. (Ed. Code § 49061 (c); 34 C.F.R. § 99.3.)

### **Purpose**

The purpose of this policy is to identify the categories of directory information that may be released and the restrictions on releasing that information.

### **Social Security Numbers Not Directory Information**

Directory information does not include a student's social security number. (Ed. Code § 49061 (c); 34 CFR § 99.3.)



## **Student ID Numbers**

Student ID numbers or any other unique personal identifiers used on student badges and/or used to access electronic systems may only be released as directory information under the following conditions:

1. The information may not be released if it would allow someone to gain access to education records.
2. The information may be released when access to educational records requires additional information to authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user. (Ed. Code § 49061 (c); 34 C.F.R. § 99.3.)

## **Parent Notification**

When a student enrolls in the District, and at the beginning of each school year, the District shall provide parents/guardians written notification in their home language of each of the following:

1. The types of student records and information contained therein which are directly related to students and maintained by the District.
2. The categories of information which the District has designated as “Directory Information”.
3. The process by which a parent may notify the District that they do not want their child’s directory information to be released. (Ed. Code, § 49063.)

## **Parent Withdrawal of Consent to Release Directory Information**

The District shall not release directory information on a student if parent notifies the District that they do not want the information disclosed.

If a parent has notified the District that they do not want information released, the District shall obtain parent consent before any subsequent release of information. (Ed. Code, § 49073.)

## **Homeless Students**

If a student is identified as “homeless” as defined in Title 42, U.S. Code § 11434a(2) (Section 725 of the McKinney-Vento Homeless Assistance Act), his/her directory information shall not be released unless the District has received written consent from the parent, or the holder of parent’s rights. (Ed. Code, § 49073; 42 USC § 11434a(2); 20 USC § 1232g.)



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## Uniform Complaint Procedure Policy 2-204

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### Scope:

This policy applies to all complaints related to:

1. Discrimination, harassment, intimidation, and bullying based on protected characteristics, including but not limited to race, color, ancestry, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression.
2. Violations of state or federal laws in educational programs, including child nutrition programs, expanded learning opportunities program, and other categorical programs.
3. Any noncompliance with laws related to Local Control and Accountability Plans (LCAPs), pupil fees, and instructional materials.

### Purpose

The Governing Board is committed to ensuring compliance with applicable state and federal laws and regulations governing educational programs, services, and activities. The Board hereby provides a uniform system of complaint procedures to address allegations of unlawful discrimination, harassment, intimidations, bullying, and noncompliance with laws and regulations. These procedures shall promote and prompt an equitable resolution of complaints to foster a safe and inclusive learning environment.

Complaints related to sufficiency of textbooks, instructional materials, teacher vacancies or misassignments, or emergency or urgent facilities conditions that pose a health or safety threat shall be investigated and resolved in accordance with the Williams Act Uniform Complaint Procedures. (Education Code 8235.5, 35186)

Complaints about Special Education services shall be handled in accordance with the Individuals with Disabilities Act (IDEA).

In the event that a complaint falls within the scope of a different policy or different state or local agency, the District staff will assist the complainant with filing the complaint under the appropriate policy or agency.



**The Board prohibits retaliation against any individual who files a complaint, participates in the complaint investigation process, or reports a concern.**

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## **Administrative Regulations**

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### **Definitions**

1. **Complaint:** A written and signed statement alleging a violation of law or regulation, discrimination, harassment, intimidation, or bullying.
2. **Complainant:** An individual, including a student, parent/guardian, employee, or community member, who files a complaint under this policy.
3. **Respondent:** The person or entity alleged to have violated policy, law, or regulation.

### **Complaint Process:**

#### **1. Filing a Complaint**

- Complaints must be filed in writing using the district's Uniform Complaint Form, available on the District's website. Verbal complaints will be accepted in cases of inability to submit a written complaint.
- Complaints must be submitted to the Superintendent or designee within six months of the alleged violation or the date the complainant became aware of the issue. Extensions may be granted upon request.

#### **2. Acknowledgment and Review**

- The Superintendent or designee will acknowledge receipt of the complaint in writing within five business days.
- A preliminary review will determine whether the complaint falls under UCP or another district policy.

#### **3. Investigation**

- An impartial investigation will be conducted within 60 calendar days of receipt unless an extension is agreed upon by all parties.
- The investigation will include interviews, document reviews, and other relevant fact-finding steps.



#### **4. Resolution**

- The Superintendent or designee will issue a written decision within 60 calendar days of receipt of the complaint. The decision will include:
  - Findings of fact
  - Conclusion of law
  - Disposition of the complaint
  - Corrective actions, if warranted
  - Notification of appeal rights
- If dissatisfied with the district's decision, the complainant may appeal to the California Department of Education within 15 calendar days.

#### **Confidentiality**

Confidentiality shall be maintained to the extent possible without interfering with the investigation process or the district's legal obligations. All parties involved in a complaint are expected to respect the privacy of others.

#### **Annual Notice**

The district shall annually notify all students, parents/guardians, employees, and other interested parties of its UCP policy and procedures. The notice shall be provided in English and any other language spoken by 15% or more of the student population.

#### **Recordkeeping**

The Superintendent or designee shall maintain all complaint records in accordance with state and federal law. Records shall include:

1. Copies of complaints
2. Investigation materials
3. Final decision letters
4. Any corrective actions taken.



## **Compliance References**

1. California Code of Regulations, Title 5, Sections 4600-4687
2. Education Code Sections 234.1, 32289, 49010-49013, 51210, 52075
3. Title IX of the Education Amendments of 1972

## **No Retaliation**

The District prohibits retaliatory behavior or action against any person who complains, testifies, assists, or otherwise participates in the complaint process. However, disciplinary action may be taken against any person who is found to have made a complaint that he or she knew to be false.



## Uniform Complaint Procedures (UCP) Complaint Form

**Wheatland School District**  
**111 Main Street**  
**Wheatland CA 95692**  
**Phone: 530-633-3130**

### Uniform Complaint Form

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This form is to be used to file a complaint under the district's Uniform Complaint Procedures (UCP). For assistance in completing this form, please contact the Superintendent at 530-633-3130.

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#### Complainant Information

• Name: \_\_\_\_\_

• Address: \_\_\_\_\_  
\_\_\_\_\_

• Phone Number: \_\_\_\_\_

• Email Address: \_\_\_\_\_

#### Student Information (if applicable)

• Student Name: \_\_\_\_\_

• Grade Level: \_\_\_\_\_

• School Name: \_\_\_\_\_

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#### Details of the Complaint

1. Date of Incident: \_\_\_\_\_

2. Location of Incident: \_\_\_\_\_



3. Describe the specific issue or incident. (Include names of individuals involved, dates, and any other relevant information. Attach additional pages if necessary.)

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4. What steps have you taken, if any, to resolve this issue prior to filing this complaint?

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5. What specific remedy or resolution are you seeking?

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**Optional Demographic Information**

Providing this information is voluntary and will not affect the investigation of your complaint.

- Ethnicity: \_\_\_\_\_



- Gender: \_\_\_\_\_
- Primary Language: \_\_\_\_\_

**Acknowledgment and Signature**

By signing below, I affirm that the information provided in this complaint is true and correct to the best of my knowledge.

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

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**For District Use Only**

- Date Received: \_\_\_\_\_
- Received By: \_\_\_\_\_
- Complaint Number: \_\_\_\_\_
- Assigned To: \_\_\_\_\_

**Notes:**

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## School Volunteers Policy 2-205

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### Scope:

This policy applies to all volunteers who perform services on behalf of the district, whether in classrooms, on field trips, in extracurricular activities, or other school-related functions.

### Policy Statements

1. Volunteers are encouraged to participate in District programs to enrich students' educational experiences.
2. Volunteers serve under the direct supervision of a certificated staff member or an administrator at the school site and shall not replace or displace District employees.
3. Volunteers must adhere to all District rules, maintain confidentiality, and serve as positive role models for students.
4. The Superintendent or designee shall develop and implement administrative regulations consistent with this policy, including screening, training, and assignment procedures.

### Purpose

The Governing Board recognizes the valuable contributions of parents, guardians, and community members who volunteer their time and expertise to support the education of our students. This policy establishes clear categories and requirements to ensure a safe, productive, and respectful environment for volunteers, staff, and students while maintaining compliance with state and federal laws.



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## Administrative Regulations

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### Volunteer Categories

#### One-Time or Short-Term Supervised Volunteers

**Definition:**

Community members, parents, or guests who visit classrooms or activities for a single event or limited educational presentation under the direct supervision of a certificated or administrative employee. Examples: guest readers, one-day speakers, career day presenters, educational program providers.

**Requirements:**

- Must sign in/out at the school office and wear District identification while on campus.
- Must remain under certificated, administrative or district staff supervision at all times and have no unsupervised or one-on-one interaction with students.
- Fingerprint or TB clearance not required unless the Superintendent determines otherwise for safety reasons.

#### Occasional or Periodic Volunteers

**Definition:**

Parents or community members who assist at school functions or classrooms on an occasional basis, with limited and supervised student contact, less than 16 hours per month or 32 hours per year. Examples: school event volunteers, classroom assistants, library support.

**Requirements:**

- Acknowledgment of this policy.
- Sign-in/out and visible identification while on campus.
- Volunteers may not have unsupervised contact with students.
- TB clearance may be required for those serving in close or repeated contact with students.
- Fingerprint/Live-Scan required.



## **Regular or Frequent Volunteers (AB 506 “Regular Volunteer”)**

### **Definition:**

Any volunteer who has supervisory or regular direct contact with students, or who serves 16 or more hours per month or 32 or more hours per year. Examples: athletic coaches, regular classroom helpers, field-trip chaperones with unsupervised contact, long-term mentors.

### **Requirements:**

- Approval by the site principal or Superintendent/designee.
- Fingerprint-based DOJ/FBI background check pursuant to Penal Code § 11105.3 and Education Code § 35021.
- TB clearance per Education Code § 49406.
- Adherence to the District’s written Child Abuse Prevention and Supervision Policies consistent with AB 506.

### **Orientation & Conduct**

1. Volunteers shall attend an orientation or receive written guidelines covering:
  - Student confidentiality and FERPA compliance.
  - Appropriate conduct and maintain professional boundaries.
  - Mandatory reporting of suspected abuse or neglect for Regular or Frequent Volunteers.
  - Emergency procedures and safety protocols.
  - Appropriate dress protocols
2. Volunteers shall sign in and out at the school office and wear identification while on campus.
3. Volunteers shall follow the direction of school staff at all times and shall not discipline students.

### **Field Trip Transportation**

1. Volunteers **will not transport students in a private vehicle** for school-sponsored field trips or events.
2. All transportation will be provided through the District Transportation Department.
3. The district reserves the right to deny.



## **Prohibited Activities**

Volunteers shall **not**:

1. Have unsupervised, one-on-one interactions with students unless approved and cleared.
2. Access or disclose confidential student records.
3. Perform instructional duties without staff supervision.
4. Engage in discriminatory, inappropriate, or unsafe behavior.

## **Termination of Volunteer Service**

The Superintendent or his/her designee may suspend or discontinue volunteer services at any time if the volunteer's conduct, performance, or circumstances are inconsistent with district policies or the safety and needs of the school.

## **Legal References**

- Education Code §§ 35021, 49406, 44814, 44815
- Family Educational Rights and Privacy Act (FERPA)
- Title VI, Title IX, Section 504, ADA
- California Penal Code & Megan's Law



## School Volunteer Application

**Thank you for your interest in volunteering with our schools!**

Please complete this form and return it to the school office. Volunteers must comply with district policies, including background checks, TB clearance (if applicable), and orientation.

### Personal Information

Field	Response
Full Name	
Address	
Phone Number	
Email Address	
Emergency Contact Name & Phone	

### Volunteer Role

- Classroom Helper
- Field Trip Chaperone
- Library/Office Support
- Coaching/After-School Activities
- Tutoring/Mentoring
- Other (please specify): \_\_\_\_\_



**Availability**

**Day(s) Available Time(s) Available:**

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**Experience & Skills (optional)**

Please briefly describe any experience or skills relevant to volunteering:

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**Screening Requirements**

1. Have you ever been convicted of a felony or misdemeanor?

No  Yes (If yes, please explain): \_\_\_\_\_

2. Are you currently required to register as a sex offender?

No  Yes

3. Have you had a TB test or risk assessment within the last 4 years?

Yes (attach proof)  No (you will be contacted if required)

**Confidentiality & Conduct**

By signing below, I acknowledge and agree to:

\_\_\_ Maintain the confidentiality of student information.



- \_\_\_ Serve under the supervision of school staff and follow their directions.
- \_\_\_ Refrain from disciplining students.
- \_\_\_ Report suspected child abuse or unsafe behavior to staff immediately.
- \_\_\_ Comply with all district rules and safety procedures.

**Signature & Acknowledgment**

I certify that the information provided on this application is true and complete. I understand that volunteering is at the discretion of the district and may be terminated at any time.

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

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

**Documents to Attach:**

- Copy of government-issued photo ID
- Proof of TB clearance (if applicable)
- Proof of fingerprint/background check (if required)



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## School Site Council Policy

### Policy 2-300

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#### **Scope:**

This policy applies to all schools receiving state or federal categorical funds, including Title I. Requirements vary slightly depending on whether the district is elementary-only, secondary-only, or unified.

#### **1. Responsibilities of the School Site Council (SSC)**

Each SSC shall:

- Recommend the SPSA to the governing board for approval only when material changes to academic programs occur, consistent with Education Code § 64001(i).
- Ensure that categorical funds are used to supplement, not supplant, base funding and that resource allocation supports equity across sites.
- Develop, approve, and annually review the Single Plan for Student Achievement (SPSA).
- Ensure the SPSA is aligned with the school's goals, student performance data, and the district's LCAP.
- Recommend the SPSA to the governing board for approval.
- Monitor implementation of SPSA goals and evaluate their effectiveness.
- Advise on the use of state and federal categorical funds.

#### **2. Membership Composition**

- SSC membership shall maintain parity between school staff (Group A) and parent/community/student representatives (Group B). If either group exceeds the other in number, the council shall take steps to equalize representation.

#### **Purpose**

The District recognizes the critical role of the School Site Council (SSC) in ensuring effective school planning, family engagement, and alignment of resources with student needs. This policy establishes the formation, responsibilities, and operating procedures for SSCs at each school site in accordance with California Education Code and federal Title I requirements.



- Teachers shall comprise the majority of school staff representatives on the SSC.
- Employees who are also parents may serve as parent representatives only at schools other than the one where they are assigned.

SSC membership must be evenly divided between school personnel and non-school personnel:

- Elementary Schools:
  - 1 principal
  - Teachers (selected by teachers)
  - Classified staff (selected by peers)
  - Parents/community members (elected by parents)
- Secondary Schools:
  - Same as elementary, plus students (elected by the student body)

### **3. Elections and Terms**

- All SSC members shall be elected by their peers.
- Membership terms shall be two years, staggered to ensure continuity.
- Elections shall occur annually, with open nomination processes and written ballots when feasible.

### **4. Meeting Requirements**

- SSCs must meet at least two (2) times per year.
- Meetings are open to the public and conducted in accordance with the Brown Act.
- Agendas must be posted at least 72 hours in advance at the school site.
- Meeting minutes must be kept and made available to the public upon request.

### **5. Alignment with Federal Title I Requirements**

In Title I schools, the SSC also serves as the school's Parent and Family Engagement



Committee, responsible for:

- Developing and reviewing the school's Parent and Family Engagement Policy
- Participating in the development of the School-Parent Compact
- Advising on Title I expenditures

## **6. District Advisory Committees (DACs)**

If the district has multiple Title I schools or receives supplemental state funds:

- A District Advisory Committee shall be established.
- The DAC will review and comment on each SPSA and promote alignment with the district's LCAP.
- DAC meetings shall include representation from each SSC.

## **7. Annual Training and Support**

- The District shall provide annual training to SSC members on their roles and responsibilities, SPSA development, and compliance with applicable laws.
- Training shall include interpretation services and accessible materials.

## **8. Policy Review**

This policy shall be reviewed annually and updated as needed to reflect changes in state and federal law.



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## **Administrative Regulations**

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### **1. SSC Formation and Elections**

- The principal shall inform all staff, parents, and students of SSC responsibilities and encourage participation.
- The principal or designee shall initiate SSC elections no later than September 30 of each school year.
- Notices shall be distributed to all stakeholder groups explaining the role of the SSC and how to submit nominations.
- Elections must be held separately for each stakeholder group (e.g., teachers, parents, students) and documented accordingly.
- Election results and member rosters shall be submitted to the superintendent or designee and retained for at least three years.

### **2. SSC Operations and SPSA Development**

- Each SSC shall adopt internal rules and procedures, including council size, officer selection and terms, and conduct of meetings, consistent with Education Code § 65000.
- SSCs shall begin SPSA development no later than October 31 and finalize a draft for board review by February.
- SPSAs must include measurable goals, funding alignments, and evidence-based strategies.
- SSC minutes must reflect review and approval of the SPSA before submission to the board.
- Revisions to the SPSA may be made mid-year with SSC and board approval if funding or needs change.

### **3. Meeting Procedures**

- SSC meetings shall be scheduled at times convenient for stakeholders and held at least two times per year.



- Agendas shall be posted in a publicly visible area and online (if possible) at least 72 hours before the meeting.
- A quorum (majority of members) is required to take action.
- Minutes must include date, time, members present, actions taken, and votes. Minutes shall be posted and archived.

#### **4. Title I Requirements**

- Title I SSCs must annually review and revise the Parent and Family Engagement Policy and School-Parent Compact.
- SSCs shall ensure that Title I expenditures align with input from parents and support identified SPSA goals.
- Documentation of these discussions must be retained for compliance reviews.

#### **5. District Advisory Committee Representation**

- Each school shall appoint at least one SSC member to represent the site on the DAC.
- DAC representatives are responsible for sharing site feedback and reporting DAC discussions back to the SSC.

#### **6. Training and Support**

- The district shall provide annual SSC training by October 15, including SPSA development, roles and responsibilities, and meeting procedures.
- Training shall be offered in languages spoken by significant portions of the school community.

#### **Legal References:**

- California Education Code §§ 52850–52863 (School-Based Program Coordination Act)
- California Education Code § 64001 (SPSA requirements and DACs)
- California Education Code § 35147 (Open meeting requirements for school councils)
- 20 U.S.C. § 6318 (Title I Parent and Family Engagement)



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## Budgeting & Financial Transparency Policy 2-301

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### Scope:

This policy outlines the school district’s framework for budget development, fiscal oversight, public transparency, and compliance with state and federal requirements.

### 1. Budget Adoption and Public Hearing

In compliance with Education Code § 42127, the Governing Board shall adopt a balanced annual budget by July 1 of each year, following a public hearing. The budget shall align with the district’s Local Control and Accountability Plan (LCAP) and support student learning and operational priorities.

### 2. Budget Transparency

The adopted budget shall be posted publicly on the district website in accordance with Education Code § 42140. Budget reports shall be presented in a format that promotes accessibility and understanding for the community.

### 3. Fiscal Oversight and Monitoring

The Board shall receive at least two interim financial reports per fiscal year, as required by Education Code §§ 42130–42131. These reports shall indicate whether the district can meet its financial obligations in the current and two subsequent years.

### 4. Budget and LCAP Alignment

The budget shall be aligned to goals and actions identified in the LCAP, and the LCAP Budget Summary shall be included in all public presentations of the budget (Ed. Code § 52070; 5 C.C.R. § 15494–15497).

### Purpose

The District is committed to responsible fiscal management and transparency in alignment with California Education Code, Title 5 regulations, and applicable federal requirements. This policy establishes procedures for adopting, monitoring, and reporting the district’s budget to ensure financial solvency, legal compliance, and community engagement.



## **5. Use of Restricted Funds**

Restricted funds (e.g., Title I, Title II, Title III, ESSER, and special education) shall be used only for their intended purpose and shall comply with applicable federal and state rules. Categorical funds must supplement, not supplant, base program funding.

## **6. County Office Review**

The district shall submit its adopted budget, interim reports, and unaudited actuals to the County Superintendent of Schools for review and oversight, per Ed. Code § 42127 and § 42131.

## **7. Fiscal Reserve and Solvency**

The district shall maintain a minimum reserve for economic uncertainties as required by law. The Board may adopt a higher local reserve threshold for long-term planning and financial stability.

## **8. Reporting of Per-Pupil Expenditures**

The district shall include per-pupil expenditures by school site in the School Accountability Report Card (SARC), consistent with 20 U.S.C. § 6311(h)(1)(C)(iii).



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## Administrative Regulations

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### 1. Budget Development Timeline

- January–March: Preliminary budget planning begins in alignment with LCAP goals.
- May: Governor’s May Revision reviewed and incorporated.
- June: Proposed budget and LCAP presented for public hearing.
- By July 1: Final budget adopted by the Board.

### 2. Interim and Year-End Reporting

- First Interim Report (due December 15): Financial activity through October 31.
- Second Interim Report (due March 15): Financial activity through January 31.
- Unaudited Actuals (due September 15): Year-end actuals for prior fiscal year.

### 3. Public Engagement and Accessibility

- All public budget hearings shall be advertised in advance.
- Budget documents, including the LCAP and budget summary, shall be available in multiple languages as needed.

### 4. Federal Compliance

- Federal funds shall comply with Uniform Guidance (2 C.F.R. Part 200), including procurement, time and effort, and supplement-not-supplant rules.
- Maintenance of effort (MOE) and comparability rules shall be applied to special education and Title programs.

### 5. Oversight and Internal Controls

- The Superintendent or designee shall implement internal controls to monitor expenditures, reconcile accounts, and detect fraud.
- Fiscal procedures and access to funds shall be clearly delineated in the district’s fiscal manual.



## 6. Annual Independent Audit

- The district shall obtain an annual audit conducted by an independent certified public accountant (CPA) in accordance with Education Code § 41020 and the California K–12 Audit Guide.
- The governing board shall select the auditor by April 1 of each year.
- The audit report shall be submitted to the County Superintendent, CDE, and State Controller’s Office by December 15.
- The audit shall be reviewed by the Board in a public meeting, and the Superintendent shall prepare a corrective action plan for any findings, to be submitted within 45 days.
- If the district expends \$750,000 or more in federal funds, the audit shall include a Single Audit as required by 2 C.F.R. § 200.501.
- The Superintendent or designee shall implement internal controls to monitor expenditures, reconcile accounts, and detect fraud.
- Fiscal procedures and access to funds shall be clearly delineated in the district’s fiscal manual.

### Legal References:

- California Education Code § 41020 (Annual independent audit requirements)
- California Education Code §§ 42100, 42127, 42130–42131, 42140
- California Education Code §§ 52060–52077 (LCAP)
- 5 C.C.R. §§ 15440–15497 (LCAP and budget transparency)
- 2 C.F.R. Part 200 (Uniform Guidance)
- 20 U.S.C. § 6311(h)(1)(C)(iii) (Per-pupil expenditure reporting)
- Title 5, C.C.R. § 17195 (School bonds and capital projects)



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## Contracting and Purchasing of Supplies and Equipment Policy 2-302

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### Scope:

This policy governs all purchasing and contracting activities conducted by the District ensuring fiscal responsibility, legal compliance, and equitable procurement practices across the district. It applies to all district personnel involved in the requisition, approval, and execution of purchases and contracts for goods, services, public works, and professional or special services, regardless of the funding source.

### 1. Delegation of Authority

Pursuant to Education Code §§17604, 17605, 42623, and 42632, the Board delegates to the Superintendent or designee the authority to purchase supplies, materials, equipment, and services within budgeted appropriations and within limits set by law or Board resolution. The Superintendent shall ensure purchases do not exceed statutory bidding thresholds and comply with applicable laws. The Board shall designate specific employees as authorized Purchasing Agents.

### 2. Competitive Bidding Requirements

All contracts for the purchase of materials, supplies, or equipment in excess of the amount specified in Public Contract Code § 20111 shall be let to bid. Formal bidding shall also be used for public works projects exceeding \$75,000 unless the district has adopted the Uniform Public Construction Cost Accounting Act (UPCCAA).

The Board may award contracts based on:

- Lowest responsible bidder (PCC § 20111)

### Purpose

The District recognizes its fiduciary responsibility to ensure that public funds are used effectively and efficiently to support high-quality educational programs. The District shall adopt policies and procedures to ensure all purchases and contracts are executed in compliance with applicable state and federal law, including but not limited to the California Education Code, Public Contract Code, Government Code, and applicable federal regulations.



- Best value, where allowed (PCC § 20118.1) Identical bids shall be resolved by drawing lots to determine the awardee.

### **3. Technology and Software Purchases**

The District may procure technology, software, and related services using best value evaluation (PCC § 20118.1), provided evaluation criteria are clearly documented and consistent with district goals.

### **4. Professional and Special Services**

Contracts for professional services such as legal, financial, engineering, or architectural services shall follow qualifications-based selection (Government Code §§4525–4529.5) or be entered into under GC § 53060 for special services. Such contracts require Board approval if they exceed limits set by Board resolution.

### **5. Food Services and Nutrition Program Purchases**

Purchases made on behalf of nutrition programs shall comply with Education Code § 38000 et seq. and ensure the best quality food and service at the lowest price (EC § 38110), and must follow federal procurement standards under 2 CFR Part 200 when federal funds are used. Perishable food purchases are exempt from competitive bidding (EC § 38083, PCC § 20660).

### **6. Emergency Contracts**

In cases of emergency, the Superintendent may act to repair or replace facilities or equipment without bidding, in accordance with PCC § 22050, provided that the Board ratifies such action at its next meeting.

### **7. Piggyback and Cooperative Purchasing**

The District may utilize contracts of other public agencies for purchases of goods or services in accordance with PCC § 20118, when the original contract allows for piggybacking and offers equal or better value. (Ed. Code § 17595; Gov. Code § 14931)

### **8. Payment Authorization and Board Oversight**

Pursuant to Education Code § 42631, no order for payment shall be drawn unless authorized by law and approved by the Board. All contracts must be properly approved and documented. Payments made without Board approval or legal authority are not permitted. Unauthorized purchases shall be the personal obligation of the individual making the purchase.



## **9. Federal Procurement Standards**

When federal funds are used, the District shall follow procurement methods and thresholds as set in 2 CFR Part 200.320:

- Micro-purchases:  $\leq$  \$10,000
- Small purchases:  $\leq$  \$250,000
- Sealed bids or proposals:  $>$  \$250,000 All federal procurements must maintain documentation and conflict of interest disclosures.

Expenditures of federal surplus property may be made without bidding (Ed. Code § 17602).

## **10. Educational Materials**

Supplementary textbooks, library books, test materials, instructional software, and similar educational materials may be purchased in any amount without competitive bidding. (PCC § 20118.3; EC § 81651)




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## Administrative Regulations

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### 1. General Purchasing Procedures

- Purchases must be pre-approved and included in the adopted budget.
- Staff must submit purchase requisitions to the business office, detailing the vendor, justification, funding source, and estimated cost.
- The business office shall verify budget availability, appropriate funding code, and compliance with legal requirements.
- The Superintendent or designee shall approve the purchase order within their delegated authority.
- Board approval is required for contracts and purchases above the statutory or Board-adopted threshold.
- No purchases shall be split to circumvent bidding or approval thresholds.
- Employees not designated as Purchasing Agents shall not contact vendors, make purchases, or imply authority to enter contracts.

### 2. Procurement Thresholds and Procedures

Type	Threshold	Procedure
Public Works	> \$75,000	Formal bidding (PCC § 20111); bid notice, prequalification, sealed bids, Board award
Supplies/Equipment	> \$114,500 (2024)	Formal bidding (PCC § 20111); written specs, advertise bid, bid opening, board award
Supplies/Equipment	≤ \$5,000	1 quote required; ensure fair/reasonable pricing



Supplies/Equipment	\$5,001 – \$25,000	2–3 informal quotes recommended; document comparison
Supplies/Equipment	\$25,001 – \$114,500	Informal or formal bid process based on complexity; must document process and rationale
Technology	Any	Best value permitted (PCC § 20118.1); criteria-driven selection, board approval
Prof. Services	Any	RFQ/RFP required; select by qualifications (GC § 4525), or Board-approved special services (GC § 53060)
Emergency	Any	Declare emergency (PCC § 22050); document conditions, notify Board, obtain ratification
Food Services	Federal funds	Follow 2 CFR Part 200; obtain multiple quotes, ensure competition, document decisions

**3. Piggyback and Cooperative Purchasing**

- Verify original contract permits piggybacking (PCC § 20118).
- Ensure pricing and specifications match district needs.
- Submit piggyback request to Board with documentation.

**4. Surplus and Disposal**

- Site administrator or department head identifies surplus or obsolete items.
- Submit surplus request to business office.
- Superintendent presents surplus list to Board (EC § 17545).



- Dispose by auction, sale, recycling, or donation (GC § 54202).

## **5. Federal Funds Compliance**

- Apply correct procurement method per 2 CFR 200.320.
- Document rationale, vendor selection, and pricing.
- Check for conflicts of interest (2 CFR 200.318).
- Confirm vendors are not suspended/debarred.
- Retain records for at least 3 years post-closeout.

## **6. Payment Processing**

- After goods/services received, staff submits invoice and receiving docs.
- Business office verifies invoice and PO alignment.
- Superintendent certifies claims.
- Board approves payment register (EC § 42631).
- Unauthorized or unapproved payments are prohibited.

## **7. Ethics and Conflict of Interest**

- Purchasing staff file Form 700 if designated.
- Disclose financial interests and recuse from decisions (GC § 1090).
- Maintain separation of duties in procurement process.

## **8. Training and Monitoring**

- Superintendent/designee provides regular procurement training.
- Business office conducts periodic compliance reviews.

## **9. Vendor Protest Procedure (Formal Bids Only)**

- Unsuccessful bidders may protest within 10 business days of posting.



- Protest must be in writing, signed, and cite legal/policy grounds.
- Purchasing Agent may modify award if protest has merit.
- If unresolved, Board will hear protest at a public meeting.
- Board decision is final and binding.



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# Facilities Project Review and Environmental Compliance Policy 2-303

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## Scope:

This policy governs the review and approval of facilities projects undertaken by the District, ensuring compliance with the California Environmental Quality Act (CEQA) and other applicable planning and environmental regulations. It applies to all proposed construction, modernization, site acquisition, and facility modification projects, regardless of funding source or project size. The policy establishes procedures for environmental review, agency coordination, due diligence in property acquisition, and public engagement. It also provides flexibility for smaller-scale projects to ensure cost-efficiency and procedural simplicity. This policy is intended to guide District staff, consultants, and decision-makers in responsibly managing facilities development while safeguarding environmental and community interests.

## Purpose

The District is committed to responsible stewardship of district resources and compliance with applicable environmental and planning laws when considering facilities projects. This policy is designed to ensure that all projects undertaken by the District are reviewed for potential environmental impacts and aligned with district goals, while maintaining simplicity and cost-efficiency suitable for a small school district.

## 1. Applicability of Policy

This policy applies to any proposed facilities project, including but not limited to:

- New construction or additions to school facilities
- Modernization or major alterations
- Site acquisition or expansion
- Installation of modular classrooms or portable buildings

## 2. Environmental Review (CEQA Compliance)

In accordance with the California Environmental Quality Act (CEQA):



- The District shall serve as the "Lead Agency" for its own projects.
- The Superintendent or designee shall determine whether a project is exempt, requires a Negative Declaration (ND), Mitigated Negative Declaration (MND), or full Environmental Impact Report (EIR).
- CEQA review must be completed before project approval, contract execution, or site acquisition.

### **3. Site Acquisition and Environmental Assessments**

Prior to acquiring property for school use:

- A Phase I Environmental Site Assessment (ESA) shall be completed (Ed. Code § 17212).
- If the site is potentially contaminated, oversight from the Department of Toxic Substances Control (DTSC) shall be obtained (Ed. Code § 17213).

### **4. Coordination with State Agencies**

The Superintendent or designee shall coordinate as needed with:

- California Department of Education (CDE) for site and plan approvals
- Office of Public-School Construction (OPSC) for state-funded projects
- Local planning, zoning, and fire authorities as required

### **5. Board Oversight and Public Involvement**

- All CEQA documents requiring Board certification or adoption (e.g., ND, MND, EIR) shall be presented to the Board for action.
- The public shall be notified and invited to comment on applicable projects in accordance with CEQA guidelines.
- The Board may hold public hearings as appropriate.



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## Administrative Regulations

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### 1. Initial Project Review

- When a facilities project is proposed, the Superintendent or designee shall:
  - Confirm project scope and timeline
  - Determine CEQA applicability
  - Identify required permits or approvals

### 2. CEQA Process

- Determine project type:
  - Categorical Exemption (minor alterations, small additions)
  - Initial Study leading to ND, MND, or EIR
- Prepare appropriate documentation or engage consultant support if needed
- File notices (e.g., Notice of Exemption or Intent) with County Clerk and State Clearinghouse if required
- Maintain record of public comments and responses

### 3. Site Acquisition and Due Diligence

- Conduct Phase I ESA before purchasing any property (EC § 17212)
- If hazardous materials are found, complete a Preliminary Endangerment Assessment (PEA) and consult DTSC (EC § 17213)

### 4. Agency Coordination

- Submit CEQA clearance and site plans to CDE and OPSC if required
- Notify and coordinate with local authorities (planning, fire, utilities)
- Confirm zoning and general plan consistency

### 5. Board Actions and Recordkeeping

*Adopted on:  
12-11-2025*

*Page 3 of 4*



- Present all CEQA findings and site acquisition decisions to the Board for approval
- Maintain official project and environmental records in the District Office for public review
- Ensure all CEQA deadlines, notices, and filing requirements are met

#### **6. Small District Flexibility**

- For projects under \$1 million or involving minor improvements, the Superintendent may:
  - Use streamlined CEQA exemptions where legally applicable
  - Seek shared service arrangements (e.g., COE legal/environmental support)
  - Request Board waiver of consultant use if in-house documentation is sufficient

#### **Legal References:**

- Public Resources Code § 21000 et seq.
- 14 CCR § 15000 et seq. (CEQA Guidelines)



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## Use of School Facilities and Grounds (Civic Use Act Policy) Policy 2-400

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### Scope:

This policy is designed to balance public access with protection of district assets, especially in small districts with limited staff and facilities.

### 1. Legal Authority and Community Purpose

Pursuant to Education Code § 38130 et seq., the Board authorizes the use of school facilities and grounds by the community for purposes deemed to be in the best interest of the community, including:

- Public, literary, scientific, recreational, educational, or public agency meetings
- The discussion of matters of general or public interest
- Temporary use for religious services by churches or religious organizations lacking suitable space
- Childcare or day care programs for preschool or elementary students
- Supervised recreational activities, including those run by religious groups
- Veterans' ceremonies, patriotic celebrations, or related educational assemblies
- Use by nonprofit organizations (EC § 38134)
- Community youth centers
- Administration of examinations or training for public agencies
- Other community purposes as approved by the Board

### Purpose

The District recognizes that district school facilities are a vital community resource and affirms its commitment to making facilities available for community use in accordance with the California Civic Center Act, while ensuring that use does not interfere with school programs or pose undue burdens on the district.



## **2. Priority of Use**

The use of school facilities for school-related activities shall take precedence over any community use. Other uses shall be granted in the following priority:

- Local nonprofit youth organizations
- Local government or civic agencies
- Other nonprofit community organizations
- For-profit or private uses (as space and staff capacity allows)

## **3. Prohibited Uses**

Use of facilities shall not be granted for activities that:

- Violate law, Board policy, or public safety
- Include alcohol or tobacco use on school grounds unless legally acceptable
- Cause damage to school property or disrupt school activities
- Involve commercial advertising unless approved by the Board

**Note:** The District may permit the consumption or sale of alcoholic beverages at special events if the sponsoring organization obtains the required permits under the Alcoholic Beverage Control Act (Bus. & Prof. Code § 25608), and if students are not present.

## **4. Fees and Charges**

The Board shall establish a fee schedule for different categories of use as permitted by Education Code § 38134 and Title 5 CCR §§ 14037–14042:

- **Free Use:** Granted to school-sponsored activities, PTAs, district-affiliated nonprofits, or other groups as approved by the Board.
- **Direct Cost Recovery:** Nonprofit groups using facilities for civic, educational, or recreational purposes.



- Fair Rental Value: For-profit users or activities that charge admission and are not for the benefit of district students.

**Operational direct costs may include:**

- Utilities, janitorial services, staffing, and supplies

**Capital direct costs may include:**

- Proportional wear and tear, maintenance, repair, and refurbishment

Funds collected for capital direct costs shall be deposited into **Fund 40**, a special fund used exclusively for facility maintenance and capital improvements.

**5. Application and Approval**

All users must submit a facility use request form. The Superintendent or designee shall approve applications based on:

- Availability
- Priority level
- Adequate supervision and insurance

Use may be denied if the applicant has previously failed to comply with district policies, caused property damage, or if the activity is not aligned with district priorities. The Board may deny use if proposed fundraising does not benefit youth or public-school activities (EC § 38134(a)(2)).



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## **Administrative Regulations**

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### **1. Application Procedures**

- Submit completed facility use application at least 10 business days in advance.
- Application must include:
  - Date, time, and purpose of use
  - Expected attendance
  - Responsible adult supervisor (21+)
  - Insurance certificate (naming district as additional insured)

### **2. Scheduling and Availability**

- The site administrator shall maintain the calendar for each site.
- School activities take precedence. Community use may be rescheduled due to school needs with reasonable notice.

### **3. Supervision and Security**

- The user must provide responsible adult supervision at all times.
- If district personnel (e.g., custodian) are required, the user will be charged for associated labor costs.
- Keys or security codes shall be issued to outside groups as appropriate and approved by site administration.

### **4. Insurance and Liability**

- All non-district users must provide evidence of liability insurance.
- Users are financially responsible for any property damage or extra cleaning.
- A hold harmless agreement must be signed as part of the application.
- The District is responsible for injuries due to its own negligence; users are responsible for injuries caused by their negligence.



## 5. Fee Schedule (Sample Guide)

User Type	Facility Use Fee	Staff/Custodial Fee
School-sponsored Activities	\$0	\$0
Nonprofit Youth Groups	Direct cost only	As needed
Government/Civic Agencies	Direct cost	As needed
For-profit/Private Users	Fair rental value	As needed

The fair rental value shall include both operational and capital direct costs, plus amortized facility use based on use hours.

## 6. Denial or Revocation of Use

- Use may be denied or revoked if:
  - The application is incomplete or misrepresented
  - The organization violates district rules
  - The use poses safety or security risks
  - The user fails to pay required fees or causes property damage

Future use may be denied if an organization causes significant damage or fails to meet prior obligations.

## 7. Small District Considerations

- Limited custodial staff may restrict use outside of school hours.
- Facilities are generally not available on holidays or during long school breaks.
- The Superintendent may limit use to specific areas (e.g., multi-purpose room only) to reduce impact.