

# COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street  
Cottonwood, California 96022

## AGENDA FOR Tuesday, January 18, 2022, 6:30 P.M

Regular Board Meeting, West Cottonwood Library

### **Rules and Procedures**

The Cottonwood Union School District Board desires that its meetings be conducted in an open fashion and encourages public participation. Persons attending a meeting who wish to speak concerning an agenda item should notify the Board Chairperson of their desire to speak prior to the start of the meeting and should come forward during the time set aside for public comment and communication. It may be necessary, at times, for the Chairperson to limit discussions due to time considerations.

Arrangements to place an item on the agenda and make a presentation concerning said item must be established with the Superintendent, or any Board Member, at least ten calendar days in advance of the meeting. The request to address the Board shall be submitted in writing and the proposed stated in, or with, the request.

### **1.0 Call Regular Meeting to Order at 6:30 p.m.**

### **2.0 Pledge of Allegiance**

### **3.0 Approval of Agenda**

### **4.0 Recognition (Students, Staff, Curriculum)/Curriculum Review – None at this time.**

### **5.0 Public Forum/Hearing of Persons Wishing to Address the Board**

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law (Education Code 35145.5, Government Code 54954.2). Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities (Government Code 54954.2).

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda.

Comments shall be limited to 3 minutes per person and 20 minutes for all comments, unless different time limits are set by the Chairman subject to the approval of the Board.

### **6.0 Consent Agenda**

#### **6.1 Review of Consent Agenda**

6.1.1 Approval of Board Meeting Minutes for  
Regular Board Meeting held on December 14, 2021 (pg 3-5)

6.1.2 Accept Letters of Resignation from **Hannah Valenza**-Instructional Assistant, **Tina Gibson** –  
Instructional Assistant **Cortney Elam** – Preschool Teacher (6-8)

#### **6.2 Approval of Consent Agenda**

### **7.0 Discussion/Action Items:**

**7.1 Consider approval of the Commercial Warrants.** (pg 9-25)

**7.2 Consider approval of New Assistant Principal Position at North.** (pg 26)

**7.3 Consider approval of the 2021 SARC Report for West Cottonwood Junior High.** (pg 27-48)

**7.4 Consider approval of the 2021 SARC Report for North Cottonwood Elementary School.** (pg 49-74)

**7.5 Consider Approval of Revised Resolution #2021-8 establishing day, time, and place for regular Board Meetings.** (pg 75)

- 7.6 Consider approval: Board Policies/ Administrative Regulations-**
  - BP 0420.42 - Charter School Renewal (pg 76-83)
  - BP 1312.3 - Uniform Complaint Procedures (pg 84-93)
  - AR 1312.3 - Uniform Complaint Procedures (pg 94-113)
  - E (1) 1312.3 - Uniform Complaint Procedures (pg 114-115)
  - E (2) 1312.3 - Uniform Complaint Procedures (pg 116-117)
  - AR 3515.6 - Criminal Background Checks for Contractors (pg 118-121)
  - AR 4217.3 - Layoff/ Rehire (pg 122-129)
  - AR 5125 - Student Records (pg 130-152)

**8.0 Informational Items:**

- 8 1 CTA Report
- 8 2 Superintendent’s Report
- 8 3 Principal’s Reports

**9.0 Information/Communication Items.**

- 9 1 Enrollment Report (pg 153)
- 9 2 Quarterly Report on Williams Uniform Complaints (October-December 2021) (pg 154)

**10.0 Governing Board Discussion and Suggested Agenda Items.**

**11.0 Future Meetings:**

- 11 1 Regular Board Meeting, **Tuesday, February 15, 2022, 6:30 p.m.** in the West Cottonwood School Library, 20512 W First Street, Cottonwood, CA 96022

**12.0 Closed Session: Adjournment to Closed Session during this meeting to consider and/or take action upon the following items:**

- 12 1 Pursuant to Government Code Section 54957  
Public Employee / Discipline / Dismissal / Release

Public Notice of Action Taken in Closed Session

**13.0 Adjournment**

**AMERICAN WITH DISABILITIES ACT NOTICE**

In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board of Trustees meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the District Office at (530) 347-3165. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodation, auxiliary aids or services.

**DOCUMENT AVAILABILITY**

Documents provided to a majority of the Governing Board regarding an open session item on this agenda, including documents distributed to the board less than 72 hours in advance of a board meeting are available for public inspection at the District office located at 20512 West First Street, Cottonwood, CA 96022 during normal business hours.

NOTE: Copies of the agenda, approved board minutes and board packets may be reviewed/downloaded on the Cottonwood Union School District’s website at [www.cwusd.com](http://www.cwusd.com). Each month’s board packet will be available on the website after 3:00 p.m. on the Friday prior to the Regular Board Meeting.

To review and/or print a board packet

Go to [www.cwusd.com](http://www.cwusd.com)

Click on [Board of Trustees](#) in the right hand column

Click on [Board Meeting Documents](#) in the left hand column, and

Click on [Meeting Agendas, Minutes, or Board Meeting Packets](#) to review or download as you would like

# COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street Cottonwood, California 96022

## Minutes for Tuesday, Tuesday, December 14, 2021, 6:30 P.M. Regular Board Meeting, West Cottonwood School Library

Members Present Mrs Cordova, Mrs McDougall, Mr Iles, and Mrs Sulzer  
Members Absent Mr O'Brien  
Others Present Doug Geren, Superintendent  
Principals Cecile LaMar, Terri Wright  
Vice Principal Kara McNeely  
Laura Merrick, CBO Amanda McAbel, Administrative Assistant  
Staff and Community Approximately 45 staff and community members were present

**1.0 Call Regular Meeting to Order at 6:30 p.m. by Mrs. McDougall**

**2.0 Pledge of Allegiance led by Mrs. McDougall**

**3.0 Approval of Agenda**

**ACTION:** Mrs Cordova moved, seconded by Mr Iles, to approve the agenda as presented

**VOTE:** Unanimous in favor

**4.0 Recognition (Students, Staff, Curriculum)/Curriculum Review –**

19 students were recognized from North Cottonwood by  
Principal Cecile Lamar

**5.0 Public Forum/Hearing of Persons Wishing to Address the Board**

Parents addressed the board in regards to the ongoing bullying of their student at North requesting it to be handled differently The board was also addressed in regards to the required number of AR points a student must reach per quarter at West and the impact on their grade that the AR points have Parents that addressed the board were Jeremy Leale, Samantha Dickison, and Lindsay Ballard

**6.0 Consent Agenda**

**6 1 Review of Consent Agenda**

6 1 1 Approval of Board Meeting Minutes for

Regular Board Meeting held on November 16, 2021

6 1 2 Accept Letter of Resignation from **No one at this time**

6 1 3 Approval to Hire. **No one at this time**

6 1 4 Approval of Contract **Compliance Associates Inc.** – Drug and Alcohol Testing Consortium Schools

**6 2 Approval of Consent Agenda**

**ACTION:** Mrs Cordova moved, seconded by Mrs Sulzer, to approve the Consent Agenda

**VOTE:** Unanimous in favor

**7.0 Discussion/Action Items:**

**7.1 Solar Project with Guest Mike Hourar.**

**ACTION:** Discussion was had questions were answered no further action taken

**VOTE:** N/A

**7.2 Consider Approval: Commercial Warrants**

**ACTION:** Mrs Sulzer moved, seconded by Mrs Cordova, to approve Commercial Warrants

**VOTE:** Unanimous in favor

**7.3 Consider Approval: of the First Interim Report for the 2021/2022 fiscal year**

The Business Manager will present information on the General Fund, Cafeteria Fund, Special Reserve Fund–Non-Capital Projects, Retiree Fund, Capital Facilities Fund, Bond Fund and Charter School Fund

Narrative

Ending Fund Balance

Cash Flow

MYP

SACS Report

Criteria & Standards Review

Charter School First Interim Report

**ACTION:** Mrs Sulzer moved, seconded by Mrs Cordova, to approve the First Interim Report for the 2021/2022 fiscal year

**VOTE:** Unanimous in favor

**7.4 Public Hearing: Organizational Meeting**

**A. Election of Board President and Clerk,**

**ACTION:** Mrs Cordova moved Matt Iles be the board President, seconded by Mr Sulzer Mrs Cordova moved Heather Sulzer be the Clerk of the Board, Seconded by Mr Iles

**VOTE:** - Unanimous in Favor

**B. Approve Resolution #2021-8 establishing day, time, and place for regular Board Meetings**

**ACTION:** Mrs Cordova moved, seconded by Mr Iles to approve Resolution # 2021-8

**VOTE:** - Unanimous in Favor

C New Signature Card – Not needed

**ACTION:** None taken, update of signature card not needed since board members did not change

**VOTE:** - No Action Taken

**7.5 Consider Approval: Consider Approval: Educator Effectiveness Block Grant**

**ACTION:** Mrs Cordova moved, seconded by Mrs Sulzer to approve the Educator Effectiveness Grant

**VOTE:** - Unanimous in Favor

**7.6 Consider Approval: Resolution 2021-9 Vaccine Mandate**

**ACTION:** Mrs Cordova moved, seconded by Mr Iles to approve Resolution # 2021-9

**VOTE:** - Unanimous in Favor

**7.7 Consider approval of Resolution #2021-10, regarding accounting of Developer Fees for the 2021/2022 School Year**

**ACTION:** Mrs Sulzer moved, seconded by Mr Iles to approve Resolution # 2021-10

**VOTE:** - Unanimous in Favor

**8.0 Informational Items:**

8 1 CTA Report - None

8 2 Superintendent's Report – Mr Geren reports that he attended the Cottonwood Community Water Board meeting on December 13, 2021 The water company proposed an increase to the current rates Mr Geren reports the lower bathroom project is being reevaluated to determine cause of ongoing issues Mr Geren advised they looking into ELO-P money and budgeting for play structures at North next to the new class rooms and preschool, as well as working with project share and meeting with the ninja gym Mr Geren mentioned West had their first positive case of Covid today in about 6 weeks



8 3 Principal's Reports –

Mrs LaMar provided the board with a handout outlining intervention, student behavior, attendance and elective/enrichment/extra-curricular/community involvement updates

Mrs Wright provided the board with a handout outlining updates for student achievement/professional development/plc, electives/enrichment/community involvement, facility and maintenance, west staff and current enrollment

**9.0 Information/Communication Items.**

- 9 1 Enrollment Report
- 9 2 Shasta County Pooled Investment Report for October & November 2021
- 9 3 Annual Certification Regarding Workers' Compensation from STISIG
- 9 4 CAASPP Comparisons
- 9 5 Mid-Year Reports & LCAP Supplement to the Annual Update

**10.0 Governing Board Discussion and Suggested Agenda Items.**  
**None at this time**

**11.0 Future Meetings:**

- 11 1 Regular Board Meeting, **Tuesday, January 18, 2022, 6:30 p.m.** in the West Cottonwood School Library, 20512 W First Street, Cottonwood, CA 96022  
**(This will be the Annual Organizational Meeting of the Board)**

**12.0 Closed Session: Adjournment to Closed Session at 08:20pm to consider and/or take action upon the following items:**

- 12.1 Pursuant to Government Code section 54957  
Public Employee / Discipline / Dismissal / Release

**Public Notice of Action Taken in Closed Session**

No Action Taken

**13.0 Adjournment-** the meeting adjourned at 9 23 p m

\_\_\_\_\_  
Matt Iles, Member

\_\_\_\_\_  
Heather Sulzer, Clerk

\_\_\_\_\_  
Kim Cordova, Member


\_\_\_\_\_  
Deidre McDougall, President

\_\_\_\_\_  
James O'Brien, Member

11-19-21

To whom this may concern,

I hereby resign my position at  
North cottonwood school effective immediately.

- Hank 

**Laura Merrick**

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**From:** Katie Baugh  
**Sent:** Friday, January 7, 2022 2 54 PM  
**To:** Laura Merrick  
**Subject:** Fw Resignation

**Katie Baugh**  
**Cottonwood SD**

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**From:** tina gibson <tandj86@gmail.com>  
**Sent:** Thursday, January 6, 2022 2 07 PM  
**To:** Katie Baugh  
**Subject:** Resignation

To whom it may concern,

I regret to inform you of my decision to retire early. My last working day will be January 10, 2022. My official retirement date is February 7, 2022.

Sincerely,

Tina Gibson

1/11/2022

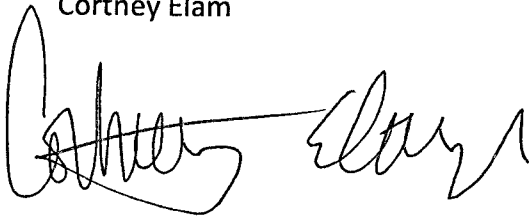
Cortney Elam  
205-340-3369  
Lomae2lei@aol.com

To Whom It May Concern.

I Cortney Elam am resigning from my position as Preschool Teacher at North Cottonwood Preschool on 2/4/2022 I would like to remain a sub for the Preschool as well as a Paraprofessional sub for North Cottonwood Elementary I am taking this time to spend with our new baby boy and plan to return at a later date if positions allow

Sincerely,

Cortney Elam

A handwritten signature in black ink, appearing to read 'Cortney Elam', written in a cursive style.

ReqPay05a

Payment Register

Scheduled 01/06/2022 - 01/13/2022											
										Bank Account COUNTY - County	
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor AMAZON/ SYNCB (000560/2) P O BOX 530958 ATLANTA, GA 30353-0958											
F	2021/22	11/18/21	R4822-00211	INTRO TO AG ELECTIVE	869973635433	01/06/22	Audit	354 66		354 66	
2022 (004128) 01-020-0100-2209-4310-1110-1000-LC2-BatchId Check Date PO# P4822-00211 Register #											
F	2021/22	11/19/21	R4822-00210	BOOK SHELF	499576545336	01/06/22	Audit	96 40		96 40	
2022 (001247) 01-001-0000-2700-4510-0000-2700-100-BatchId Check Date PO# P4822-00210 Register #											
F	2021/22	12/01/21	R4822-00213	CHILDRENS COVID MASK	847595365766	01/06/22	Audit	750 72		750 72	
2022 (004980) 01-001-3210-0000-4510-0000-8200-000-BatchId Check Date PO# P4822-00213 Register #											
<b>Total Invoice Amount</b>								<b>1,201 78</b>	<b>Check</b>		
Direct Vendor AT&T (000043/3) P O BOX 9011 CAROL STREAM, IL 60197-5025											
	2021/22	12/19/21		PHONE SERVICE	000017493386	01/06/22	Audit	381 63		381 63	
2022 (001384) 01-001-0000-7200-5910-0000-7200-000-11/19/21-12/18/2021											
	2021/22	01/01/22		TRANSP FAX	000017557261	01/10/22	Audit	184 14		184 14	
2022 (001384) 01-001-0000-7200-5910-0000-7200-000-											
<b>Total Invoice Amount</b>								<b>565 77</b>	<b>Check</b>		
Direct Vendor BERNARD FOOD INDUSTRIES, INC (000733/1) P O BOX 1497 EVANSTON, IL 60204-1497											
	2021/22	12/13/21		FOOD	00887289	01/06/22	Audit	416 88		416 88	
2022 (001890) 13-001-5310-0000-4710-0000-3700-000-											
<b>Total Invoice Amount</b>								<b>416 88</b>	<b>Check</b>		
Direct Vendor BLUE STAR GAS (000796/1) 6775 EASTSIDE ROAD ANDERSON, CA 96007											
	2021/22	10/15/21		ANNUAL TANK RENTAL	0241021-IN	01/06/22	Audit	1 07		1 07	
2022 (001307) 01-001-0000-8260-5510-0000-8200-000-											
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068, Page Break by Check/Advice? = N, Zero? = Y)											

**Scheduled 01/06/2022 - 01/13/2022** **Bank Account COUNTY - County**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor BLUE STAR GAS (000796/1) (continued) (continued)											
2021/22	10/15/21		ANNUAL TANK RENTAL	0241022-IN	01/06/22	Audit		1 07		1 07	
2022 (001307) 01-001-0000-8260-5510-0000-8200-000-											
2021/22	12/21/21		PROPANE 12/2021	1292074	01/06/22	Audit		2,365 26		2,365 26	
2022 (001307) 01-001-0000-8260-5510-0000-8200-000-											
<b>Total Invoice Amount</b>								<b>2,367 40</b>	<b>Check</b>		
AP Vendor BOUND TO STAY BOUND BOOKS INC (000076/3) P O BOX 870950 KANSAS CITY, MO 64187-0950											
2021/22	12/07/21	R4822-00171	BOOKS	165516	01/06/22	Audit		89 15		89 15	
2022 (001146) 01-020-1100-0180-4210-0000-2420-000- BatchId											
<b>Total Invoice Amount</b>								<b>89 15</b>	<b>Check</b>		
Direct Vendor BROWN PLUMBING (000680/1) 3990 RAILROAD AVE REDDING, CA 96001											
2021/22	12/14/21		HYDRO JET SEWER LINE	40593	01/06/22	Audit		2,410 00		2,410 00	
2022 (001336) 01-020-0000-8110-5630-0000-8110-100-											
<b>Total Invoice Amount</b>								<b>2,410 00</b>	<b>Check</b>		
Direct Vendor CA DEPT OF TAX/FEE ADMIN (000045/2) PO BOX 942879 SACRAMENTO, CA 94279-3535											
2021/22	01/10/21		OCT-DEC 2021 FUEL TAX	0-023-233-511	01/10/22	Audit		23 00		23 00	
2022 (003195) 01-001-0000-0000-4601-0000-3600-000-											
<b>Total Invoice Amount</b>								<b>23 00</b>	<b>Check</b>		
Direct Vendor CALIFORNIA SAFETY CO (000021/1) PO BOX 990956 REDDING, CA 96099-0956											
2021/22	01/05/22		JAN ALARM MONITORING	492122	01/06/22	Audit		142 50		142 50	
2022 (003204) 01-001-0000-0000-5801-0000-3600-100-											

Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor			CALIFORNIA SAFETY CO (000021/1)			(continued)		(continued)			
2021/22	01/05/22		JAN ALARM MONITORING	492723	01/06/22	Audit		180 00		180 00	
		2022 (004217)	01-050-0000-8110-5801-0000-8110-100-								
2021/22	01/05/22		JAN ALARM MONITORING	492724	01/06/22	Audit		262 50		262 50	
		2022 (004214)	01-020-0000-8110-5801-0000-8110-100-								
<b>Total Invoice Amount</b>								<b>585 00</b>	<b>Check</b>		
Direct Vendor			CAPITOL PUBLIC FINANCE GROUP (000947/1)								
			2436 PROFESSIONAL DRIVE #300								
			ROSEVILLE, CA 95661								
2021/22	01/10/22		ANNUAL DEBT TRANSPARENCY REPORT	2021-161	01/10/22	Audit		375 00		375 00	
		2022 (001358)	01-001-0000-7200-5801-0000-7200-000-								
<b>Total Invoice Amount</b>								<b>375 00</b>	<b>Check</b>		
Direct Vendor			CASCADE UNION ELEM SCHOOL DIST (000094/1)								
			1645 WEST MILL ST								
			ANDERSON, CA 96007								
2021/22	11/01/21		NOV TRANSP MAINT	INV22-00217	01/06/22	Audit		2,887 49		2,887 49	
		2022 (003204)	01-001-0000-0000-5801-0000-3600-100-								
2021/22	12/01/21		DEC 2021 TRANSP MAINT	INV22-00237	01/13/22	Audit		2,607 88		2,607 88	
		2022 (003204)	01-001-0000-0000-5801-0000-3600-100-								
<b>Total Invoice Amount</b>								<b>5,495 37</b>	<b>Check</b>		
AP Vendor			CDW-G (000159/1)								
			75 REMITTANCE DR								
			STE 1515								
			CHICAGO, IL 60675-1515								
2021/22	01/05/22	R4822-00134	PRINTER/WEB CAM	Q476734	01/12/22	Audit		846 55		846 55	
		2022 (001159)	01-020-1100-2420-4310-0000-2420-100-								
		2022 (001189)	01-050-1100-2420-4310-1110-1000-100-								
						BatchId	Check Date	PO# P4822-00134	Register #		
<b>Total Invoice Amount</b>								<b>846 55</b>	<b>Check</b>		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor CHAVAN & ASSOCIATES, LLP (000776/2) 15105 CONCORD CIRCLE, STE 130 MORGAN HILL, CA 95037											
2021/22	01/12/22		LEA AUDIT SERVICES JUNE 2020	CA-17296	01/13/22	Audit		1,750 00		1,750 00	
								2022 (003529) 01-001-0000-7100-5812-0000-7190-000-			
								<b>Total Invoice Amount</b>		1,750 00	Check
Direct Vendor COASTAL BUSINESS SYSTEMS LEASING COMPANY (000270/1) 336 FIRST ST EUREKA, CA 95501											
2021/22	12/30/21		ANNUAL SUPPORT 2022	AR100933	01/06/22	Audit		3,269 00		3,269 00	
								2022 (001358) 01-001-0000-7200-5801-0000-7200-000-			
								<b>Total Invoice Amount</b>		3,269 00	Check
Direct Vendor COLUMBIA ESD (000301/1) 10140 OLD OREGON TRAIL REDDING, CA 96003											
2021/22	01/03/22		MT VALLEY ASST SUP	INV22-00082	01/13/22	Audit		9,946 00		9,946 00	
								2022 (006334) 01-001-4035-0000-5801-1110-2100-100-			
								<b>Total Invoice Amount</b>		9,946 00	Check
Direct Vendor CRESSWELL PHYSICAL THERAPY (000271/1) PO BOX 492006 REDDING, CA 96049											
2021/22	12/14/21		OT SERVICES	167	01/06/22	Audit		1,950 00		1,950 00	
								2022 (002527) 01-001-6500-0204-5101-5760-1190-100-			
2021/22	12/29/21		OT SERVICES	168	01/06/22	Audit		3,625 00		3,625 00	
								2022 (002527) 01-001-6500-0204-5101-5760-1190-100-			
								<b>Total Invoice Amount</b>		5,575 00	Check
Direct Vendor CROSS PETROLEUM (000083/1) PO BOX 492200 REDDING, CA 96049-2200											
2021/22	12/15/21		FUEL	CL15868	01/06/22	Audit		2,067 07		2,067 07	
								2022 (003195) 01-001-0000-0000-4601-0000-3600-000-			
										1,975 66	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE



Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor CROSS PETROLEUM (000083/1) (continued)										
2021/22	12/15/21		FUEL	CL15868 (continued)	01/06/22	Audit		(continued)		
	2022	(001889)	13-001-5310-0000-4510-0000-3700-000-			91 41				
2021/22	12/31/21		FUEL	CL16232	01/06/22	Audit		449 74		449 74
	2022	(003195)	01-001-0000-0000-4601-0000-3600-000-			322 13				
	2022	(001250)	01-001-0000-8120-4510-0000-8110-100-			127 61				
<b>Total Invoice Amount</b>								<b>2,516 81</b>	<b>Check</b>	
Direct Vendor CSM CONSULTING INC (000315/1) PO BOX 4408 EL DORADO HILLS, CA 95762										
2021/22	12/27/21		OCT-DEC 2021	14020	01/06/22	Audit		750 00		750 00
	2022	(003156)	01-001-0000-2420-5801-0000-2420-LC2-							
<b>Total Invoice Amount</b>								<b>750 00</b>	<b>Check</b>	
Direct Vendor FIRST NATIONAL BANK OMAHA MASTERCARD (000129/1) PO BOX 2818 OMAHA, NE 68103-2818										
2021/22	10/06/21		ZOOM	INV111350655	01/12/22	Audit		14 99		14 99
	2022	(001359)	01-001-0000-2700-5801-0000-2700-000-							
2021/22	12/01/21		INTREST CHARGE	INTEREST122021	01/06/22	Audit		9 65		9 65
	2022	(001359)	01-001-0000-2700-5801-0000-2700-000-							
2021/22	01/06/22		ZOOM012022	INV126444684	01/07/22	Audit		14 99		14 99
	2022	(001359)	01-001-0000-2700-5801-0000-2700-000-							
<b>Total Invoice Amount</b>								<b>39 63</b>	<b>Check</b>	
Direct Vendor FRANZ FAMILY BAKERIES (000537/1) P O BOX 742654 LOS ANGELES, CA 90074-2654										
2021/22	09/07/21		BAKERY	143028001362	01/06/22	Audit		114 66		114 66
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/06/21		BAKERY	143028002253	01/06/22	Audit		81 00		81 00
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
<b>Total Invoice Amount</b>								<b>195 66</b>	<b>Check</b>	
Direct Vendor GATEWAY MEDICAL SERVICES, INC (000959/1) PO BOX 494040 REDDING, CA 96049										
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068, Page Break by Check/Advice? = N, Zero? = Y)										

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Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			GATEWAY MEDICAL SERVICES, INC (000959/1) (continued)							
2021/22	12/08/21		COVID TESTING	102021	01/06/22	Audit		600 00		600 00
		2022 (006370)	01-001-3212-0000-5801-1110-3140-000-							
<b>Total Invoice Amount</b>								<b>600 00</b>	<b>Check</b>	
Direct Vendor			GOLD STAR FOODS, INC (000630/2) P O BOX 4328 ONTARIO, CA 91761							
2021/22	12/15/21		FOOD	4476019	01/06/22	Audit		862 37		862 37
		2022 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/27/21		STATE FEE	4555030	01/06/22	Audit		1 80		1 80
		2022 (001890)	13-001-5310-0000-4710-0000-3700-000-							
<b>Total Invoice Amount</b>								<b>864 17</b>	<b>Check</b>	
AP Vendor			HIGHLIGHTS FOR CHILDREN (000969/1) 1800 WATERMARK DRIVE PO BOX 269 COLUMBUS, OH 43216							
F	2021/22	11/19/21	R4822-00091	HIGH FIVE MAGAZINE SUBSCRIPTION	HGS-1121-02612	01/10/22	Audit	284 25		284 25
			2022 (001208)	01-050-6500-0201-4310-5760-1120-100- Batch'd						
<b>Total Invoice Amount</b>								<b>284 25</b>	<b>Check</b>	
Direct Vendor			HILLTOP MEDICAL CLINIC WEST (000725/1) 2123 EUREKA WAY REDDING, CA 96001							
2021/22	12/30/21		TRANSP PHYSICAL	LACMAR52021	01/06/22	Audit		125 00		125 00
		2022 (003204)	01-001-0000-0000-5801-0000-3600-100-							
<b>Total Invoice Amount</b>								<b>125 00</b>	<b>Check</b>	
Direct Vendor			I-5 RENTALS (000313/1) 8443 COMMERCIAL WAY REDDING, CA 96002-3902							
2021/22	12/30/21		LIFT RENTAL	130721	01/06/22	Audit		344 06		344 06
		2022 (004155)	01-001-0000-8110-5610-0000-8110-100-							
<b>Total Invoice Amount</b>								<b>344 06</b>	<b>Check</b>	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068,  
Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		INDEPENDENT ED PROGRAMS (000547/1) 1756 SOUTH ST ANDERSON, CA 96007								
2021/22	11/30/21		IEP - NOV 2021	CUSD112021	01/06/22	Audit		9,945 00		9,945 00
		2022 (001371)	01-001-6500-0203-5805-5760-1180-100-							
2021/22	11/30/21		COUNSELING	CUSDNPA112021	01/06/22	Audit		125 00		125 00
		2022 (001371)	01-001-6500-0203-5805-5760-1180-100-							
2021/22	12/17/21		IEP - DEC 2021	CWUSD122021	01/06/22	Audit		8,619 00		8,619 00
		2022 (001371)	01-001-6500-0203-5805-5760-1180-100-							
2021/22	12/17/21		COUNSELING	CWUSDNPA122021	01/06/22	Audit		150 00		150 00
		2022 (001371)	01-001-6500-0203-5805-5760-1180-100-							

Total Invoice Amount 18,839 00 Check

Direct Vendor		LAUNDRY WORLD (000141/1) PO BOX 98 ANDERSON, CA 96007								
2021/22	12/08/21		LAUNDRY SERVICE	244604	01/06/22	Audit		7 55		7 55
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/08/21		LAUNDRY SERVICES	244605	01/11/22	Audit		67 69		67 69
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/08/21		LAUNDRY SERVICE	244606	01/06/22	Audit		91 37		91 37
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/15/21		LAUNDRY SERVICE	245056	01/06/22	Audit		7 55		7 55
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/15/21		LAUNDRY SERVICE	245057	01/06/22	Audit		67 69		67 69
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/15/21		LAUNDRY SERVICE	245058	01/06/22	Audit		91 37		91 37
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/21/21		LAUNDRY SERVICE	245373	01/07/22	Audit		91 37		91 37
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/21/21		LAUNDRY SERVICE	245380	01/07/22	Audit		67 69		67 69
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/21/21		LAUNDRY SERVICE	245446	01/07/22	Audit		7 55		7 55
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/28/21		LAUNDRY SERVICE	245953	01/11/22	Audit		67 69		67 69

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			LAUNDRY WORLD (000141/1) (continued)							(continued)
2021/22	12/28/21		LAUNDRY SERVICE	245953 (continued)	01/11/22	Audit		(continued)		
	2022	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/28/21		LAUNDRY SERVICE	245965	01/06/22	Audit		7 55		7 55
	2022	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	12/28/21		LAUNDRY SERVICE	246044	01/07/22	Audit		91 37		91 37
	2022	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	01/05/22		LAUNDRY SERVICE	246359	01/07/22	Audit		34 35		34 35
	2022	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	01/05/22		LAUNDRY SERVICE	246360	01/07/22	Audit		67 69		67 69
	2022	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2021/22	01/05/22		LAUNDRY SERVICE	246361	01/07/22	Audit		91 37		91 37
	2022	(001306)	01-001-0000-8250-5510-0000-8200-000-							
<b>Total Invoice Amount</b>								<b>859 85</b>	<b>Check</b>	

AP Vendor			LOGO U S A (000155/1) PO BOX 2070 COTTONWOOD, CA 96022							
F	2021/22	11/11/21	R4822-00208	SITE LANYARD	14338	01/07/22	Audit	507 91		507 91
		2022	(001188)	01-050-1100-0000-4310-1110-1000-100-						
					Batch'd	Check Date	PO# P4822-00208	Register #		
<b>Total Invoice Amount</b>								<b>507 91</b>	<b>Check</b>	

Direct Vendor			LOZANO SMITH (000202/1) 7404 NORTH SPALDING FRESNO, CA 93720-3370							
	2021/22	01/10/22		LEGAL SERVICES	2154099	01/12/22	Audit	1,396 50		1,396 50
		2022	(004188)	01-001-0000-7100-5810-0000-7100-000-						
<b>Total Invoice Amount</b>								<b>1,396 50</b>	<b>Check</b>	

AP Vendor			MENDES SUPPLY (000656/1) 1030 W DEL NORTE ST EUREKA, CA 95501							
F	2021/22	12/16/21	R4822-00114	CLEANING SUPPLIES	R053219D	01/07/22	Audit	321 21		321 21
		2022	(001244)	01-020-0000-8200-4510-0000-8200-100-						
					Batch'd	Check Date	PO# P4822-00114	Reg's'er #		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068, Page Break by Check/Advice? = N, Zero? = Y)

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**Scheduled 01/06/2022 - 01/13/2022** **Bank Account COUNTY - County**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			MENDES SUPPLY (000656/1) (continued)		(continued)					
2021/22	12/16/21	R4822-00115	CLEANING SUPPLIES	R053220D	01/07/22	Audit		321 21		321 21
2022 (001253)			01-050-0000-8200-4510-0000-8200-100-BatchId		Check Date	PO# P4822-00115	Register #			
<b>Total Invoice Amount</b>								<b>642 42</b>	<b>Check</b>	

Direct Vendor			MTN VALLEY SP ED JPA (000934/1) 10140 OREGON TRL REDDING, CA 96003							
2021/22	12/13/21		JPA SERVICES NOV 21	INV22-00069	01/07/22	Audit		34,031 27		34,031 27
2022 (004218)			01-001-0000-3140-5801-0000-3140-100-					4,364 88		
2022 (006346)			01-001-3213-3120-5801-0000-3120-100-					2,630 90		
2022 (004951)			01-001-6500-0000-5801-5001-2110-100-					6,573 86		
2022 (005189)			01-001-6500-0200-5801-5760-1110-100-					12,313 14		
2022 (005162)			01-001-6500-0200-5805-7110-1110-100-					8,148 49		
2021/22	01/05/22		JPA SERVICES DEC 2021	INV22-00084	01/07/22	Audit		28,319 37		28,319 37
2022 (004218)			01-001-0000-3140-5801-0000-3140-100-					6,161 96		
2022 (006346)			01-001-3213-3120-5801-0000-3120-100-					2,061 56		
2022 (004951)			01-001-6500-0000-5801-5001-2110-100-					2,978 20		
2022 (005189)			01-001-6500-0200-5801-5760-1110-100-					10,214 81		
2022 (005162)			01-001-6500-0200-5805-7110-1110-100-					6,902 84		
<b>Total Invoice Amount</b>								<b>62,350 64</b>	<b>Check</b>	

AP Vendor			NEARPOD INC (000984/2) STIFEL BANK LOCKBOX SERVICES PO BOX 771470 ST LOUIS, MO 63177-9816							
F	2021/22	11/18/21	R4822-00206	FLOCABULARY	INV48776	01/07/22	Audit	2,600 00		2,600 00
2022 (001182)			01-020-6300-0000-4310-1110-1000-LC1-BatchId		Check Date	PO# P4822-00206	Register #			
<b>Total Invoice Amount</b>								<b>2,600 00</b>	<b>Check</b>	

Direct Vendor			NORTH STATE GROCERY, INC (000476/1) P O BOX 439 COTTONWOOD, CA 96022							
2021/22	01/02/22		MILK	003403262917	01/07/22	Audit		10 76		10 76
2022 (004765)			01-060-0000-1573-4710-0001-3700-LC1-							

**Scheduled 01/06/2022 - 01/13/2022** **Bank Account COUNTY - County**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
D.rect Vendor			NORTH STATE GROCERY, INC (000476/1)		(continued)					
2021/22	01/10/22		FOOD	003403266855	01/11/22	Audit		6 08		6 08
			2022 (004765) 01-060-0000-1573-4710-0001-3700-LC1-							
<b>Total Invoice Amount</b>								<b>16 84</b>	<b>Check</b>	

AP Vendor			OFFICE DEPOT, INC (000091/4)		PO BOX 29248 PHOENIX, AZ 85038-9248						
F	2021/22	12/03/21	R4822-00215	SUPPLIES	213254006001	01/07/22	Audit	243 05		243 05	
			2022 (001257) 01-050-0000-2700-4510-0000-2700-100-							174 60	
			2022 (001189) 01-050-1100-2420-4310-1110-1000-100-							68 45	
			BatchId				Check Date	PO# P4822-00215	Register #		
F	2021/22	12/06/21	R4822-00215	SUPPLIES	213303699001	01/07/22	Audit	75 05		75 05	
			2022 (001257) 01-050-0000-2700-4510-0000-2700-100-							75 05	
			2022 (001189) 01-050-1100-2420-4310-1110-1000-100-								
			BatchId				Check Date	PO# P4822-00215	Register #		
F	2021/22	01/04/22	R4822-00220	INK	219764019001	01/10/22	Audit	64 11		64 11	
			2022 (001159) 01-020-1100-2420-4310-0000-2420-100-								
			BatchId				Check Date	PO# P4822-00220	Register #		
<b>Total Invoice Amount</b>								<b>382 21</b>	<b>Check</b>		

D rect Vendor			PACIFIC GAS AND ELECTRIC CO (000007/1)		BOX 997300 SACRAMENTO, CA 95899-7300					
2021/22	01/06/22		12/08/2021-01/05/20	DEC 2021 CAFE		01/11/22	Audit	1,936 17		1,936 17
			2022 (001307) 01-001-0000-8260-5510-0000-8200-000-							
<b>Total Invoice Amount</b>								<b>1,936 17</b>	<b>Check</b>	

D.rect Vendor			PRODUCERS DAIRY (000203/1)		PO BOX 1231 FRESNO, CA 93715-1231					
2021/22	09/09/21			DAIRY	63521252865	01/11/22	Audit	248 76		248 76
			2022 (001890) 13-001-5310-0000-4710-0000-3700-000-							
2021/22	09/09/21			DAIRY	63521252866	01/11/22	Audit	298 39		298 39
			2022 (001890) 13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/06/21			DAIRY	6352134011	01/11/22	Audit	264 93		264 93
			2022 (001890) 13-001-5310-0000-4710-0000-3700-000-							

ReqPay05a

Payment Register

Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			PRODUCERS DAIRY (000203/1)							(continued)
2021/22	12/06/21		DAIRY	6352134012	01/11/22	Audit		277 00		277 00
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/09/21		DAIRY	6352134349	01/11/22	Audit		239 01		239 01
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/09/21		DAIRY	6352134353	01/11/22	Audit		333 41		333 41
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/13/21		DAIRY	6352134792	01/11/22	Audit		294 89		294 89
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/13/21		DAIRY	6352134793	01/11/22	Audit		314 61		314 61
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/16/21		DAIRY	6352135023	01/11/22	Audit		147 74		147 74
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/16/21		DAIRY	6352135024	01/11/22	Audit		129 28		129 28
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	01/03/22		DAIRY	6352200336	01/11/22	Audit		395 31		395 31
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	01/03/22		DAIRY	6352200338	01/11/22	Audit		412 49		412 49
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	01/06/22		DAIRY	6352200668	01/11/22	Audit		242 96		242 96
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	01/06/22		DAIRY	6352200669	01/11/22	Audit		167 10		167 10
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
<b>Total Invoice Amount</b>								<b>3,765 88</b>	<b>Check</b>	

Direct Vendor			PROPACIFIC FRESH (000491/1) P O BOX 1069 DURHAM, CA 95938							
2021/22	12/03/21		PRODUCE	6903154	01/07/22	Audit		427 62		427 62
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/10/21		PRODUCE	6904686	01/07/22	Audit		354 10		354 10
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	12/17/21		PRODUCE	6905677	01/07/22	Audit		613 25		613 25
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
<b>Total Invoice Amount</b>								<b>1,394 97</b>	<b>Check</b>	

Select on Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor RYAN'S LAWN CARE (000526/5) 3873 WOLVERINE DR REDDING, CA 96001										
2021/22	12/11/21		LAWN SERVICE	2134	01/07/22	Audit		750 00		750 00
		2022 (004214)	01-020-0000-8110-5801-0000-8110-100-					375 00		
		2022 (004217)	01-050-0000-8110-5801-0000-8110-100-					375 00		
<b>&amp; Employee Also</b>								<b>Total Invoice Amount</b>	<b>750 00</b>	<b>Check</b>
Direct Vendor SHASTA CO DEPT OF RSOURCE MGMTENVIRONMENTAL HEALTH DIV (000023/1) 1855 PLACER ST STE 201 REDDING, CA 96001										
2021/22	12/01/21		POOL PERMIT	12012021	01/07/22	Audit		199 73		199 73
		2022 (001359)	01-001-0000-2700-5801-0000-2700-000-							
<b>Total Invoice Amount</b>								<b>199 73</b>	<b>Check</b>	
Direct Vendor SHASTA CO OFFICE OF EDUCATION (000055/1) 1644 MAGNOLIA AVE REDDING, CA 96001										
2021/22	12/13/21		PSYCH CONTRACT QUARTER 1&2	INV22-01370	01/07/22	Audit		52,675 00		52,675 00
		2022 (004150)	01-001-6500-0000-5101-5760-3120-100-					27,675 00		
		2022 (004187)	01-001-6500-0000-5805-5760-3120-100-					25,000 00		
2021/22	12/27/21		ANNUAL SARB SERVICES	INV22-01423	01/07/22	Audit		1,617 37		1,617 37
		2022 (001368)	01-001-0000-2700-5805-0000-2700-000-							
<b>Total Invoice Amount</b>								<b>54,292 37</b>	<b>Check</b>	
Direct Vendor SHASTA COLLEGE FOUNDATION (000795/1) P O BOX 496006 REDDING, CA 96049-6006										
2021/22	12/10/21		REACH HIGH MEMBERSHIP	2021-2022	01/07/22	Audit		1,000 00		1,000 00
		2022 (001359)	01-001-0000-2700-5801-0000-2700-000-							
<b>Total Invoice Amount</b>								<b>1,000 00</b>	<b>Check</b>	
AP Vendor SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619										
F	2021/22	01/11/22	R4822-00225	NAME PLATE	16310	01/12/22	Audit	63 27		63 27

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE



Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			SIERRA PRINTING (000058/1) (continued)							
F	2021/22	01/11/22	R4822-00225	NAME PLATE	16310 (continued)	01/12/22	Audit	(continued)		
			2022 (001247)	01-001-0000-2700-4510-0000-2700-100- BatchId			Check Date	PO# P4822-00225	Register #	
<b>Total Invoice Amount</b>								<b>63 27</b>	<b>Check</b>	
Direct Vendor			SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007							
	2021/22	12/02/21		FOOD	331478389	01/07/22	Audit	803 43		803 43
			2022 (001890)	13-001-5310-0000-4710-0000-3700-000- 2022 (001891) 13-001-5310-0000-4790-0000-3700-000-			521 57 281 86			
	2021/22	12/09/21		FOOD	331488148	01/07/22	Audit	1,395 97		1,395 97
			2022 (001890)	13-001-5310-0000-4710-0000-3700-000- 2022 (001891) 13-001-5310-0000-4790-0000-3700-000-			843 66 552 31			
	2021/22	12/16/21		FOOD	331497678	01/07/22	Audit	587 98		587 98
			2022 (001890)	13-001-5310-0000-4710-0000-3700-000- 2022 (001891) 13-001-5310-0000-4790-0000-3700-000-			435 41 152 57			
<b>Total Invoice Amount</b>								<b>2,787 38</b>	<b>Check</b>	
Direct Vendor			TEHAMA CO LOCK AND SECURITY ANDERSON LOCK & SAFE (000229/1) 1015 Walnut St RED BLUFF, CA 96080							
	2021/22	12/08/21		KEYS	44930	01/07/22	Audit	10 71		10 71
			2022 (004214)	01-020-0000-8110-5801-0000-8110-100-						
	2021/22	12/28/21		KEYS	45092	01/07/22	Audit	5 35		5 35
			2022 (003204)	01-001-0000-0000-5801-0000-3600-100-						
<b>Total Invoice Amount</b>								<b>16 06</b>	<b>Check</b>	
Direct Vendor			THE DANIELSON COMPANY (000495/1) 435 SOUTHGATE COURT CHICO, CA 95928							
	2021/22	12/03/21		FOOD	265313	01/07/22	Audit	1,916 80		1,916 80
			2022 (001890)	13-001-5310-0000-4710-0000-3700-000- 2022 (001891) 13-001-5310-0000-4790-0000-3700-000-			1,833 13 83 67			
	2021/22	12/10/21		FOOD	265963	01/07/22	Audit	1,438 79		1,438 79
			2022 (001890)	13-001-5310-0000-4710-0000-3700-000- 2022 (001891) 13-001-5310-0000-4790-0000-3700-000-			1,215 44 223 35			

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068,  
Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		THE DANIELSON COMPANY (000495/1)			(continued)		(continued)			
2021/22	12/17/21		FOOD	266549	01/07/22	Audit		985 44		985 44
		2022 (001890)	13-001-5310-0000-4710-0000-3700-000-					969 80		
		2022 (001891)	13-001-5310-0000-4790-0000-3700-000-					15 64		
<b>Total Invoice Amount</b>								<b>4,341 03</b>	<b>Check</b>	
Direct Vendor		TONY'S REFRIGERATION, INC (000900/1) 930 WALL ST REDDING, CA 96002								
2021/22	12/06/21		DEFROST TIMER	65972	01/07/22	Audit		739 70		739 70
		2022 (001893)	13-001-5310-0000-5630-0000-3700-000-							
<b>Total Invoice Amount</b>								<b>739 70</b>	<b>Check</b>	
Direct Vendor		TRI-COUNTIES BANK (000371/2) P O BOX 60532 CITY OF INDUSTRY, CA 91716-0532								
2021/22	01/04/22		FOOD	2752212-985628	01/07/22	Audit		130 89		130 89
		2022 (004765)	01-060-0000-1573-4710-0001-3700-LC1-							
<b>Total Invoice Amount</b>								<b>130 89</b>	<b>Check</b>	
Direct Vendor		TSA CONSULTING (000870/1) 73 ELGIN PARKWAY, NE Ste 302 FORT WALTON BEACH, FL 32548								
2021/22	12/14/21		403BS	74606-R1	01/07/22	Audit		28 20		28 20
		2022 (001358)	01-001-0000-7200-5801-0000-7200-000-							
<b>Total Invoice Amount</b>								<b>28 20</b>	<b>Check</b>	
Direct Vendor		US BANK EQUIPMENT FINANCE (000558/1) P O BOX 790448 ST LOUIS, MO 63179-0448								
2021/22	12/24/21		COPIERS	461165037	01/07/22	Audit		2,789 97		2,789 97
		2022 (001312)	01-020-1100-1120-5610-1110-1000-100-					1,394 99		
		2022 (001321)	01-050-1100-1120-5610-1110-1000-100-					1,394 98		
<b>Total Invoice Amount</b>								<b>2,789 97</b>	<b>Check</b>	
Direct Vendor		VALLEY WEST ACE HARDWARE (000241/1) 20639 GAS POINT RD COTTONWOOD, CA 96022								
2021/22	12/02/21		MAINT SUPPLIES	072635	01/10/22	Audit		62 18		62 18
		2022 (001245)	01-020-0000-8110-4510-0000-8110-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor	VALLEY WEST ACE HARDWARE (000241/1)		(continued)							
2021/22	12/02/21		MAINT SUPPLIES	072636	01/10/22	Audit		30 01		30 01
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/03/21		MAINT SUPPLIES	072652	01/10/22	Audit		25 73		25 73
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/08/21		MAINT SUPPLIES	072696	01/10/22	Audit		25 72		25 72
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/08/21		MAINT SUPPLIES	072698	01/10/22	Audit		22 06		22 06
	2022 (001255)	01-050-0000-8110-4510-0000-8110-100-								
2021/22	12/08/21		MAINT SUPPLIES	072704	01/10/22	Audit		42 88		42 88
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/09/21		MAINT SUPPLIES	072714	01/10/22	Audit		42 88-		42 88-
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/09/21		MAINT SUPPLIES	072715	01/10/22	Audit		45 02		45 02
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/13/21		MAINT SUPPLIES	072742	01/10/22	Audit		13 93		13 93
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/14/21		MAINT SUPPLIES	072754	01/10/22	Audit		36 20		36 20
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/27/21		MAINT SUPPLIES	072849	01/10/22	Audit		48 68		48 68
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/27/21		MAINT SUPPLIES	072850	01/13/22	Audit		36 19		36 19
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/28/21		MAINT SUPPLIES	072862	01/10/22	Audit		49 96		49 96
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/28/21		MAINT SUPPLIES	072863	01/10/22	Audit		70 70		70 70
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/28/21		MAINT SUPPLIES	072864	01/10/22	Audit		8 57		8 57
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/28/21		MAINT SUPPLIES	072868	01/10/22	Audit		38 57		38 57
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								
2021/22	12/29/21		MAINT SUPPLIES	072875	01/10/22	Audit		20 35		20 35
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-								

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
								Total Invoice Amount	533 87	Check
Direct Vendor VERIZON WIRELESS (000208/2) P O BOX 660108 DALLAS, TX 75266-0108										
2021/22	12/17/21		NOV-DEC HOT SPOT SERVICE	9895283848	01/11/22	Audit		104 86		104 86
2022 (006390) 01-001-3212-2420-5801-1110-1000-000-										
								Total Invoice Amount	104 86	Check

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	188,508 12	4,257,033 33	4,068,525 21
13	14,597 08	320 98-	14,918 06-
<b>Total</b>	<b>203,105 20</b>		

Scheduled 01/06/2022 - 01/13/2022

Bank Account COUNTY - County

Number of Payments	123	
Number of Checks	50	\$203,105 20
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$203,105 20	
Total Unpaid Sales Tax	\$ 00	
Total Expense Amount	\$203,105 20	
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99	7	
\$100 - \$499	10	
\$500 - \$999	12	
\$1,000 - \$4,999	15	
\$5,000 - \$9,999	3	
\$10,000 - \$14,999		
\$15,000 - \$99,999	3	
\$100,000 - \$199,999		
\$200,000 - \$499,999		
\$500,000 - \$999,999		
\$1,000,000 -		
***** ITEMS OF INTEREST *****		
* Number of payments to a different vendor		
! Number of Prepaid payments		
@ Number of Liability payments		
& Number of Employee Also Vendors	1	
? denotes check name different than payment name		
F denotes Final Payment		

APPROVAL DATE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Report Totals - Payment Count 123 Check Count 50 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$203,105 20  
 \$519,532 60

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025068,  
 Page Break by Check/Advice? = N, Zero? = Y)

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COTTONWOOD UNION SCHOOL DISTRICT  
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Assistant Principal New Position  Vacant Position  Change

Position Justification (Program/Action Plan) Needs assistance with behavior and special needs students

Desired Qualifications  
Skills/Abilities Ability to work with students, parents, staff and resolve conflicts  
Amount of experience desired 2 yrs experience in Admin  
Certification/Licenses Needed SPED credential / Admin credential

Position is  Permanent  Temporary - from \_\_\_\_\_ to \_\_\_\_\_  Long Term Sub from \_\_\_\_\_ to \_\_\_\_\_

Daily Working Hours from \_\_\_\_\_ to \_\_\_\_\_ Hours per day 8

Worksite North Cottonwood Assignment START date when filled

Work Months Per Year  11 month  12 month

Employee Replaced N/A Supervisor Principal - North

Signature of Requesting Supervisor \_\_\_\_\_ Date \_\_\_\_\_

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget [Signature] Date 1/14/2022

Superintendent's Approval to Post/Advertise [Signature] Date 1/14/22

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation \_\_\_\_\_ Date \_\_\_\_\_

Reference Check \_\_\_\_\_ Date \_\_\_\_\_ (initial) New Hire \_\_\_\_\_ Transfer \_\_\_\_\_

Approval of Principal \_\_\_\_\_ Date \_\_\_\_\_ (initial)

(Section C To be completed by HR)

Salary Schedule Placement Column \_\_\_\_\_ Step \_\_\_\_\_ Amount \_\_\_\_\_ Effective Date \_\_\_\_\_

Date Position Offered \_\_\_\_\_ Health Benefits  Yes  No Annual Cont Days \_\_\_\_\_

Position accepted \_\_\_\_\_ Date \_\_\_\_\_  
(Placement is contingent on clearance of fingerprints and physical examination)

# West Cottonwood Junior High School

## 2021 School Accountability Report Card



### General Information about the School Accountability Report Card (SARC)

#### SARC Overview



By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at [www.cde.ca.gov/ta/ac/sa/](http://www.cde.ca.gov/ta/ac/sa/)

For more information about the LCFF or the LCAP, see the CDE LCFF web page at [www.cde.ca.gov/fq/aa/lc/](http://www.cde.ca.gov/fq/aa/lc/)

For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

#### DataQuest



DataQuest is an online data tool located on the CDE DataQuest web page at [dq.cde.ca.gov/dataquest/](http://dq.cde.ca.gov/dataquest/) that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

#### California School Dashboard



The California School Dashboard (Dashboard) [www.caschooldashboard.org/](http://www.caschooldashboard.org/) reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

#### Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

## 2021-22 School Contact Information

<b>School Name</b>	West Cottonwood Junior High School
<b>Street</b>	20512 West First Street
<b>City, State, Zip</b>	Cottonwood, CA 96022
<b>Phone Number</b>	(530) 347-3123
<b>Principal</b>	Mrs Terri Wright
<b>Email Address</b>	twright@cwusd.com
<b>School Website</b>	<a href="http://west.cwusd.com">http://west.cwusd.com</a>
<b>County-District-School (CDS) Code</b>	45-69955-6050207

## 2021-22 District Contact Information

<b>District Name</b>	Cottonwood Union School District
<b>Phone Number</b>	(530) 347-3165
<b>Superintendent</b>	Mr Douglas Geren
<b>Email Address</b>	dgeren@cwusd.com
<b>District Website Address</b>	<a href="http://www.cwusd.com">http://www.cwusd.com</a>

## 2021-22 School Overview

As you read through our School Accountability Report Card for the year 2021-22, it will become evident that the Cottonwood community has a fine education program in place for their children. Our staff is dedicated to the improvement of student's academic growth by creating a friendly, safe, open learning environment for all of our district's children.

West Cottonwood continues to maintain a high quality academic program using highly qualified teachers and the California State Teaching Standards. We are fortunate to have a School Board, Superintendent, and an administrative and teaching staff that are all dedicated to promoting a positive image and to the improvement and success of all students.

West Cottonwood has established a comprehensive elective program that allows our students to participate in a variety of activities such as Art, Makerspace, Conversational Spanish, Conversational German, and Intro to Agriculture. In addition, West Cottonwood has our own FFA Chapter in which our 8th grade students may participate.

Cottonwood Union School District is located in Shasta County and encompasses 200 square miles along the Shasta-Tehama County Line. Cottonwood Union School District is comprised of two schools, North Cottonwood Elementary School (TK-4) and West Cottonwood Junior High School (5-8). The schools consistently earn the reputation for high academic standards, extremely safe, well-disciplined campuses, and a school environment that is conducive to learning and parent participation.

Students at West Cottonwood Junior High School are guided by specific rules and classroom expectations that promote respect, communication, empowerment, and community. The school's discipline philosophy is based on a community-building approach to education, a partnership between students, parents, and the school, and a balance between support and accountability structures. Parents and students are informed of discipline policies through the student handbook, and other forms of written communication such as newsletters, emails, and notifications home. The principal meets with all new students and parents before they attend class and communicates to them the high standards of student behavior and the dress code. All staff members enforce the school rules in a fair and equitable manner and unacceptable behavior is quickly communicated to parents. A principal/counselor referral system is in place to deal with serious and recurring student behavior issues in a timely manner and in-house and/or at-home suspension are used to handle aggressive student behavior.



## About this School

### 2020-21 Student Enrollment by Grade Level

Grade Level	Number of Students
-------------	--------------------

### 2020-21 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
---------------	-----------------------------

## A. Conditions of Learning

### State Priority: Basic

The SARC provides the following information relevant to the State priority Basic (Priority 1)

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching,
- Pupils have access to standards-aligned instructional materials, and
- School facilities are maintained in good repair

Note For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>

### 2019-20 Teacher Preparation and Placement

Authorization/Assignment	2019-20
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	
Intern Credential Holders Properly Assigned	
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	
Unknown	
<b>Total Teaching Positions</b>	

Note The data in this table is based on Full Time Equivalent (FTE) status One FTE equals one staff member working full time, one FTE could also represent two staff members who each work 50 percent of full time Additionally, an assignment is defined as a position that an educator is assigned to based on setting, subject, and grade level An authorization is defined as the services that an educator is authorized to provide to students

### 2019-20 Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2019-20
Permits and Waivers	
Misassignments	
Vacant Positions	
<b>Total Teachers Without Credentials and Misassignments</b>	

### 2019-20 Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2019-20
Credentialed Teachers Authorized on a Permit or Waiver	
Local Assignment Options	
<b>Total Out-of-Field Teachers</b>	

### 2019-20 Class Assignments

Indicator	2019-20
<b>Misassignments for English Learners</b> (a percentage of all the classes with English learners taught by teachers that are misassigned)	
<b>No credential, permit or authorization to teach</b> (a percentage of all the classes taught by teachers with no record of an authorization to teach)	

### 2021-22 Quality, Currency, Availability of Textbooks and Other Instructional Materials

Year and month in which the data were collected: October 2021

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption ?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	McGraw Hill 2016 Study Sync 2016	Yes	0
Mathematics	Houghton Mifflin Harcourt Go Math (5-6) CPM (7-8)	Yes	0
Science	Stemscopes (5-8) Accelerated Learning	Yes	0
History-Social Science	California Impact U S History Making a New Nation(5) National Geographic (6) Impact California World History and Geography, Medieval and Early Modern Times (7)	Yes	0

Impact California United States History and Geography,  
Growth and Conflict (8)

<b>Foreign Language</b>	0
<b>Health</b>	0
<b>Visual and Performing Arts</b>	0
<b>Science Laboratory Equipment</b> (grades 9-12)	0

### School Facility Conditions and Planned Improvements

West Cottonwood Junior High School was built in 1957 and is currently comprised of 25 classrooms, one library, one professional development room, one computer lab, one staff lounge, one gym, one multipurpose room, one fitness room, one swimming pool, and an all-weather track. Restrooms are located in the main hallway, library, locker rooms, and multipurpose room, and are in good working order.

A team of three full-time custodians ensures classrooms, and campus grounds are kept clean and safe. Cottonwood Union School District administers a scheduled maintenance program to guarantee the classrooms and facilities are maintained to a degree of adequacy that provides a suitable learning environment.

District maintenance staff ensures that the repairs necessary to keep the school in good repair and working order are complete in a timely manner. A work order process is used to provide efficient service and that emergency repairs are given the highest priority.

Year and month of the most recent FIT report

June 2021

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
<b>Systems:</b>	X			
Gas Leaks, Mechanical/HVAC, Sewer				
<b>Interior:</b>	X			
Interior Surfaces				
<b>Cleanliness:</b>	X			
Overall Cleanliness, Pest/Vermin Infestation				
<b>Electrical</b>	X			
<b>Restrooms/Fountains:</b>	X			
Restrooms, Sinks/ Fountains				
<b>Safety.</b>	X			
Fire Safety, Hazardous Materials				
<b>Structural:</b>	X			
Structural Damage, Roofs				
<b>External:</b>	X			
Playground/School Grounds, Windows/ Doors/Gates/Fences				

**Overall Facility Rate**

<b>Exemplary</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
X			

## B. Pupil Outcomes

### State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority Pupil Achievement (Priority 4)

#### Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities.)

The CAASPP System encompasses the following assessments and student participation requirements

- 1 **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven
- 2 **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven
- 3 **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve)

#### SARC Reporting in the 2020-2021 School Year Only

Where the most viable option, LEAs were required to administer the statewide summative assessment in ELA and mathematics. Where a statewide summative assessment was not the most viable option for the LEA (or for one or more grade-level[s] within the LEA) due to the pandemic, LEAs were allowed to report results from a different assessment that met the criteria established by the State Board of Education (SBE) on March 16, 2021. The assessments were required to be

- Aligned with CA CCSS for ELA and mathematics,
- Available to students in grades 3 through 8, and grade 11, and
- Uniformly administered across a grade, grade span, school, or district to all eligible students

#### Options

Note that the CAAs could only be administered in-person following health and safety requirements. If it was not viable for the LEA to administer the CAAs in person with health and safety guidelines in place, the LEA was directed to not administer the tests. There were no other assessment options available for the CAAs. Schools administered the Smarter Balanced Summative Assessments for ELA and mathematics, other assessments that meet the SBE criteria, or a combination of both, and they could only choose one of the following

- Smarter Balanced ELA and mathematics summative assessments,
- Other assessments meeting the SBE criteria, or
- Combination of Smarter Balanced ELA and mathematics summative assessments and other assessments

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study

## Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment

The 2019-2020 data cells with N/A values indicate that the 2019-2020 data are not available due to the COVID-19 pandemic and resulting summative test suspension. The Executive Order N-30-20 was issued which waived the assessment, accountability, and reporting requirements for the 2019-2020 school year.

The 2020-2021 data cells have N/A values because these data are not comparable to other year data due to the COVID-19 pandemic during the 2020-2021 school year. Where the CAASPP assessments in ELA and/or mathematics is not the most viable option, the LEAs were allowed to administer local assessments. Therefore, the 2020-2021 data between school years for the school, district, state are not an accurate comparison. As such, it is inappropriate to compare results of the 2020-2021 school year to other school years.

Subject	School 2019-20	School 2020-21	District 2019-20	District 2020-21	State 2019-20	State 2020-21
<b>English Language Arts/Literacy</b> (grades 3-8 and 11)	N/A	N/A	N/A	N/A	N/A	N/A
<b>Mathematics</b> (grades 3-8 and 11)	N/A	N/A	N/A	N/A	N/A	N/A

## 2020-21 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with "NT" values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with "NT" values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 Local Assessment Test Results in ELA by Student Group

This table displays Local Assessment test results in ELA by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with "N/A" values in all cells, meaning this table is Not Applicable for this school.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent At or Above Grade Level
All Students	N/A				

\*At or above the grade-level standard in the context of the local assessment administered

## 2020-21 Local Assessment Test Results in Math by Student Group



This table displays Local Assessment test results in Math by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with "N/A" values in all cells, meaning this table is Not Applicable for this school.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent At or Above Grade Level
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All Students

N/A

\*At or above the grade-level standard in the context of the local assessment administered

### CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

The 2019-2020 data cells with N/A values indicate that the 2019-2020 data are not available due to the COVID-19 pandemic and resulting summative testing suspension. The Executive Order N-30-20 was issued which waived the assessment, accountability, and reporting requirements for the 2019-2020 school year.

For any 2020-2021 data cells with N/T values indicate that this school did not test students using the CAASPP Science.

Subject	School 2019-20	School 2020-21	District 2019-20	District 2020-21	State 2019-20	State 2020-21
Science (grades 5, 8 and high school)	N/A		N/A		N/A	

## 2020-21 CAASPP Test Results in Science by Student Group

This table displays CAASPP test results in Science by student group for students grades five, eight, and High School. For any data cells with N/T values indicate that this school did not test students using the CAASPP Science.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## B. Pupil Outcomes

### State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority Other Pupil Outcomes (Priority 8) Pupil outcomes in the subject area of physical education.

## 2020-21 California Physical Fitness Test Results

Due to the COVID-19 crisis, the Physical Fitness Test was suspended during the 2020-2021 school year and therefore no data are reported and each cell in this table is populated with "N/A."

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
Grade 5	N/A	N/A	N/A
Grade 7	N/A	N/A	N/A
Grade 9	N/A	N/A	N/A

## C. Engagement

### State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority Parental Involvement (Priority 3) Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site

#### 2021-22 Opportunities for Parental Involvement

Parents and the community are very supportive of the educational programs at West Cottonwood Junior High School. Parents volunteer in classrooms, for special events, for fund raisers, on field trips as chaperones, and on various school district committees such as School Site Council and Parent Club. Parents also have the opportunity to participate by attending Back to School Night, Open House, Parent Nights, Superintendents Dessert, LCAP Advisory Meetings, and School Board Meetings.

The Cottonwood Foundation for Excellent Schools (CFES) is a non-profit organization that provides a network of community support for the Cottonwood School District and raises funds that will help enhance and support learning and offer more educational opportunities for students.

#### 2020-21 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students				
Female				
Male				
American Indian or Alaska Native				
Asian				
Black or African American				
Filipino				
Hispanic or Latino				
Native Hawaiian or Pacific Islander				
Two or More Races				
White				
English Learners				
Foster Youth				
Homeless				
Socioeconomically Disadvantaged				
Students Receiving Migrant Education Services				
Students with Disabilities				

## C. Engagement

### State Priority: School Climate

The SARC provides the following information relevant to the State priority School Climate (Priority 6)

- Pupil suspension rates,
- Pupil expulsion rates, and
- Other local measures on the sense of safety

#### Suspensions and Expulsions

This table displays suspensions and expulsions data collected between July through June, each full school year respectively. Data collected during the 2020-21 school year may not be comparable to earlier years of this collection due to differences in learning mode instruction in response to the COVID-19 pandemic.

Subject	School 2018-19	School 2020-21	District 2018-19	District 2020-21	State 2018-19	State 2020-21
---------	-------------------	-------------------	---------------------	---------------------	------------------	------------------

Suspensions

Expulsions

This table displays suspensions and expulsions data collected between July through February, partial school year due to the COVID-19 pandemic. The 2019-2020 suspensions and expulsions rate data are not comparable to other year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to other school years.

Subject	School 2019-20	District 2019-20	State 2019-20
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Suspensions

Expulsions

## 2020-21 Suspensions and Expulsions by Student Group

Student Group	Suspensions Rate	Expulsions Rate
All Students		
Female		
Male		
American Indian or Alaska Native		
Asian		
Black or African American		
Filipino		
Hispanic or Latino		
Native Hawaiian or Pacific Islander		
Two or More Races		
White		
English Learners		
Foster Youth		
Homeless		
Socioeconomically Disadvantaged		
Students Receiving Migrant Education Services		
Students with Disabilities		

## 2021-22 School Safety Plan

The School Site Safety Plan is reviewed and revised annually. The Safety Plan is revised by the Safety Committee, which consists of the Superintendent, site administrators, clerical staff, and parents, and is approved by our School Site Council. The school safety plan includes steps for ensuring students' and staff safety in the event of a disaster. Emergency drills are conducted on a regular basis throughout the school year.

The safety of students and staff is a primary concern of Cottonwood Union School District, and West Cottonwood Junior High provides a safe and clean environment for students. Highly visible, organized, and professional adult supervision is provided by teachers, paraprofessionals, and administrative staff to ensure the campuses are safe and well supervised so all students can achieve social, academic, physical, and moral excellence.

The school is in compliance with all laws, rules, and regulations pertaining to hazardous materials and state earthquake standards.

### 2018-19 Secondary Average Class Size and Class Size Distribution

This table displays the 2018-19 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
---------	--------------------	--------------------------------------	---------------------------------------	-------------------------------------

English Language Arts

Mathematics

Science

Social Science

### 2019-20 Secondary Average Class Size and Class Size Distribution

This table displays the 2019-20 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
---------	--------------------	--------------------------------------	---------------------------------------	-------------------------------------

English Language Arts

Mathematics

Science

Social Science

### 2020-21 Secondary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
---------	--------------------	--------------------------------------	---------------------------------------	-------------------------------------

English Language Arts

Mathematics

Science

Social Science

### 2020-21 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One full time equivalent (FTE) equals one staff member working full time, one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	

## 2020-21 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One full time equivalent (FTE) equals one staff member working full time, one FTE could also represent two staff members who each work 50 percent of full time.

Title	Number of FTE Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	
Social Worker	
Speech/Language/Hearing Specialist	
Resource Specialist (non-teaching)	

## 2019-20 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2019-20 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$8,358	\$1,903	\$6,454	\$67,477
District	N/A	N/A	\$7,796	
Percent Difference - School Site and District	N/A	N/A	-18.8	2.6
Percent Difference - School Site and State	N/A	N/A	-18.2	-5.7

## 2020-21 Types of Services Funded

West Cottonwood provides Advisory classes for all students grades 5-8 who struggle. 8th grade students are also offered a Credit Recover Program to help complete graduation requirements. West Cottonwood also offers electives for all grades (5th-8th). Electives include Conversational German, Intro to Farm and Garden, Chess, Jewelry Making, Conversational Spanish, Exploring Movies, Indoor/Outdoor Games, Ink Drawing, Photo Walks, Leadership, Swimming, Cards, Puzzles, Games, Art, Keyboarding, and Cartooning. After school care is also provided through Project Share.

In addition to these services, we provide counseling, Special Education services, after school sports, English Learner liaison and parent support meetings, interventions and tutoring.

## 2019-20 Teacher and Administrative Salaries

This table displays the 2019-20 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/cs/>

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary		
Mid-Range Teacher Salary		
Highest Teacher Salary		
Average Principal Salary (Elementary)		
Average Principal Salary (Middle)		
Average Principal Salary (High)		
Superintendent Salary		
Percent of Budget for Teacher Salaries		
Percent of Budget for Administrative Salaries		

## Professional Development

Staff members build teaching skills and concepts through participation in conferences and workshops throughout the year. The district offers weekly collaboration days where teachers are offered a broad based variety of professional growth opportunities in curriculum, teaching strategies, and methodologies.

In addition, staff members are encouraged to attend workshops and conferences. All teachers have the opportunity to participate in district and school sponsored in-service training and in outside training of their own choosing.

Cottonwood Union School District offers programs to support new and veteran teachers in their classroom skills and to ensure continued professional development. Cottonwood Union School District has two full time Curriculum Support coaches for academic subjects and classroom management support. Alliance for Teacher Excellence (ATE), a State sponsored program, is designed for first and second-year credentialed teachers to provide skills assistance over a two-year period.

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2019-20	2020-21	2021-22
Number of school days dedicated to Staff Development and Continuous Improvement	30	36	36

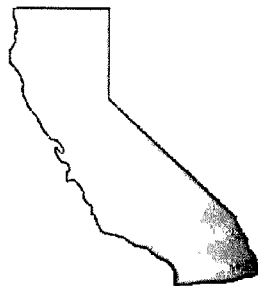
# Cottonwood Union School District

## 2020-21 Local Accountability Report Card (LARC) Addendum



# Local Accountability Report Card (LARC) Addendum

## 2020-21 Local Accountability Report Card (LARC) Addendum Overview



On July 14, 2021, the California State Board of Education (SBE) determined that the California Department of Education (CDE) will use the SARC as the mechanism to conduct a one-time data collection of the LEA-level aggregate test results of all school's local assessments administered during the 2020–2021 school year in order to meet the federal Every Students Succeeds Act (ESSA) reporting requirement for the Local Educational Agency Accountability Report Cards (LARCs)

Each local educational agency (LEA) is responsible for preparing and posting their annual LARC in accordance with the federal ESSA. As a courtesy, the CDE prepares and posts the LARCs on behalf of all LEAs

Only for the 2020–2021 school year and the 2020–2021 LARCs, LEAs are required to report their aggregate local assessments test results at the LEA-level to the CDE by populating the tables below via the SARC. These data will be used to meet the LEAs' federal requirement for their LARCs. Note that it is the responsibility of the school and LEA to ensure that all student privacy and suppression rules are in place when reporting data in Tables 3 and 4 in the Addendum, as applicable

The tables below are not part of the SBE approved 2020–2021 SARC template but rather are the mechanism by which these required data will be collected from LEAs

For purposes of the LARC and the following tables, an LEA is defined as a school district, a county office of education, or a direct funded charter school

### 2021-22 District Contact Information

<b>District Name</b>	Cottonwood Union School District
<b>Phone Number</b>	(530) 347-3165
<b>Superintendent</b>	Mr Douglas Geren
<b>Email Address</b>	dgeren@cwusd.com
<b>District Website Address</b>	<a href="http://www.cwusd.com">http://www.cwusd.com</a>

## 2020-21 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with "NT" values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with "NT" values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 Local Assessment Test Results in ELA by Student Group

This table displays Local Assessment test results in ELA by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with "N/A" values in all cells, meaning this table is Not Applicable for this school.

\*At or above the grade-level standard in the context of the local assessment administered

## 2020-21 Local Assessment Test Results in Math by Student Group

This table displays Local Assessment test results in Math by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with "N/A" values in all cells, meaning this table is Not Applicable for this school.

\*At or above the grade-level standard in the context of the local assessment administered

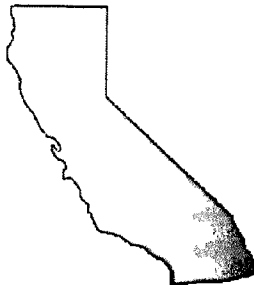


# North Cottonwood School

## 2021 School Accountability Report Card

### General Information about the School Accountability Report Card (SARC)

#### SARC Overview



By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at [www.cde.ca.gov/ta/ac/sa/](http://www.cde.ca.gov/ta/ac/sa/)

For more information about the LCFF or the LCAP, see the CDE LCFF web page at [www.cde.ca.gov/fq/aa/lc/](http://www.cde.ca.gov/fq/aa/lc/)

For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

#### DataQuest



DataQuest is an online data tool located on the CDE DataQuest web page at [dq.cde.ca.gov/dataquest/](http://dq.cde.ca.gov/dataquest/) that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

#### California School Dashboard



The California School Dashboard (Dashboard) [www.caschooldashboard.org/](http://www.caschooldashboard.org/) reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

#### Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

## 2021-22 School Contact Information

<b>School Name</b>	North Cottonwood School
<b>Street</b>	19920 Gas Point Road
<b>City, State, Zip</b>	Cottonwood, CA 96022
<b>Phone Number</b>	530-347-1698
<b>Principal</b>	Ms Cecile M LaMar
<b>Email Address</b>	clamar@cwusd.com
<b>School Website</b>	<a href="https://northcottonwoodca.schoolinsites.com/">https://northcottonwoodca.schoolinsites.com/</a>
<b>County-District-School (CDS) Code</b>	45699550111393

## 2021-22 District Contact Information

<b>District Name</b>	Cottonwood Union Elementary School District
<b>Phone Number</b>	530-347-3165
<b>Superintendent</b>	Douglas Geren
<b>Email Address</b>	dgeren@cwusd.com
<b>District Website Address</b>	<a href="http://www.cwusd.com">http://www.cwusd.com</a>

## 2021-22 School Overview

Welcome to North Cottonwood School, "Home of the Coyotes." We are pleased to have your family be a part of the Coyote team. North Cottonwood is a "School of Excellence." Our mission is to teach and inspire every single Coyote, every single day.

Academic success is a true partnership between the students, parents, and the school staff. Our main areas of emphasis at North Cottonwood School are reading fluency, reading comprehension, and a safe, orderly and prideful environment. Our whole staff is committed to providing a rigorous core curriculum that reflects the California Content Standards. In addition, our staff instructs and emphasizes that our students be STAR. With a visit to our campus or just a conversation with one of our students, it will not take long to realize that North Cottonwood School is truly a "School of Excellence."

Cottonwood Union School District is located in Shasta County and encompasses 200 square miles along the Shasta-Tehama County Line. Cottonwood Union School District is comprised of two schools, North Cottonwood Elementary School (preschool-4th grade) and West Cottonwood Junior High School (5th grade-8th grade). The schools have consistently earned the reputation for high academic standards, extremely safe, well-disciplined campuses, and a school environment that is conducive to learning and parent participation.

North Cottonwood has an outstanding staff consisting of 30 certificated teachers, 13 instructional aides, 6 special education aides, 2 supervision aides, a librarian, 2 secretaries, a health clerk, 2 custodians, a district psychologist, 2 school counselors and the principal. In addition, the school has a kitchen staff of two that serves both breakfast and lunch. The Cottonwood Union School District Preschool and a Shasta County Office of Education Preschool operate on our campus. Project Share provides afterschool care. School roles have shifted this year to accommodate the guidance and restrictions as well as the education needs resulting from the COVID-19 Pandemic. Currently, 1 teacher provides instruction through the Distance Learning Academy.

Students at North Cottonwood School are guided by specific rules and classroom expectations that promote respect, communication, empowerment and community. The school's discipline philosophy is based on a community-building approach to education, a partnership between students, parents and the school, and a balance between support and accountability structures. Positive Behavioral Supports and Interventions are provided for all students as well as explicit instruction to address social emotional learning. Coyotes are taught school values via the "PACK" acronym which represents "Coyotes always Persevere, stay Accountable, demonstrate Courage, and are Kind." Parents and students are informed of discipline policies.

## 2021-22 School Overview

through the student handbook, principal's newsletters and other notifications. All staff members enforce the school rules in a fair and equitable manner and unacceptable behavior is quickly communicated to parents. A referral system is in place to deal with serious and recurrent student management problems in a timely manner and in-house and/or at home suspension are used to handle aggressive student behavior.

## About this School

### 2020-21 Student Enrollment by Grade Level

Grade Level	Number of Students
-------------	--------------------

### 2020-21 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
---------------	-----------------------------

## A. Conditions of Learning

### State Priority: Basic

The SARC provides the following information relevant to the State priority Basic (Priority 1)

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching,
- Pupils have access to standards-aligned instructional materials, and
- School facilities are maintained in good repair

Note For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>

## 2019-20 Teacher Preparation and Placement

Authorization/Assignment	2019-20
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	
Intern Credential Holders Properly Assigned	
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	
Unknown	
Total Teaching Positions	

Note The data in this table is based on Full Time Equivalent (FTE) status. One FTE equals one staff member working full time, one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned to based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

### 2019-20 Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2019-20
Permits and Waivers	
Misassignments	
Vacant Positions	
Total Teachers Without Credentials and Misassignments	

### 2019-20 Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2019-20
Credentialed Teachers Authorized on a Permit or Waiver	
Local Assignment Options	
Total Out-of-Field Teachers	

### 2019-20 Class Assignments

Indicator	2019-20
<b>Misassignments for English Learners</b> (a percentage of all the classes with English learners taught by teachers that are misassigned)	
<b>No credential, permit or authorization to teach</b> (a percentage of all the classes taught by teachers with no record of an authorization to teach)	

### 2021-22 Quality, Currency, Availability of Textbooks and Other Instructional Materials

Year and month in which the data were collected: December 2019

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption ?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	McGraw Hill - Wonders	Yes	0
Mathematics	Houghton Mifflin Harcourt Math Expressions	Yes	0
Science	STEMscopes	Yes	0
History-Social Science	Studies Weekly	Yes	0
Foreign Language			0
Health			0
Visual and Performing Arts			0
Science Laboratory Equipment			0



### School Facility Conditions and Planned Improvements

North Cottonwood School opened its doors in January 2007. It is currently comprised of 31 classrooms, a library, a multi-purpose lab, a staff room, a multipurpose room with a stage, a school office, a playground with three large play structures, a preschool playground, and a large grassy area known as the "quad". A newly completed finished Kindergarten wing was established at the end of the last school year. At the time of publication, 100% of all toilets on campus were in working condition.

A team of 2.5 custodians ensures classrooms, restrooms, and campus grounds are kept clean and safe. Cottonwood Union School District administers a scheduled maintenance program to ensure that classrooms and facilities are maintained to a degree of adequacy that provides a suitable learning environment.

District maintenance staff ensures that the repairs necessary to keep the school in good repair and working order are completed in a timely manner. A work order process is used to ensure efficient service and that emergency repairs are given the highest priority.

Year and month of the most recent FIT report

June 2021

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
<b>Systems.</b> Gas Leaks, Mechanical/HVAC, Sewer	X			
<b>Interior:</b> Interior Surfaces	X			
<b>Cleanliness.</b> Overall Cleanliness, Pest/Vermin Infestation	X			
<b>Electrical</b>	X			
<b>Restrooms/Fountains.</b> Restrooms, Sinks/ Fountains	X			
<b>Safety.</b> Fire Safety, Hazardous Materials	X			
<b>Structural.</b> Structural Damage, Roofs	X			
<b>External:</b> Playground/School Grounds, Windows/ Doors/Gates/Fences	X			This year, additional bark underlayment was added to the playground.

### Overall Facility Rate

Exemplary	Good	Fair	Poor
X			

## B. Pupil Outcomes

### State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority Pupil Achievement (Priority 4)

#### Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities)

The CAASPP System encompasses the following assessments and student participation requirements

- 1 **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven
- 2 **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven
- 3 **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve)

#### SARC Reporting in the 2020-2021 School Year Only

Where the most viable option, LEAs were required to administer the statewide summative assessment in ELA and mathematics. Where a statewide summative assessment was not the most viable option for the LEA (or for one or more grade-level[s] within the LEA) due to the pandemic, LEAs were allowed to report results from a different assessment that met the criteria established by the State Board of Education (SBE) on March 16, 2021. The assessments were required to be

- Aligned with CA CCSS for ELA and mathematics,
- Available to students in grades 3 through 8, and grade 11, and
- Uniformly administered across a grade, grade span, school, or district to all eligible students

#### Options

Note that the CAAs could only be administered in-person following health and safety requirements. If it was not viable for the LEA to administer the CAAs in person with health and safety guidelines in place, the LEA was directed to not administer the tests. There were no other assessment options available for the CAAs. Schools administered the Smarter Balanced Summative Assessments for ELA and mathematics, other assessments that meet the SBE criteria, or a combination of both, and they could only choose one of the following

- Smarter Balanced ELA and mathematics summative assessments,
- Other assessments meeting the SBE criteria, or
- Combination of Smarter Balanced ELA and mathematics summative assessments and other assessments

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study

## Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment

The 2019-2020 data cells with N/A values indicate that the 2019-2020 data are not available due to the COVID-19 pandemic and resulting summative test suspension. The Executive Order N-30-20 was issued which waived the assessment, accountability, and reporting requirements for the 2019-2020 school year.

The 2020-2021 data cells have N/A values because these data are not comparable to other year data due to the COVID-19 pandemic during the 2020-2021 school year. Where the CAASPP assessments in ELA and/or mathematics is not the most viable option, the LEAs were allowed to administer local assessments. Therefore, the 2020-2021 data between school years for the school, district, state are not an accurate comparison. As such, it is inappropriate to compare results of the 2020-2021 school year to other school years.

Subject	School 2019-20	School 2020-21	District 2019-20	District 2020-21	State 2019-20	State 2020-21
<b>English Language Arts/Literacy</b> (grades 3-8 and 11)	N/A	N/A	N/A	N/A	N/A	N/A
<b>Mathematics</b> (grades 3-8 and 11)	N/A	N/A	N/A	N/A	N/A	N/A

## 2020-21 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with "NT" values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with "NT" values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 Local Assessment Test Results in ELA by Student Group

This table displays Local Assessment test results in ELA by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with "N/A" values in all cells, meaning this table is Not Applicable for this school.

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
All Students	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A

Black or African American	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A
Military	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
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All Students	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A
Military	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
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All Students	N/A	N/A	N/A	N/A	
Female	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A

American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A
Military	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
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All Students	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A
Military	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
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All Students	N/A	N/A	N/A	N/A	N/A
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Female	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A
Military	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A

\*At or above the grade-level standard in the context of the local assessment administered

### 2020-21 Local Assessment Test Results in Math by Student Group

This table displays Local Assessment test results in Math by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with "N/A" values in all cells, meaning this table is Not Applicable for this school.

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
All Students	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A



Homeless	N/A	N/A	N/A	N/A	N/A
Military	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
All Students	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A
Military	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
All Students	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A

English Learners	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A
Military	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
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All Students	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A
Military	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
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All Students	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A

<b>Two or More Races</b>	N/A	N/A	N/A	N/A	N/A
<b>White</b>	N/A	N/A	N/A	N/A	N/A
<b>English Learners</b>	N/A	N/A	N/A	N/A	N/A
<b>Foster Youth</b>	N/A	N/A	N/A	N/A	N/A
<b>Homeless</b>	N/A	N/A	N/A	N/A	N/A
<b>Military</b>	N/A	N/A	N/A	N/A	N/A
<b>Socioeconomically Disadvantaged</b>	N/A	N/A	N/A	N/A	N/A
<b>Students Receiving Migrant Education Services</b>	N/A	N/A	N/A	N/A	N/A
<b>Students with Disabilities</b>	N/A	N/A	N/A	N/A	N/A

\*At or above the grade-level standard in the context of the local assessment administered

## CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard

The 2019-2020 data cells with N/A values indicate that the 2019-2020 data are not available due to the COVID-19 pandemic and resulting summative testing suspension. The Executive Order N-30-20 was issued which waived the assessment, accountability, and reporting requirements for the 2019-2020 school year.

For any 2020-2021 data cells with N/T values indicate that this school did not test students using the CAASPP Science

<b>Subject</b>	<b>School 2019-20</b>	<b>School 2020-21</b>	<b>District 2019-20</b>	<b>District 2020-21</b>	<b>State 2019-20</b>	<b>State 2020-21</b>
<b>Science</b> (grades 5, 8 and high school)	N/A		N/A		N/A	

## 2020-21 CAASPP Test Results in Science by Student Group

This table displays CAASPP test results in Science by student group for students grades five, eight, and High School. For any data cells with N/T values indicate that this school did not test students using the CAASPP Science.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

### B. Pupil Outcomes

### State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority Other Pupil Outcomes (Priority 8) Pupil outcomes in the subject area of physical education.

## 2020-21 California Physical Fitness Test Results

Due to the COVID-19 crisis, the Physical Fitness Test was suspended during the 2020-2021 school year and therefore no data are reported and each cell in this table is populated with "N/A."

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
Grade 5	N/A	N/A	N/A
Grade 7	N/A	N/A	N/A
Grade 9	N/A	N/A	N/A

## C. Engagement

## State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority Parental Involvement (Priority 3) Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site

### 2021-22 Opportunities for Parental Involvement

Parents and guardians are welcomed partners at North Cottonwood School. North Cottonwood has an active School Site council with parent representatives. Volunteers in classrooms are welcome, but must comply with COVID screening. Parent participation in parent-teacher conferences through virtual means and in-person as available, are encouraged. All visitors are required to register at the office before entering the campus and sign out upon leaving. A visitor's badge will be issued and must be visibly worn at all times while on campus. Because North Cottonwood School is a closed campus, student visitors will NOT be permitted on campus during regular school hours.

### 2020-21 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students				
Female				
Male				
American Indian or Alaska Native				
Asian				
Black or African American				
Filipino				
Hispanic or Latino				
Native Hawaiian or Pacific Islander				
Two or More Races				
White				
English Learners				
Foster Youth				
Homeless				
Socioeconomically Disadvantaged				
Students Receiving Migrant Education Services				
Students with Disabilities				

## C. Engagement

### State Priority: School Climate

The SARC provides the following information relevant to the State priority School Climate (Priority 6)

- Pupil suspension rates,
- Pupil expulsion rates, and
- Other local measures on the sense of safety

#### Suspensions and Expulsions

This table displays suspensions and expulsions data collected between July through June, each full school year respectively. Data collected during the 2020-21 school year may not be comparable to earlier years of this collection due to differences in learning mode instruction in response to the COVID-19 pandemic.

Subject	School 2018-19	School 2020-21	District 2018-19	District 2020-21	State 2018-19	State 2020-21
---------	-------------------	-------------------	---------------------	---------------------	------------------	------------------

Suspensions

Expulsions

This table displays suspensions and expulsions data collected between July through February, partial school year due to the COVID-19 pandemic. The 2019-2020 suspensions and expulsions rate data are not comparable to other year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to other school years.

Subject	School 2019-20	District 2019-20	State 2019-20
---------	-------------------	---------------------	------------------

Suspensions

Expulsions

## 2020-21 Suspensions and Expulsions by Student Group

Student Group	Suspensions Rate	Expulsions Rate
All Students		
Female		
Male		
American Indian or Alaska Native		
Asian		
Black or African American		
Filipino		
Hispanic or Latino		
Native Hawaiian or Pacific Islander		
Two or More Races		
White		
English Learners		
Foster Youth		
Homeless		
Socioeconomically Disadvantaged		
Students Receiving Migrant Education Services		
Students with Disabilities		

## 2021-22 School Safety Plan

The School Site Safety Plan was last updated in December, 2021 and is revised and updated annually. The Safety Plan is revised by the Safety Committee, which consists of the Superintendent, site administration, teachers and clerical staff. The school's safety plan includes steps for ensuring student and staff safety during a disaster. Emergency drills are conducted on a regular basis throughout the school year.

North Cottonwood School provides a safe and clean environment for students, staff, and volunteers. The safety of students and staff is a primary concern of Cottonwood Union School District. The school is in compliance with all laws, rules, and regulations pertaining to hazardous materials and state earthquake standards.

Highly visible, organized, and professional adult supervision is provided by teachers, paraprofessionals, and administrative staff to insure the campus is safe and well supervised so all students can achieve social, academic, physical, and moral excellence.

### D. Other SARC Information

#### Information Required in the SARC

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

### 2018-19 Elementary Average Class Size and Class Size Distribution

This table displays the 2018-19 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per class). The "Other" category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K				
1				
2				
3				
4				
5				
6				

### 2019-20 Elementary Average Class Size and Class Size Distribution

This table displays the 2019-20 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per class). The "Other" category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K				
1				
2				
3				
4				
5				
6				

### 2020-21 Elementary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per class). The "Other" category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K				
1				
2				
3				
4				
5				
6				



## 2020-21 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One full time equivalent (FTE) equals one staff member working full time, one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	

## 2020-21 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One full time equivalent (FTE) equals one staff member working full time, one FTE could also represent two staff members who each work 50 percent of full time.

Title	Number of FTE Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	
Social Worker	
Speech/Language/Hearing Specialist	
Resource Specialist (non-teaching)	

## 2019-20 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2019-20 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$7,377	\$1,218	\$6,159	\$69,417
District	N/A	N/A	\$7,796	
Percent Difference - School Site and District	N/A	N/A	-23.5	5.5
Percent Difference - School Site and State	N/A	N/A	-22.9	-2.9

## 2020-21 Types of Services Funded

North Cottonwood School provides a Multi-Tiered System of Support (MTSS) for students to ensure that all students needs including, academic, behavioral, social-emotional, attendance are addressed

Tier 1 Compressive academic instruction in all content areas as well as academic interventions are provided via the classroom teacher Student behavioral needs are addressed through school-wide implementation of social-emotional learning with weekly classroom lessons (Second Step), our Positive Behavioral Intervention and Supports Program (PBIS), and Capturing Kids Hearts Individualized behavioral interventions are provided with collaboration between the classroom teacher and school counselors

Tier 2 Small group and individual academic and behavioral interventions are developed and implemented via the Student Support Team Process (SST) Additional supports at this level include attendance monitoring and support Referral to Community Connect for outside student and family services are made for situations beyond the school site scope Several collaborations with community partners have resulted in programs like the "Backpack Program," that provides a bag of food to go home on week3ends for students experiencing economic difficulties

Tier 3 Special Education supports on site include speech language services, occupational therapy, resource support and a special day class (SDC) Comprehensive behavioral intervention plan development and monitoring is supported by on-site school psychologists Students with needs beyond our site resources are referred to additional services/classroom settings via the Special Education Mountain Valley Education JPA

In addition to academic services, Project Share offers an on-site afterschool program and North students may participate in Running Club in the Fall A county-administered half-day preschool program operates on North's campus as well as well as a Cottonwood Union School District's full-day preschool program

## 2019-20 Teacher and Administrative Salaries

This table displays the 2019-20 Teacher and Administrative salaries For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/cs/>

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary		
Mid-Range Teacher Salary		
Highest Teacher Salary		
Average Principal Salary (Elementary)		
Average Principal Salary (Middle)		
Average Principal Salary (High)		
Superintendent Salary		
Percent of Budget for Teacher Salaries		
Percent of Budget for Administrative Salaries		

## Professional Development

Staff members build teaching skills and concepts through participation in conferences and workshops throughout the year

In addition, staff members are encouraged to attend workshops and conferences. All teachers have the opportunity to participate in district and school sponsored in-service training and in outside training of their own choosing

Cottonwood Union School District offers two programs to support new and veteran teachers in their classroom skills and to ensure continued professional development. New Teacher Center (NTC), a State-sponsored program, is designed for first and second-year credentialed teachers to provide skills assistance over a two-year period. The district also employs two full-time curriculum coaches (one in English Language Arts and one in Mathematics) to help with staff development and growth.

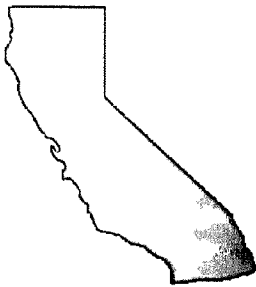
This table displays the number of school days dedicated to staff development and continuous improvement

Subject	2019-20	2020-21	2021-22
Number of school days dedicated to Staff Development and Continuous Improvement	30	30	30

# Cottonwood Union Elementary School District 2020-21 Local Accountability Report Card (LARC) Addendum

## Local Accountability Report Card (LARC) Addendum

### 2020-21 Local Accountability Report Card (LARC) Addendum Overview



On July 14, 2021, the California State Board of Education (SBE) determined that the California Department of Education (CDE) will use the SARC as the mechanism to conduct a one-time data collection of the LEA-level aggregate test results of all school's local assessments administered during the 2020–2021 school year in order to meet the federal Every Student Succeeds Act (ESSA) reporting requirement for the Local Educational Agency Accountability Report Cards (LARCs)

Each local educational agency (LEA) is responsible for preparing and posting their annual LARC in accordance with the federal ESSA. As a courtesy, the CDE prepares and posts the LARCs on behalf of all LEAs.

Only for the 2020–2021 school year and the 2020–2021 LARCs, LEAs are required to report their aggregate local assessments test results at the LEA-level to the CDE by populating the tables below via the SARC. These data will be used to meet the LEAs' federal requirement for their LARCs. Note that it is the responsibility of the school and LEA to ensure that all student privacy and suppression rules are in place when reporting data in Tables 3 and 4 in the Addendum, as applicable.

The tables below are not part of the SBE approved 2020–2021 SARC template but rather are the mechanism by which these required data will be collected from LEAs.

For purposes of the LARC and the following tables, an LEA is defined as a school district, a county office of education, or a direct funded charter school.

## 2021-22 District Contact Information

District Name	Cottonwood Union Elementary School District
Phone Number	530-347-3165
Superintendent	Douglas Geren

Email Address

dgeren@cwusd.com

District Website Address

<http://www.cwusd.com>

### 2020-21 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with "NT" values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with "NT" values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 Local Assessment Test Results in ELA by Student Group

This table displays Local Assessment test results in ELA by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with "N/A" values in all cells, meaning this table is Not Applicable for this school.

\*At or above the grade-level standard in the context of the local assessment administered.

## 2020-21 Local Assessment Test Results in Math by Student Group

This table displays Local Assessment test results in Math by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with "N/A" values in all cells, meaning this table is Not Applicable for this school.

\*At or above the grade-level standard in the context of the local assessment administered.



**COTTONWOOD UNION SCHOOL DISTRICT  
20512 West First Street  
Cottonwood, CA 96022**

**RESOLUTION FIXING DATE, TIME, AND LOCATION OF REGULAR MEETINGS  
COTTONWOOD UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**REVISED  
RESOLUTION #2021-8  
(Originally passed 12/14/2021)**

**WHEREAS**, Education Code Section 35143 requires that an Annual Organizational Meeting of the Board of Trustees be held to determine the date, time, and location of regular meetings

**BE IT RESOLVED** by the Board of Trustees of the Cottonwood Union School District that regular meetings of said Board shall be held between the 1<sup>st</sup> day of January, 2022, and the last day of December, 2022.

**DATE**            **Third Tuesday of each month between said dates with the following exceptions:**

**June 28, 2022- 4<sup>th</sup> Tuesday of the Month  
June 29, 2022- 4<sup>th</sup> Wednesday of the Month (Additional Meeting)  
December 13, 2022- 2<sup>nd</sup> Tuesday of the Month**

**TIME:**            **6:30 p.m.**

**LOCATION**       **West Cottonwood School - Library**

**PASSED AND ADOPTED** this 18th day of January, 2022, by the Board of Trustees of the Cottonwood Union School District, Shasta County, California

**AYES  
NOES  
ABSENT  
ABSTAIN**

\_\_\_\_\_  
Matt Iles, President

\_\_\_\_\_  
Doug Geren, Superintendent

# CSBA Sample Board Policy

## Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0420.42(a)

### CHARTER SCHOOL RENEWAL

Note When the term of a charter granted by the Governing Board pursuant to Education Code 47605 is due to expire, the charter school must submit a petition for renewal to the Board in accordance with Education Code 47607

For a charter that was granted by the State Board of Education (SBE) on appeal after being denied by the district pursuant to Education Code 47605, the renewal petition must first be submitted to the chartering authority designated by SBE ~~the district board that denied the charter, pursuant to~~ in accordance with Education Code 47605 For charters granted by SBE on appeal pursuant to Education Code 47605, as that section read on January 1, 2019, the charter school may continue operating until it is up for renewal, at which point it must submit a renewal petition to the board in the geographic boundaries where the charter school is located, pursuant to Education Code 47605.9.

A petition for the renewal of a charter that was originally granted by the County Board of Education on appeal after being denied by the district must be submitted directly to the County Board as the chartering authority pursuant to 5 CCR 11966 5

Pursuant to Education Code 47607.4, as added by AB 130 (Ch. 44, Statutes of 2021), notwithstanding the renewal process established in Education Code 47605.9, 47607, 47607.2, or any other law, all charter schools whose term expires on or between January 1, 2022 and June 30, 2025 shall have their term extended by two years.

The Governing Board believes that the ongoing operation of a charter school should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner, consistent with the timelines set out in the Education Code The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education (SBE) on appeal after initial denial by the Board

*(cf 0420 4 - Charter School Authorization)*

*(cf 0420 41 - Charter School Oversight)*

*(cf 0420 43 - Charter School Revocation)*

*(cf 0500 - Accountability)*

The Board shall deny the renewal petition of any charter school operated as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)

When a charter school, concurrently with its renewal petition, proposes to expand operations to one or more additional sites or grade levels, the charter school shall request a material revision to its charter. The material revision may be made only with the approval of the Board and in accordance with the standards and criteria in Education Code 47605 for material revisions (Education Code 47607)



**CHARTER SCHOOL RENEWAL (continued)**

Note The following **optional** paragraph may be revised to reflect district timelines for the submission of charter renewal petitions Education Code 47605 requires that the Board grant or deny the renewal petition within 90 days of receiving the petition, see section entitled "Timelines for Board Action" below However, it is recommended that charter schools submit their petition sufficiently early (e g , as much as nine months before the term of the charter is due to expire) so that, in the event that the Board denies the renewal, the charter school may be able to appeal to the County Board and then to SBE and, if the school closes, to allow students of the charter school to transfer to another school

The Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed (Education Code 47607; 5 CCR 11966 4)

**Criteria for Granting or Denying Renewal**

Note Education Code 47607 and 47607 2 authorize different lengths of renewals for high-performing, middle-performing, and low-performing charter schools

Pursuant to Education Code 47607, charter renewals are subject to the same standards and criteria as initial charter authorizations as specified in Education Code 47605, except that the Board may not deny the renewal of an existing charter school based on a finding that (1) the district has a negative or qualified interim certification, **or is under state receivership**, and is not positioned to absorb the fiscal impact of the proposed charter school or (2) the charter school is **demonstrably** unlikely to serve the interests of the entire community in which the school will be located (i e , the school would substantially undermine or duplicate existing district services or programs) However, these two criteria may be used to deny a proposed expansion of an existing charter school **constituting a material revision** See BP/AR 0420 4 - Charter School Authorization for more information regarding the standards and criteria for initial charter authorizations and renewals

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 However, a charter renewal shall not be denied based on the fiscal impact of the charter school on the district or a finding that the charter school is **demonstrably** unlikely to serve the interests of the entire community in which the school is located, as described in Education Code 47605 (Education Code 47607)

The signature requirement for charter authorization petitions is not applicable to petitions for renewal (Education Code 47607; 5 CCR 11966.4)

Note Pursuant to Education Code 47607 2, the review of the charter school's academic performance must be based on "verified data" from assessments and other indicators, **including in certain instances measures of postsecondary outcomes**, approved by SBE In November 2020, SBE approved a list of valid and

**CHARTER SCHOOL RENEWAL** (continued)

reliable indicators of academic progress and postsecondary outcomes that may be used to demonstrate a charter school's academic performance. Such indicators are available on the **California Department of Education's CDE's** web site

In determining whether to grant a charter renewal, the Board shall review both schoolwide performance and the performance of numerically significant student subgroups on the state and local indicators included in the California School Dashboard, giving greater weight to performance on measurements of academic performance. If the Dashboard indicators are not yet available for the most recently completed academic year before renewal, the Board shall consider verifiable data provided by the charter school related to the Dashboard indicators, such as data from the California Assessment of Student Performance and Progress, or any successor system, for the most recent academic year. The Board shall only consider data from sources adopted by SBE (Education Code 47607, 47607.2)

Following the Board's review, a renewal of the charter petition may be granted in accordance with a three-tiered system based on school performance, as follows.

Note Pursuant to Education Code 47607, as amended by **AB 130 SB-98 (Ch. 24, Statutes of 2020)**, the criteria described in item #1 below may be achieved for two of the **most recent years for which state data is available** ~~three years immediately~~ preceding the renewal **decision**, rather than for the two consecutive years immediately preceding the renewal, if the two consecutive years immediately preceding the renewal **decision** include the 2019-20 or 2020-21 school year

1 Renewal of Five to Seven Years

- a A charter school that is not eligible for technical assistance pursuant to Education Code 47607.3 shall be granted renewal for a period of five to seven years when, for two consecutive years immediately preceding the renewal, or for two of the **most recent years for which state data is available** ~~three years immediately~~ preceding the renewal **if the two consecutive years immediately preceding the renewal decision include the 2019-20 or 2020-21 school year**, for any renewal submitted in the 2020-21 or 2021-22 school year, the charter school achieved either of the following (Education Code 47607)
- (1) Received the two highest performance levels schoolwide on all the state indicators included in the Dashboard for which the charter school receives performance levels, provided the charter school has schoolwide performance levels on at least two measurements of academic performance per year in each of the two years
  - (2) For all measurements of academic performance, received performance levels schoolwide that are the same or higher than the state average

**CHARTER SCHOOL RENEWAL** (continued)

and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are higher than the state average, provided that the charter school has performance levels on at least two measurements of academic performance for at least two subgroups

- b If the charter school satisfies the above criteria, it shall only be required to update the renewal petition to include a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed and, as necessary, to reflect the current program offered by the charter school. (Education Code 47607)

## 2 Renewal of Five Years

- a A renewal shall be granted for five years if clear and convincing evidence, demonstrated by verified data, shows either of the following (Education Code 47607 2)
  - (1) Measurable increases in academic achievement, as defined by at least one year's progress for each year in school
  - (2) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers
- b For any such charter school, the Board may deny the renewal petition **only** upon making written factual findings that the charter school failed to meet or make sufficient progress toward meeting standards that provide a benefit to students at the school, that the closure of the charter school is in the best interest of students, and that the Board's decision provided greater weight to performance on measurements of academic performance (Education Code 47607 2)

Note Education Code 47607 2, as amended by **AB 130 SB-98**, authorizes the Board to deny renewal of a charter if the criteria described in item #3 below apply in two of the **most recent years for which state data is available** ~~three years immediately~~ preceding the renewal **decision**, rather than for two consecutive years immediately preceding the renewal **decision**, if the two consecutive years immediately preceding the renewal include the 2019-20 or **2020-21** school year

## 3 Denial/Two-Year Renewal

- a The Board shall generally not renew a charter if, for two consecutive years immediately preceding the renewal decision, or for two of the ~~three~~ **most recent years for which state data is available** immediately preceding the

**CHARTER SCHOOL RENEWAL** (continued)

renewal if the two consecutive years immediately preceding the renewal decision include the 2019-20 or 2020-21 school year, ~~for any renewal submitted in the 2020-21 or 2021-22 school year,~~ either of the following applies. (Education Code 47607 2)

- (1) The charter school has received the two lowest performance levels schoolwide on all the state indicators included in the Dashboard for which it receives performance levels, provided the charter school has schoolwide performance levels on at least two measurements of academic performance per year in each of the two years
  - (2) For all measurements of academic performance, the charter school has received performance levels schoolwide that are the same or lower than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are lower than the state average, provided that the charter school has performance levels on at least two measurements of academic performance for at least two subgroups
- b However, the Board may grant a two-year renewal to any such charter school if the Board makes written factual findings, setting forth specific facts to support the findings, that. (Education Code 47607 2)
- (1) The charter school is taking meaningful steps to address the underlying cause(s) of low performance, and those steps are reflected, or will be reflected, in a written plan adopted by the governing body of the charter school
  - (2) There is clear and convincing evidence, demonstrated by verified data, showing achievement of the criteria specified in item #2a above

In addition to all the grounds stated above for denial of a charter renewal, the Board may deny renewal of a charter upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors or a finding that the school is not serving all students who wish to attend. When denying a charter renewal for either of these reasons, the Board shall provide the charter school at least 30 days' notice of the alleged violation and a reasonable opportunity to cure the violation, including the submission of a proposed corrective action plan. The Board may deny the renewal for these reasons only upon a finding that either the corrective action

**CHARTER SCHOOL RENEWAL (continued)**

proposed by the charter school has been unsuccessful or that the violations are sufficiently severe and pervasive as to render a corrective action plan unviable. Any finding that a school is not serving all students who wish to attend shall specifically identify the evidence supporting the finding. (Education Code 47607)

Note: Charter schools that serve high-risk students may qualify for the state's Dashboard Alternative School Status (DASS) program, which uses modified methods of measurement for accountability indicators when appropriate. Charter schools that participate in the DASS are subject to the following criteria specified in Education Code 47607.

A charter school that qualifies for the state's Dashboard Alternative School Status shall not be subject to any of the above criteria. Instead, in determining whether to grant a charter renewal for such a charter school, the Board shall consider, in addition to the charter school's performance on the state and local indicators included in the Dashboard, the charter school's performance on alternative metrics applicable to the charter school based on the student population served. The Board shall meet with the charter school during the first year of the charter school's term to mutually agree to discuss alternative metrics to be considered and shall notify the charter school of the alternative metrics to be used within 30 days of this meeting. The Board may deny a charter renewal only upon making written findings, setting forth specific facts to support the findings, that the closure of the charter school is in the best interest of students. (Education Code 47607)

**Timelines for Board Action**

Note: State law does not expressly provide a timeline for a public hearing on the renewal petition or for the Board's final decision on the renewal. However, pursuant to Education Code 47607, renewals are generally subject to the same standards and criteria applicable to initial charter authorizations, as specified in Education Code 47605. The following section reflects the timelines established for initial charter authorizations.

Within 60 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school, determine the level of support for the petition, and obtain public input. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the charter renewal within 90 days of receiving the petition. The date may be extended by an additional 30 days if both the petitioner and the Board agree to the extension. (Education Code 47605)

At least 15 days before the public hearing at which the Board will grant or deny the charter petition, the Board shall publish all staff recommendations and recommended findings.

**CHARTER SCHOOL RENEWAL** (continued)

regarding the petition During the public hearing, petitioners shall have equal time and opportunity to present evidence and testimony to respond to the staff recommendations and findings (Education Code 47605)

**Note:** Though 5 CCR 11966.4 provides that an "automatic renewal" results when the Board does not make a written factual finding on which a denial may be based within 60 days of receiving the renewal petition, the timelines specified in Education Code 47605 and described above should be followed, as they supersede the inconsistent regulation. The district should consult legal counsel in the event of a question regarding the timelines.

If the Board fails to make a written factual finding when required for denial of the petition pursuant to the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition (~~5 CCR 11966.4~~)

The Superintendent or designee shall provide notification to **the California Department of Education CDE**, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied (Education Code 47604 32, 5 CCR 11962 1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of **Education** within 30 days of the Board's written factual findings supporting the denial (Education Code 47605, 47607 5)

**School Closure**

If a charter is not renewed and the charter school ceases operation, the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962 shall be implemented (Education Code 47604 32, 47605)

*Legal Reference*EDUCATION CODE47600-47616 7 *Charter Schools Act of 1992*52052 *Definition of numerically significant student subgroup*56145-56146 *Special education services in charter schools*60600-60649 *Assessment of academic achievement*CODE OF REGULATIONS, TITLE 511962-11962 1 *Definitions*11966 4 *Submission of charter renewal petition*11966 5 *Charter petitions that have not been renewed, submission to county board of education*UNITED STATES CODE, TITLE 20~~7223-7225~~ *Charter schools* 7221-7221j *Expanding opportunity through quality charter schools*

*Management Resources (see next page)*

**CHARTER SCHOOL RENEWAL (continued)**

*Management Resources*

CSBA PUBLICATIONS

*The Role of the Charter School Authorizer, Online Course*

*Charter Schools A Guide for Governance Teams, rev June 2021 2016*

WEB SITES

CSBA [http //www csba org](http://www.csba.org)

California Charter Authorizing Professionals [https //calauthorizers org](https://calauthorizers.org)

California Charter Schools Association [https //www ccsa org](https://www.ccsa.org)

California Department of Education, Charter Schools [http //www cde ca gov/sp/ch](http://www.cde.ca.gov/sp/ch)

National Association of Charter School Authorizers [https //www qualitycharters org](https://www.qualitycharters.org)

U S Department of Education [http //www ed gov](http://www.ed.gov)

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**Policy Reference UPDATE Service**

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# CSBA Sample Board Policy

Community Relations

BP 1312 3(a)

## UNIFORM COMPLAINT PROCEDURES

Note To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Additionally, Education Code 52075 mandates districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan, and Education Code 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021) mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, districts are mandated pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are mandated pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. ~~See the section "Complaints Subject to UCP" below for~~ The following policy contains a list of programs and activities subject to these procedures pursuant to state law; ~~See the section "Complaints Subject to UCP", below~~

The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1, and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces federal anti-discrimination laws, including Title II of the Americans with Disabilities Act (42 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000e-17), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). Whether a complaint of sexual harassment is addressed through the UCP or the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as added by 85 Fed. Reg. 30026, is dependent on whether the alleged conduct meets the more stringent federal definition or the state definition of sexual harassment. See the section "Non-UCP Complaints" below, the accompanying administrative regulation, BP/AR 5145.7 5147 - Sexual Harassment, and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

The following policy and accompanying administrative regulation reflect all components required by law, 5 CCR 4600-4670, as amended by Register 2020, No. 21, and the 2021-22 2020-21 FPM instrument. Additional details provided herein may help districts during a compliance check by CDE or in the event that a CDE or OCR investigation occurs.

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



## UNIFORM COMPLAINT PROCEDURES (continued)

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

Note The FPM process includes a review of a district's policies and procedures to determine whether all district programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. Items #1-23 list all programs and activities identified in the FPM instrument. According to CDE, the district's policy must list all such programs and activities and, at the district's discretion, may add a paragraph below the list stating the UCP programs and activities that are implemented in the district.

For further information regarding requirements for the following programs and activities, see the law cited and/or related CSBA policy and/or administrative regulation.

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)

*(cf 5146 - Married/Pregnant/Parenting Students)*

2. Adult education programs (Education Code 8500-8538, 52334 7, 52500-52617)

*(cf 6200 - Adult Education)*

3. After School Education and Safety programs (Education Code 8482-8484 65)

*(cf 5148 2 - Before/After School Programs)*

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)

*(cf 6178 - Career Technical Education)*

*(cf 6178 1 - Work-Based Learning)*

6. Child care and development programs (Education Code 8200-8488 8498)

*(cf 5148 - Child Care and Development)*

7. Compensatory education (Education Code 54400)

*(cf 6171 - Title I Programs)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

8 Consolidated categorical aid programs (Education Code 33315, 34 CFR 299 10-299.12)

9 Course periods without educational content, ~~when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met~~ (Education Code 51228 1-51228 3)

*(cf 6152 - Class Assignment)*

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 the 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)

*(cf 0410 - Nondiscrimination in District Programs and Activities)*

*(cf 5145 3 - Nondiscrimination/Harassment)*

*(cf 5145 7 - Sexual Harassment)*

*(cf 5145 71 - Title IX Sexual Harassment Complaint Procedures)*

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, **and** students formerly in a juvenile court school, ~~migrant students, and immigrant students participating in a newcomer program~~ (Education Code 48645 7, 48853, 48853.5, 49069.5, 51225 1, 51225.2)

*(cf 6173 - Education for Homeless Children)*

*(cf 6173 1 - Education for Foster Youth)*

*(cf 6173 2 - Education of Children of Military Families)*

*(cf 6173 3 - Education for Juvenile Court School Students)*

12 Every Student Succeeds Act (Education Code 52059.5, 20 USC 6301 et seq )

13 Local control and accountability plan (Education Code 52075)

*(cf 0460 - Local Control and Accountability Plan)*

14 Migrant education (Education Code 54440-54445)

*(cf 6175 - Migrant Education Program)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

15 Physical education instructional minutes (Education Code 51210, 51222, 51223)

*(cf 6142 7 - Physical Education and Activity)*

16 Student fees (Education Code 49010-49013)

*(cf 3260 - Fees and Charges)*

17 Reasonable accommodations to a lactating student (Education Code 222)

18 Regional occupational centers and programs (Education Code 52300-52334 7)

*(cf 6178 2 - Regional Occupational Center/Program)*

19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

*(cf 0420 - School Plans/Site Councils)*

20 School safety plans (Education Code 32280-32289)

*(cf 0450 - Comprehensive Safety Plan)*

21 School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

*(cf 0420 - School Plans/Site Councils)*

22 State preschool programs (Education Code ~~8207-8225 8235-8239 1~~)

*(cf 5148 3 - Preschool/Early Childhood Education)*

Note Pursuant to Education Code ~~8235-5~~ **8212**, as renumbered by **AB 131**, and CDE's **2021-22** ~~2020-21~~ FPM instrument, the district must use the UCP, with modifications as necessary, to resolve complaints alleging deficiencies related to health and safety issues in license-exempt CSPPs ~~California State Preschool Programs related to health and safety issues~~

Pursuant to 5 CCR 4610, such complaints must be addressed through the procedures described in 5 CCR 4690-4694, as added by Register 2020, No 21 See the section "Health and Safety Complaints in License-Exempt Preschool Programs" in the accompanying administrative regulations

23 State preschool health and safety issues in license-exempt programs (Education Code **8212 8235-5**)

**UNIFORM COMPLAINT PROCEDURES** (continued)

Note 5 CCR 4621 **mandates** that district policy ensure that complainants are protected from retaliation as specified in item #24 below

- 24 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
- 25 Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

Note 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. **Districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.**

The following **optional** paragraph provides for a neutral mediator and should be revised to reflect district practice

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.

Note The following paragraph is **mandated** pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.

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.

*(cf 4119 23/4219 23/4319 23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf 5125 - Student Records)*  
*(cf 9011 - Disclosure of Confidential/Privileged Information)*

## UNIFORM COMPLAINT PROCEDURES (continued)

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

*(cf 4131 - Staff Development)*

*(cf 4231 - Staff Development)*

*(cf 4331 - Staff Development)*

Note It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations

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

*(cf 3580 - District Records)*

### 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)

*(cf 5141 4 - Child Abuse Prevention and Reporting)*

- 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 AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

**UNIFORM COMPLAINT PROCEDURES (continued)**

Note Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR 11023, the district must establish an impartial and prompt process for addressing such complaints. In addition, 5 CCR 4611 requires that employment discrimination complaints be referred to the Department of Fair Employment and Housing (DFEH). See AR 4030 - Nondiscrimination in Employment for applicable complaint procedures.

- 43 Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Note 5 CCR 4610, as amended by Register 2020, No. 21, limits the applicability of the UCP for complaints regarding special education and child nutrition, as provided in ~~items #4-6~~ **Items #5-7** below.

- 54 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), ~~or 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 AR 6159.1 - Procedural Safeguards and Complaints for Special Education (5 CCR 3200-3205).

*(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)*

- 65 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 BP 3555 - Nutrition Program Compliance (5 CCR 15580-15584).
- 76 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 BP 3555 - Nutrition Program Compliance (5 CCR 15582).

Note Education Code 35186 requires the district to use UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.

87. 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

**UNIFORM COMPLAINT PROCEDURES (continued)**

students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312 4 - Williams Uniform Complaint Procedures (Education Code 35186)

*(cf 1312 4 - Williams Uniform Complaint Procedures)*

*Legal Reference*

EDUCATION CODE

200-262 4 Prohibition of discrimination

8200-8488 8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289.5 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

46015 Parental leave for students

48645.7 Juvenile court schools

48853-48853 5 Foster youth

48985 Notices in language other than English

49010-49014 Student fees

49060-49079 Student records, especially

49069 5 Records of foster youth

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

51222 Physical education, secondary schools

51223 Physical education, elementary schools

51225 1-51225 2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students, course credits, graduation requirements

51226-51226 1 Career technical education

51228 1-51228 3 Course periods without educational content

52059 5 Statewide system of support

52060-52077 Local control and accountability plan, especially

52075 Complaint for lack of compliance with local control and accountability plan requirements

52300-52462 Career technical education

52500-52617 ~~52616-24~~ Adult schools

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process, school plan for student achievement

65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

*Legal Reference continued ( see next page)*

**UNIFORM COMPLAINT PROCEDURES (continued)***Legal Reference (continued)*HEALTH AND SAFETY CODE

1596 792 California Child Day Care Act, general provisions and definitions

1596 7925 California Child Day Care Act, health and safety regulations

PENAL CODE

422 55 Hate crime, definition

422 6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3200-3205 Special education compliance complaints

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4690-4694 Complaints regarding health and safety issues in license-exempt preschool programs

4900-4965 Nondiscrimination in elementary and secondary education programs

15580-15584 Child nutrition programs complaint procedures

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for ~~limited-English-proficient~~ **English Learners and immigrant students**UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

11431-11435 McKinney-Vento Homeless Assistance Act

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35 107 Nondiscrimination on basis of disability, complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99 1-99 67 Family Educational Rights and Privacy Act

100 3 Prohibition of discrimination on basis of race, color or national origin

104 7 Designation of responsible employee for Section 504

106 1-106 82 Nondiscrimination on the basis of sex in education programs, especially

106 8 Designation of responsible employee **and adoption of grievance procedures for Title IX**~~106 9 Notification of nondiscrimination on basis of sex~~**106.30 Definitions****106.44 Response to notice of sexual harassment****106.45 Titles IX sexual harassment complaint procedures**

110 25 Notification of nondiscrimination on the basis of age

*Management Resources (see next page)*



## UNIFORM COMPLAINT PROCEDURES (continued)

### *Management Resources*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

Uniform Complaint Procedure 2021-22 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021

Part I: Questions and Answers Regarding the Department's Title IX Regulations, January 2021

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter—Title IX Coordinators, April 2015

Dear Colleague Letter—Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter—Harassment and Bullying, October 2010

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Revised Sexual Harassment Guidance—Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007 2002

WEB SITES

CSBA [http //www csba org](http://www.csba.org)

California Department of Education [http //www cde ca gov](http://www.cde.ca.gov)

California Department of Fair Employment and Housing: <https://www.dfeh.ca.gov>

California Department of Social Services: <https://www.cdss.ca.gov>

Student Privacy Policy Office [http //www2 ed gov/about/offices/list/opepd/sppo](http://www2.ed.gov/about/offices/list/opepd/sppo)

U.S. Department of Agriculture: <https://www.usda.gov>

U.S. Department of Education, Office for Civil Rights [http //www ed gov/ocr](http://www.ed.gov/ocr)

U.S. Department of Justice [http //www justice gov](http://www.justice.gov)

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# CSBA Sample Administrative Regulation

Community Relations

AR 1312 3(a)

## UNIFORM COMPLAINT PROCEDURES

Note 5 CCR 4621 **mandates** that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4670. Additionally, Education Code 52075 **mandates** districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP), and Education Code ~~8235-5~~ **8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021)** **mandates** districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes and their implementing regulations **mandate** districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination, harassment, intimidation, or bullying. For example, all districts are **mandated** pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are **mandated** pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative regulation.

Apart from these mandates, state law authorizes the use of UCP to resolve complaints of noncompliance with laws related to the development of a school plan for student achievement and the establishment of school site councils, accommodations for pregnant and parenting students, prohibition against the charging of student fees, educational rights of foster youth, homeless students, former juvenile court school students, children of military families, migrant students, and students participating in a newcomer program for newly arrived immigrants, assignment of students to courses without educational content, and physical education instructional minutes. See the section "Complaints Subject to UCP" in the accompanying Board policy.

Except as the ~~Governing Board~~ 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.

*(cf 1312.1 - Complaints Concerning District Employees)*  
*(cf 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf 1312.4 - Williams Uniform Complaint Procedures)*  
*(cf 4030 - Nondiscrimination in Employment)*

## Compliance Officers

Note 5 CCR 4621 **mandates** the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination, harassment, intimidation, or bullying and retaliation. During its Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below. If a district identifies multiple compliance officers, it is recommended that one be designated the lead compliance officer.

**UNIFORM COMPLAINT PROCEDURES (continued)**

The following paragraph specifies that the compliance officer will be the same person designated to serve as the Title IX Coordinator for addressing complaints of sexual harassment pursuant to AR 5145 7 - Sexual Harassment and AR 5145 71 - Title IX Sexual Harassment Complaint Procedures. Districts may modify this regulation to designate different district employees to serve these functions.

The district designates the individual(s), position(s), or unit(s) identified below as responsible for **receiving, coordinating, and investigating** ~~the district's response to~~ 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 AR 5145 3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145 7 - Sexual Harassment for handling complaints regarding sexual harassment. ~~The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.~~

*(cf 5145 3 - Nondiscrimination/Harassment)*

*(cf 5145 7 - Sexual Harassment)*

*(cf 5145 71 - Title IX Sexual Harassment Complaints Procedures)*

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(title or position)

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(unit or office)

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(address)

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(telephone number)

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(email)

Note: The following paragraph is for use by districts that have designated more than one compliance officer.

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.

**UNIFORM COMPLAINT PROCEDURES (continued)**

Note 5 CCR 4621 **mandates** that the district's policy requires employees responsible for compliance and/or for investigating and resolving complaints to be knowledgeable about the laws and programs at issue in the complaints they are assigned. ~~OCR requires that the compliance officer(s) involved in implementing discrimination complaint procedures be knowledgeable about the procedures and be able to explain them to parents/guardians and students.~~ Compliance officers must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards

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.

*(cf 4331 - Staff Development)*

*(cf 9124 - Attorney)*

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)

Note During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below

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)

*(cf 0420 - School Plans/Site Councils)*

*(cf 1220 - Citizen Advisory Committees)*

*(cf 4112 9/4212 9/4312 9 - Employee Notifications)*

**UNIFORM COMPLAINT PROCEDURES (continued)**

*(cf 5145 6 - Parental Notifications)*

Note 5 CCR 4622 requires the district to include specified information in its annual UCP notice to students, parents/guardians, employees, and others. The following list reflects those required components and additional content of the notice listed in CDE's FPM instrument.

A sample of the annual notice is available through CDE's web site. It is the district's responsibility to update the notice as necessary to reflect new law.

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

*(cf 3260 - Fees and Charges)*

- 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

*(cf 0460 - Local Control and Accountability Plan)*

*(cf 3260 - Fees and Charges)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

- 7 A statement that the district will post a standardized notice of the educational **and graduation requirements** ~~rights~~ of foster youth, homeless students, **children of military families, and** former juvenile court school students now enrolled in the district, ~~children of military families, migrant students, and immigrant students enrolled 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

*(cf 6173 - Education for Homeless Children)*

*(cf 6173 1 - Education for Foster Youth)*

*(cf 6173 2 - Education of Children of Military Families)*

*(cf 6173 3 - Education for Juvenile Court School Students)*

*(cf 6175 - Migrant Education Program)*

- 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

Note The following paragraph may be modified to reflect district practice Pursuant to Education Code 221 61, **a districts and district school** are required to post information related to Title IX on their web sites, including specified information about complaint procedures under Title IX See AR 5145 3 - Nondiscrimination/Harassment A **school or** district that does not maintain a web site may comply by posting the information on the web site of its **district or** county office of education (COE), **however a school, district, or COE is not required to establish a web site if it does not maintain one** A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221 8 In addition, in its April 2015 Dear Colleague Letter Title IX Coordinators, OCR recommends that districts use web posting and social media to disseminate their nondiscrimination notices, policies, and procedures and communicate current compliance officer(s)' contact information to students, parents/guardians, and employees

**UNIFORM COMPLAINT PROCEDURES (continued)**

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** web sites and may be provided through district-supported social media, if available

*(cf 1113 - District and School Web Sites)*

*(cf 1114 - District-Sponsored Social Media)*

Note Both federal and state laws contain requirements for translation of certain information and documents Title VI of the Civil Rights Act of 1964 requires districts to ensure meaningful access to their programs and activities by persons with limited English proficiency OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate OCR enforces this requirement consistent with the Department of Justice's 2007 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on the balancing of four factors (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient State law is more specific than federal law Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English

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**

Note Complaints filed under UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer For example, acts of unlawful discrimination, harassment, intimidation, or bullying may initially be reported to a principal See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment If a site administrator not designated as a compliance officer receives a UCP complaint, the site administrator must notify a compliance officer A district may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint may be filed and notifying students and parents/guardians of their right to file a UCP complaint Any site-level process established by a district should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP complaint process

## UNIFORM COMPLAINT PROCEDURES (continued)

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 4630)

Note Education Code 49013 and 52075 **mandate** districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees or violates any requirement related to the LCAP

- 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

Note Pursuant to 5 CCR 4630, complaints related to the LCAP must be filed within a year of the date that the **County Superintendent of Schools, the reviewing authority for districts**, approves the district's LCAP. ~~Pursuant to Education Code 52070, the County Superintendent of Schools is the reviewing authority for district LCAPs.~~

- 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)



**UNIFORM COMPLAINT PROCEDURES (continued)**

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.

Note ~~OCR's Revised Sexual Harassment Guidance indicates that if a complainant in a sexual harassment case requests that the complainant's name or that of the victim not be revealed to the alleged perpetrator or asks that the complaint not be pursued, the district should first inform the complainant that honoring the request may limit its ability to respond and pursue disciplinary action against the alleged perpetrator. The OCR publication acknowledges that situations may exist in which a district cannot honor a student's request for confidentiality, but cautions that, in all instances, the district must still continue to ensure that it provides a safe and nondiscriminatory environment for all students. Districts should consult legal counsel before honoring a confidentiality request to withhold the victim's name from the alleged perpetrator, especially in the case of alleged sexual assault, as this may affect the district's ability to conduct a thorough investigation or provide supportive measures to the victim. In OCR's Part 1: Questions and Answers Regarding the Department's Title IX Regulations, it is stated that, "Title IX regulations balance a complainant's desire for confidentiality (in terms of, for instance, the complainant's identity not being disclosed to the respondent) with a school's discretion to pursue an investigation where factual circumstances warrant an investigation even though the complainant does not desire to file a formal complaint or participate in a grievance process."~~

These guiding principles would also apply to harassment on the basis of race, gender, disability, or other protected characteristic

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**

Note The following section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution (ADR) procedures such as mediation, see the accompanying Board policy. **The following section may be modified to specify the ADR method and timelines used within the district.**

**UNIFORM COMPLAINT PROCEDURES (continued)**

Districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

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**

Note 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, the timeline specified below may be modified to reflect district practice.

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into 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.

**UNIFORM COMPLAINT PROCEDURES (continued)**

Note **During** the investigation, the compliance officer should consider all relevant circumstances, such as how the alleged misconduct affected one or more students' education, the type, frequency, and duration of the misconduct, the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them, the number of persons engaged in the conduct and at whom the conduct was directed, the size of the school, location of the incidents, and context in which they occurred, and other incidents at the school involving different individuals

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.

Note 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.

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**

Note Pursuant to 5 CCR 4631, the district's investigation report must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the Governing Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

**UNIFORM COMPLAINT PROCEDURES (continued)**

Pursuant to 5 CCR 4631, only a complainant has the right to receive the investigation report and to file a complaint with the Board if dissatisfied with the compliance officer's decision. **However, under certain circumstances, some of the same rights should be extended to a respondent in order to make the process equitable. For example, since the respondent to a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is usually an individual, the respondent should be notified when the complainant has agreed to an extension of timelines.** ~~However, OCR has recommended that the same rights be extended to a respondent to a complaint alleging unlawful discrimination to ensure the process is equitable for all involved. Furthermore, OCR recommends notifying the respondent in such a complaint whenever the complainant approves an extension of the timeline.~~ Options 1 and 2 reflect these recommendations and may be modified to reflect district practice. **When questions arise as to what rights to provide to a respondent, the district should consult legal counsel accordingly.**

Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint

**OPTION 1: (Districts that do not allow complainants to appeal to the Board)**

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, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant. ~~The respondent also shall be sent the investigation report at the same time it is provided to the complainant.~~

**OPTION 2: (Districts that allow complainants to appeal to the Board)**

Note The remainder of this section is for use by districts that select Option 2

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final

**UNIFORM COMPLAINT PROCEDURES** (continued)

*(cf 9321 - Closed Session)*

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, ~~shall be sent the district's investigation report~~, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision

**Investigation Report**

Note 5 CCR 4631 specifies components that are required to be part of the district's investigation report. Inclusion of these items will help protect the district's position in case of an appeal to CDE, a complaint submitted to OCR, or if litigation is filed

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

Note The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g, 34 CFR 99 1-99 67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title

## UNIFORM COMPLAINT PROCEDURES (continued)

V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program" In February 2015, the Family Policy Compliance Office (FPCO), now the Student Privacy Policy Protection Office, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the respondent when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the respondent (e.g., an order that the respondent stay away from the alleged victim), FPCO interprets FERPA as allowing the district to disclose that information.

Given the potential liability from improperly disclosing such information, districts are advised to consult with legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the respondent.

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, and 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.

Note: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure that UCP complaint procedures pertaining to CSPP health and safety issues include a statement that the district response and the investigation report must, whenever Education Code 48985 is applicable, be written in English and the primary language in which the complaint was filed, see the section "Health and Safety Complaints in License-Exempt Preschool Programs" below. The following paragraph extends this provision to all types of complaints to ensure compliance with Education Code 48985. In addition, based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

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.

Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from CDE.

For complaints alleging unlawful discrimination, harassment, intimidation, and 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**

**UNIFORM COMPLAINT PROCEDURES (continued)**

~~or other remedies or orders, seeking assistance from mediation centers or public/private interest attorneys,~~ 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](http://www.ed.gov/ocr) within 180 days of the alleged discrimination

**Corrective Actions**

Note The following section may be revised to reflect district practice
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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

*(cf 5137 - Positive School Climate)*

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

*(cf 6164 2 - Guidance/Counseling Services)*

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

**UNIFORM COMPLAINT PROCEDURES (continued)**

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

*(cf 6164 5 - Student Success Teams)*

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

*(cf 6145 - Extracurricular and Cocurricular Activities)*

- 7 Disciplinary action, such as suspension or expulsion, as permitted by law

*(cf 5144 - Discipline)*

*(cf 5144 1 - Suspension and Expulsion/Due Process)*

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

*(cf 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf 4218 - Dismissal/Suspension/Disciplinary Action)*



**UNIFORM COMPLAINT PROCEDURES (continued)**

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

Note Generally, when a complaint is found to have merit, an appropriate remedy is provided to the complainant or other affected person However, in certain instances, the law may require a remedy to be provided to all affected persons, not just the complainant or subject of the complaint For example, pursuant to Education Code 49013 and 5 CCR 4600, if the district, or CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below The same requirement applies to allegations of noncompliance with the LCAP requirements pursuant to Education Code 52075, required instructional minutes for physical education pursuant to Education Code 51222 and 51223, and course periods without educational content pursuant to Education Code 51228 3, and the LCAP requirements pursuant to Education Code 52075 Districts that do not maintain elementary schools should delete the reference to physical education below

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

**UNIFORM COMPLAINT PROCEDURES (continued)**

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.

Note 5 CCR 4633 requires the district to submit the following documents to CDE within 10 days after the district has been notified that an appeal has been filed. The district's failure to provide a timely and complete response may result in CDE ruling on the appeal without considering information from the district

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)

Note Pursuant to 5 CCR 4633, CDE is required to issue a written decision regarding the appeal within 60 days of CDE's receipt of the appeal, unless extended by written agreement with the appellant or documentation by CDE of exceptional circumstances. Pursuant to 5 CCR 4635, if CDE's decision was issued based on evidence in the investigation file CDE received from the district or evidence

## UNIFORM COMPLAINT PROCEDURES (continued)

**uncovered after further investigation of the allegations that were the basis of the appeal, either party may request reconsideration by the Superintendent of Public Instruction or designee within 30 days of the appeal decision; either party may request reconsideration by the Superintendent of Public Instruction or designee**

Pursuant to 5 CCR 4650, CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final investigation report, (2) the complainant ~~requests~~ **requires** anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named, or (3) the complainant would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile

### Health and Safety Complaints in License-Exempt Preschool Programs

Note The following section is for use by districts that operate any license-exempt CSPP program Education Code ~~8235-5~~ **8212**, as renumbered by AB 131 (Ch. 116, Statutes of 2021), **mandates** districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in a license-exempt CSPP program Pursuant to Education Code ~~8235-5~~ **8212**, the district must use the UCP, with modifications as necessary, to resolve such complaints Pursuant to 5 CCR 4610, such complaints must be addressed through the procedures described in 5 CCR 4690-4694

See the accompanying exhibits for a sample classroom notice and complaint form

Any complaint regarding health or safety issues in a license-exempt **California State Preschool Program (CSPP)** program 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 web site (Education Code ~~8212 8235-5~~, 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

**UNIFORM COMPLAINT PROCEDURES** (continued)

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 8235-5**, 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 8235-5**, 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 8235-5**; 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 8235-5**; 5 CCR 4692)

<p>Note Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.</p>
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If a complaint regarding health or safety issues in a license-exempt CSPP program involves an **LEP** ~~limited-English-proficient~~ 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 meeting** 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 8235-5**, 5 CCR 4693, 4694)

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

*(cf 1340 - Access to District Records)*

**UNIFORM COMPLAINT PROCEDURES (continued)**

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 of Schools (5 CCR 4693)

(12/20 6/21) 12/21

# CSBA Sample Exhibit

Community Relations

E(1) 1312 3(a)

## UNIFORM COMPLAINT PROCEDURES

Note Education Code ~~8235-5~~ **8212**, as renumbered by AB 131 (Ch. 116, Statutes of 2021), requires that the following notice be posted in each classroom with a license-exempt California State Preschool Program (CSPP) (Education Code ~~8235-8239-1~~ **8207-8225**, as renumbered by AB 131) The notice must include the health and safety requirements that apply to such CSPP programs pursuant to Health and Safety Code 1596 7925, which may be the subject of a complaint under the uniform complaint procedures

### NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code **8212** ~~8235-5~~, you are hereby notified that any California State Preschool Program that is exempt from licensure must have

- 1 Outdoor shade that is safe and in good repair
- 2 Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
- 4 Restroom facilities that are available only for preschoolers and kindergartners
- 5 Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

Note Education Code ~~8235-5~~ **8212**, as renumbered by AB 131, requires that the notice include the location to obtain a complaint form and provides that posting a notice downloadable from the California Department of Education's web site will satisfy this requirement The law does not require that complaint forms be placed in any specific location The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses

**UNIFORM COMPLAINT PROCEDURES (continued)**

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school ~~office~~ or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form **when available** from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

(5/20) 12/21

# CSBA Sample Exhibit

Community Relations

E(2) 1312 3(a)

## UNIFORM COMPLAINT PROCEDURES

Note Pursuant to Education Code ~~8235-5~~ 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021), uniform complaint procedures ~~should~~ **are required** to be used for complaints alleging that a license-exempt California State Preschool Program (CSPP) does not comply with any of the health and safety requirements specified in Health and Safety Code 1596 7925

### PRESCHOOL COMPLAINT FORM: UNIFORM COMPLAINT PROCEDURES

Education Code ~~8235-5~~ 8212 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact information (if response is requested)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number. Day \_\_\_\_\_ Evening \_\_\_\_\_

E-mail address, if any \_\_\_\_\_

Date problem was observed \_\_\_\_\_

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

School name/address \_\_\_\_\_

Room number/name of room/location of facility. \_\_\_\_\_

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

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

- The preschool does not have outdoor shade that is safe and in good repair
- Drinking water is not accessible and/or readily available throughout the day



**UNIFORM COMPLAINT PROCEDURES (continued)**

- The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.
- Restroom facilities are not available only for preschoolers and kindergartners
- The preschool program does not provide visual supervision of children at all times
- Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time
- Playground equipment is not safe, in good repair, or age appropriate

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

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Note: Education Code ~~8235-5~~ 8212, as renumbered by AB 131, requires complaints identified above to be filed with the preschool administrator or designee. Districts should specify the names and/or locations in the spaces below.

Please file this complaint at the following location:

\_\_\_\_\_ (preschool administrator or designee)

\_\_\_\_\_ (address)

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

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

(5/20) 12/21

# CSBA Sample Administrative Regulation

Business and Noninstructional Operations

AR 3515 6(a)

## CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS

Note Education Code 45125 1, as amended by AB 130 (Ch. 44, Statutes of 2021), and 45125 2 require any entity that has a contract with the district to ensure that employees who interact with students outside of the immediate supervision and control of the student's parent/guardian or school staff, have a valid criminal records summary as described in Education Code 44237. ~~certain employees of entities contracting to provide services to the district, as specified below, to obtain a criminal background check Pursuant to Education Code 45125 1, as amended by AB 949 (Ch 84, Statutes of 2017), the requirement for a criminal background check also applies to any individual operating as a sole proprietor who contracts with the district In the case of a sole proprietor, Education Code 45125 1, as amended, provides that it is the responsibility of the district to prepare and submit the employee's fingerprints to the Department of Justice (DOJ) for processing~~

~~When the employees of~~ **Except** in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable, any entity contracting with the district ~~to provide specified for services that may require the entity's employees to interact will have contact with students, outside of the immediate supervision and control of parents/guardians or school staff, the entity shall certify to the district that each of its in writing to the Superintendent or designee that none of these employees who may interact with students has a valid criminal records summary as described in Education Code 44237 and that neither the entity nor any of those employees has been convicted of a violent or serious felony as defined in Education Code 45122 1 Such contracting entity shall also be required to immediately provide the district with any subsequent arrest and conviction information received pursuant to the subsequent arrest service. In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district (Education Code 44237, 45125 1)~~

On a case-by-case basis, the Superintendent or designee may require ~~a contracting any entity with which the district has a contract providing school site services other than those listed above to comply with these same requirements (Education Code 45125 1)~~

**Note:** Pursuant to Education Code 45125 1, as amended by AB 130, as amended by AB 949 (Ch 84, Statutes of 2017); the requirement for a criminal **records summary** background check also applies to any individual operating as a sole proprietor who contracts with the district In the case of a sole proprietor, Education Code 45125 1, as amended, provides that it is the responsibility of the district to prepare and submit the **sole proprietor's** employee's fingerprints to the Department of Justice (DOJ) for processing

**CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS** (continued)

~~In the case of~~ **For an individual who is operating as the a sole proprietor of an entity**, the Superintendent or designee shall **treat the individual as an employee of the entity and shall** prepare and submit the **individual's employee's** fingerprints to the Department of Justice (DOJ) (Education Code 45125.1)

~~If a~~ Any contracting **entity's** employee who ~~may have contact with students~~ has been convicted of a violent or serious felony, as defined in **Education Code 45122.1**, **shall not be permitted to interact with students unless** a certificate of rehabilitation and a pardon as required pursuant to **Penal Code 4852.01-4852.22**~~Education Code 45125 1~~ **shall be has been** submitted to the Superintendent or designee ~~before the contracting employee is authorized to perform the work for the district~~ (Education Code 45125 1)

~~These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services—(Education Code 45125 1, 45125 2)~~

- ~~1~~ **School and classroom janitorial services**
- ~~2~~ **School site administrative services**
- ~~3~~ **School site grounds and landscape maintenance services**
- ~~4~~ **Student transportation services**
- ~~5~~ **School site food-related services**
- ~~6~~ **Construction, reconstruction, rehabilitation, or repair of a school facility**

~~(cf 3540—Transportation)~~

~~(cf 3551—Food Service Operations/Cafeteria Fund)~~

~~(cf 3600—Consultants)~~

~~(cf 7140—Architectural and Engineering Services)~~

~~On a case-by-case basis, the Superintendent or designee may require a contracting entity providing school site services other than those listed above to comply with these requirements—(Education Code 45125 1)~~

The Superintendent or designee may determine that criminal background checks will not be required if ~~the~~ **the** contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and ~~either item #1 or #2 above applies~~ **the contracting entity is providing services in an emergency or exceptional situation**, or the district uses one or more of the following methods to ensure student safety (Education Code 45125 2)

- 1a** The installation of a physical barrier at the worksite to limit contact with students

**CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS** (continued)

2b Continual supervision and monitoring of all employees of the entity by an employee of the entity whom **DOJ** the Department of Justice has ascertained has not been convicted of a violent or serious felony

3e Surveillance of employees of the entity by school personnel

~~1. The contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable (Education Code 45125.1)~~

~~2. The employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether students will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others (Education Code 45125.1)~~

Note The following paragraph is **optional and** may be revised to reflect district practice

~~Upon a determination that an employee will have limited contact with students, the Superintendent or designee shall~~ **may** take appropriate steps to protect the safety of any students who may come in contact with ~~this employee's~~ **of contracting entities, including**, but are not limited to, ensuring that the employee's **of such entities perform** ~~is working~~ during nonschool hours, ~~providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is~~ **do not working** alone when students are present, ~~limiting the employee's~~ **have limited** access to school grounds, ~~and/or are provided~~ **providing the employee with** a visible means of identification, ~~and/or that there are for regular patrols or supervision of the site from district security or personnel (Education Code 45125.1)~~

Note ~~The following paragraph may be revised to reflect district practice~~

~~These steps may include, but are not limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds, and/or providing the employee with a visible means of identification~~

(cf 3515 3 - District Police/Security Department)

**CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)**

- 3 ~~The contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and either item #1 or #2 above applies or the district uses one or more of the following methods to ensure student safety (Education Code 45125.2)~~
- a ~~— The installation of a physical barrier at the worksite to limit contact with students~~
  - b ~~— Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony~~
  - e ~~— Surveillance of employees of the entity by school personnel~~

*Legal Reference*

EDUCATION CODE

41302.5 School districts, definition

44237 Applicants for employment; fingerprints for purpose of criminal record summary

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors; criminal records summary

45125.2 Criminal background checks for construction

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

4852.01-4852.22 Procedure for restoration of rights and application for pardon

*Management Resources*

WEB SITES

Department of Justice <https://oag.ca.gov/fingerprints>

(10/98 10/17) 12/21

# CSBA Sample Administrative Regulation

Classified Personnel

AR 4217 3(a)

## LAYOFF/REHIRE

Note The following **optional** regulation is subject to collective bargaining, and may be deleted by those districts whose agreements fully cover the provisions specified below

Education Code 45114, 45117, 45298 and 45308 establish the procedures by which the Governing Board may lay off and reemploy classified employees.

Because of the complexity of related Education Code provisions and the interaction with collective bargaining agreements, it is strongly recommended that the district consult with legal counsel before instituting layoff proceedings.

Classified employees shall be subject to layoff for lack of work or lack of funds (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render (Education Code 45117)

*(cf 4121 - Temporary/Substitute Personnel)*

### Order of Layoff Within a Classification/Determination of Seniority

Within each class, the order of layoff shall be determined by length of service (Education Code 45114, 45308)

Note For any district whose average daily attendance (ADA) is under 400,000, Education Code 45308 defines "length of service" as employees' hours in paid status (Option 1 below) However, such a district may instead choose to enter into an agreement with the exclusive representative of classified employees to determine "length of service" based on an employee's date of hire (Option 2 below)

For any district with an ADA of 400,000 or higher, Education Code 45308 requires length of service to be based on the date of hire, such districts should select Option 2 below

"Date of hire" is not defined in the law and could refer to the employee's first date of hire in the district or ~~his/her~~ the employee's date of hire in the classification or higher classification Districts selecting Option 2 below may revise that the applicable paragraph to reflect the definition determined by the district or by agreement with the exclusive representative of classified employees, as applicable

**OPTION 1: (For districts with average daily attendance (ADA) under 400,000 that do not have an agreement with the exclusive representative of classified employees to determine length of service as employee's date of hire)**

"Length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that school is in session or closed However, length of service

**LAYOFF/REHIRE** (continued)

shall not include hours compensated solely on an overtime basis, as provided in Education Code 45128, and shall not include hours for any service performed prior to entering into probationary or permanent status, except for service in a restricted position pursuant to Education Code 45105. ~~The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first.~~ (Education Code 45308)

The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first **(Education Code 45308)**

For an employee who is a member of the Military Reserve or the National Guard, length of service credit shall be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war (Education Code 45297, 45308)

*(cf 4161 5/4261 5/4361 5 - Military Leave)*

Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves (Education Code 45308)

*(cf 4161 8/4261 8/4361 8 - Family Care and Medical Leave)*

*(cf 4261 1 - Personal Illness/Injury Leave)*

*(cf 4161 11/4261 11/4361 11 - Industrial Accident/Illness Leave)*

**OPTION 2: (For districts with ADA under 400,000 that have an agreement with the exclusive representative of classified employees to determine length of service as employee's date of hire, and for districts with ADA over 400,000)**

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first (Education Code 45308)

Note: The following paragraph applies to both Options 1 and 2. Pursuant to Education Code 45105 and 45259, persons employed in "restricted positions" are classified employees. However, they do not acquire permanent status or seniority credits unless they satisfy the conditions specified below.

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine his/her the length of service, provided he/she the employee has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class (Education Code 45105)

*(cf 4200 - Classified Personnel)*

**LAYOFF/REHIRE (continued)****Notice of Layoff and Hearing Rights**

Note Education Code 45117 applies to both districts that have adopted the merit system and those that have not. Education Code 45117, as amended by AB 438 (Ch. 665, Statutes of 2021), specifies notice requirements and hearing rights the district must provide to permanent classified employees, as defined, who are subject to layoff due to lack of work or lack of funds, including that notice be given no later than March 15. If a permanent classified employee is not given the required notice and a right to a hearing in accordance with law, the employee is deemed reemployed for the next school year. ~~Education Code 45117 requires that classified employees be given prior written notice when they are subject to layoff due to lack of work or lack of funds AB 1908 (Ch. 860, Statutes of 2012) amended Education Code 45117 to extend the timeline for such notice to 60 days, as provided below.~~

Pursuant to Education Code 45117, as amended by AB 438, a "permanent employee" is defined as an employee who was permanent at the time the notice or right to a hearing was required and an employee who became permanent after the date of the required notice.

Whenever a permanent classified employee is to be laid off for lack of work or lack of funds, the Superintendent or designee shall, no later than March 15 and before the employee is given formal notice by the Governing Board, give to the employee written notice of the recommendation, ~~shall be given to the employee informing him/her of the layoff, the reasons that the employee's services will not be required for the ensuing year, the date the layoff goes into effect, any displacement rights, and reemployment rights, and the employee's right to a hearing~~ The district shall adhere to the notice, hearing, and layoff procedures in Education Code 45117, Government Code 11503 and 11505, and other applicable provisions of law. ~~The notice shall be given~~ (Education Code 45117)

An employee who is so notified may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. The request shall be in writing and shall be delivered to the person who sent notice to the employee, on or before March 15 but not less than seven days after the date the notice is served on the employee. Failure of an employee to request a hearing on or before the date specified shall constitute a waiver of the employee's right to a hearing. (Education Code 45117)

The Superintendent or designee shall serve an employee who timely requests a hearing with the District Statement of Reduction in Force documents. The employee has five calendar days from service of the District Statement of Reduction in Force documents to timely file a notice of participation with the district. The parties are entitled to discovery, if requested within 15 days of service of the District Statement of Reduction in Force documents. (Education Code 45117)

Note: Education Code 45117, as amended by AB 438, allows permanent classified employees given notice of a layoff to request a hearing before an administrative law judge. On or before May 7, the administrative judge is required to submit the proposed decision, containing a determination as to the sufficiency of the cause and a recommendation as to disposition regarding the layoff, to the Board for consideration and to affected employee(s).



**LAYOFF/REHIRE (continued)**

If a hearing is requested by a permanent classified employee, the proceeding shall be conducted and a decision made by an administrative law judge in accordance with Government Code 11500-11529. The Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law judge's proposed decision. None of the findings, recommendations, or determinations in the proposed decision prepared by the administrative law judge shall be binding on the Board. (Education Code 45117)

Following the Board's decision, the Superintendent or designee shall give final notice of termination to the affected employee(s) before May 15 unless a continuance was granted after a request for hearing was made, in which case such date may be extended by the number of days of the continuance. (Education Code 45117)

Note: Pursuant to Education Code 45117, as amended by AB 438, the district may reduce classified staff due to lack of work or lack of funds when the Board determines, during the time between five days after the enactment of the Budget Act and August 15, that the district's total local control funding formula apportionment per unit of ADA for the fiscal year of the Budget Act has not increased by at least two percent.

If during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies, the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, and that it is therefore necessary to decrease the number of classified employees due to lack of work or lack of funds, the Board may issue a District Statement of Reduction in Force to those employees in accordance with a schedule of notice and hearing adopted by the Board, and layoff proceedings shall be carried out as required by law. (Education Code 45117)

- 1 — ~~At least 60 days prior to the effective date of the layoff, if the layoff is for lack of work resulting from a bona fide reduction or elimination of service being performed~~
- 2 — ~~No later than April 29, if the layoff is for lack of funds due to the expiration of a specially funded program at the end of any school year. However, if the termination date of the specially funded program is other than June 30, the employee shall be given notice at least 60 days from the effective date of the layoff~~

*(cf 4112 9/4212 9/4312 9 - Employee Notifications)*

~~The district is not required to provide the 60-day notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district (Education Code 45117)~~

**LAYOFF/REHIRE** (continued)

When classified positions are eliminated as a result of the expiration of a specifically funded program, the district shall give written notice to the affected employee(s) not less than 60 days prior to the effective date of the layoff informing the employee(s) of the layoff date, any displacement rights, and employment rights. (Education Code 45117)

The district ~~also~~ is not required to provide a layoff notice ~~the 60-day notice~~ to any person hired as a short-term employee for a period not exceeding 60 days whose service may not be extended or renewed (Education Code 45117)

Additionally, the district may release probationary classified employees without notice or hearing for reasons other than lack of work or lack of funds. (Education Code 45117)

**Reemployment**

Note The following **optional** section specifies the rights of employees who are laid off or who take voluntary demotion or reduction in assigned time in lieu of layoff Pursuant to Education Code 45308, laid-off classified employees have reemployment rights which are enforced in order of seniority rather than reverse order of layoff In Tucker v Grossmont Union High School District, a California appellate court ruled that a laid-off employee's reemployment right entitled ~~him~~ **the employee** to preference over any new applicant to available positions for which ~~he~~ **the employee** is qualified, including positions in different classes from which the employee was laid off

Classified employees laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants Reemployment shall be in order of seniority Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period (Education Code 45114, 45298, 45308)

Note Pursuant to San Mateo City School District v Public Employment Relations Board, districts may adopt procedures which implement Education Code 45113 and 45114 as long as such procedures do not replace or set aside mandatory Education Code provisions These procedures may be adopted pursuant to Board policy and/or collective bargaining agreement

The following **optional** paragraph should be **deleted** by districts with a collective bargaining agreement that contains reemployment procedures, unless the district also has unrepresented classified employees

When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by first calling the employee at ~~his/her~~ **the employee's** last known telephone number to notify ~~him/her~~ **the employee** of the vacancy and then sending written notice by certified and standard mail to ~~his/her~~ **the employee's** last known address The employee shall advise the district of ~~his/her~~ **the** decision by any means

**LAYOFF/REHIRE** (continued)

no later than 10 calendar days from the date the notice was sent. If the employee accepts, ~~he/she~~ **the employee** shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

Note: The following paragraph is **optional** and may be modified to reflect district practice.

In order to be reemployed, the employee must be capable of performing the essential duties of the job with or without reasonable accommodations. When an otherwise eligible employee is unable to perform the essential duties of the job, ~~he/she~~ **the employee** shall be kept on the reemployment list until another opportunity becomes available or the period of reemployment eligibility expires, whichever occurs first.

*(cf 4032 - Reasonable Accommodation)*

Note: An argument can be made that, absent a collective bargaining provision to the contrary, once a district has offered a laid-off classified employee a position pursuant to the employee's reemployment rights under Education Code 45298 and that employee has refused the position, the district has discharged its duty to that employee. Whether ~~or not~~ such action conflicts with an employee's statutory right to reemployment is unclear.

The following two **optional** paragraphs should be used only with the approval of the district's legal counsel, the number of refusals that will trigger the removal of the employee's name from the district's **reemployment** list should be modified accordingly.

Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and ~~he/she~~ **the employee** will forfeit all reemployment rights to which ~~he/she~~ **the employee** would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, ~~his/her~~ **the employee's** name shall be removed from the reemployment list and all reemployment rights to which ~~he/she~~ **the employee** would otherwise be entitled shall be forfeited.

~~Note: AB 2307 (Ch 586, Statutes of 2012) amended Education Code 45298 to provide that laid-off classified employees who are reemployed in a new position but fail to complete the probationary period for the new position shall be returned to the reemployment list for the remainder of the 39-month period, as provided below.~~

~~Although Education Code 45298 applies to districts using the merit system, pursuant to Education Code 45114, other districts are also required to lay off and reemploy classified employees in accordance with Education Code 45298.~~

If an employee is reemployed in a new position and fails to complete the probationary period in the new position, ~~he/she~~ **the employee** shall be returned to the reemployment list for the

**LAYOFF/REHIRE** (continued)

remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

**Reinstatement of Benefits**

Note: The following **optional** section should be **deleted** by districts that do not reinstate laid-off employee benefits upon reemployment and those whose collective bargaining agreements address the issue.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to ~~him/her~~ at the time of layoff.

A laid-off probationary employee shall be reemployed as a probationary employee, and the previous time served toward the completion of the required probationary period shall be counted. ~~He/she~~ **The employee** shall also be reemployed with all rights and benefits accorded to a probationary employee at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which ~~he/she~~ **the employee** would have progressed had ~~he/she~~ **the employee** remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

**Voluntary Demotion or Reduction of Hours**

Classified employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as employees who are laid off. In addition, such employees shall retain eligibility to be considered for reemployment in their previously held class or position with increased assigned time, for an additional period of time up to 24 months as determined by the ~~Governing~~ Board on a class-by-class basis, provided that the same test of fitness under which they qualified for appointment to that class shall still apply. (Education Code 45114, 45298)

Employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

**LAYOFF/REHIRE (continued)**

*Legal Reference*

EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications, classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures, definitions

45115 Layoff;- Reinstatement from service retirement

45117 Notice of layoff and hearing rights

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment of persons laid off, voluntary demotions or reductions in time, ~~districts adopting merit system~~

45308 Order of layoff and reemployment, length of service

45309 Reinstatement of permanent noncertified employees after resignation

GOVERNMENT CODE

11500-11529 Administrative adjudication; formal hearings

UNITED STATES CODE, TITLE 38

4301-4307 4335 ~~Veterans' Reemployment Rights~~ Employment and reemployment rights of members of the uniformed services

COURT DECISIONS

Tucker v. Grossmont Union High School District (2008) 168 Cal App 4<sup>th</sup> 640

San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal 3d 850, 866

*Management Resources*

WEB SITES

California School Employees Association [http //www.csea.com](http://www.csea.com)

(11/11 11/12) 12/21

# CSBA Sample Administrative Regulation

Students

AR 5125(a)

## STUDENT RECORDS

### Definitions

*Student* means any individual who is or has been in attendance at the district and regarding whom the district maintains student records (34 CFR 99.3)

*Attendance* includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program (34 CFR 99.3)

Note: Guidance issued by the U.S. Department of Education (USDOE) and U.S. Department of Health and Human Services clarifies that a student's immunization and health record maintained by the district is a "student record" subject to the Family Educational Rights and Privacy Act (FERPA)

*Student records* are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record (Education Code 49061, 49062, 5 CCR 430, 34 CFR 99.3)

Student records do not include (Education Code 49061, 49062, 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

Note: USDOE guidance, *Balancing Student Privacy and School Safety*, clarifies that records created by the district's law enforcement unit, such as student images appearing on security videotapes, are not considered student records under FERPA as long as the records are created for a law enforcement purpose

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

**STUDENT RECORDS** (continued)

- 4 Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

*Mandatory permanent student records* are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive (5 CCR 430)

*Mandatory interim student records* are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive (5 CCR 430)

*Permitted student records* are those records having clear importance only to the current educational process of the student (5 CCR 430)

*Disclosure* means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic (34 CFR 99.3)

*Access* means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record (Education Code 49061)

*Personally identifiable information* includes, but is not limited to (34 CFR 99.3)

- 1 The student's name
- 2 The name of the student's parent/guardian or other family members
- 3 The address of the student or student's family

Note Pursuant to 34 CFR 99.3, the definition of "personally identifiable information" includes a personal identifier such as a student's social security number. Education Code 49076.7 prohibits districts from collecting or soliciting social security numbers, or the last four digits of social security numbers, from students or their parents/guardians unless otherwise required to do so by state or federal law. If a social security number is collected under such circumstances, it must be classified as personally identifiable information and is subject to the restrictions related to access or de-identification of records specified in 34 CFR 99.30-99.39 and this administrative regulation.

4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)

**STUDENT RECORDS** (continued)

- 5 Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
- 6 Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

*Adult student* is a person who is or was enrolled in school and who is at least 18 years of age (5 CCR 430)

*Parent/guardian* means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent (Education Code 49061, 56050, 56055)

Note Education Code 49063 requires districts to include the criteria for defining "legitimate educational interest" and "school officials and employees" in their annual notification, see section "Notification of Parents/Guardians" below

*Legitimate educational interest* is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records

Note 34 CFR 99.31 defines "school officials and employees" for purposes of determining who may be given personally identifiable information from student records, as provided below. In 73 Fed Reg 74815 (2008), USDOE stated that local agencies are in the best position to determine the types of parties who may serve as school officials. Examples cited include school transportation officials (including bus drivers), school nurses, practicum and fieldwork students, unpaid interns, consultants, contractors, volunteers, and other outside parties providing institutional services and performing institutional functions, provided that each of the requirements in 34 CFR 99.31 has been met.

*School officials and employees* are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records (34 CFR 99.31)

*Contractor or consultant* is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced by the district. Contractor or consultant shall not include a volunteer or other party (Education Code 49076)

*Custodian of records* is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons (5 CCR 433)



**STUDENT RECORDS (continued)**

*County placing agency* means the county social service department or county probation department (Education Code 49061)

**Persons Granted Absolute Access**

In accordance with law, absolute access to any student records shall be granted to

- 1 Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069.7, Family Code 3025)
- 2 An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99 3, 99 5)

Note Pursuant to Education Code 56041 5, all the rights accorded to the parent/guardian of a student with disabilities, including the right to access student records, are transferred to the student at 18 years of age except when the student has been declared incompetent under state law

- 3 Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041 5)

*(cf 6159 - Individualized Education Program)*

**Access for Limited Purpose/Legitimate Educational Interest**

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose

Note Education Code 49076 and 34 CFR 99 31 require that access to relevant records be given to parents/guardians of a dependent child, defined by 26 USC 152 as one who lives with a parent/guardian for more than half the taxable year, meets the specified age requirements, has not provided more than half of one's own support during that year, and has not filed a joint tax return with a spouse

1. Parents/guardians of a **student 18 years of age or older who is a dependent child** as defined in 26 USC 152 (Education Code 49076, 34 CFR 99 31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99 31)

**STUDENT RECORDS** (continued)

- 4 Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

*(cf 5113 1 - Chronic Absence and Truancy)*

*(cf 5113 12 - District School Attendance Review Board)*

- 5 Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076, 34 CFR 99.31)

Note 34 CFR 99 34 requires the district to make a reasonable attempt to notify the parent/guardian or adult student when the district discloses certain information as described in the following paragraph However, if the district includes a statement in its annual parental notification that the district may forward education records under such circumstances, it is not obligated to individually notify parents/guardians or adult students The following **optional** paragraph may be deleted by districts that include such a statement in their annual parental notification See section below entitled "Notification of Parents/Guardians "

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record (34 CFR 99 34)

Note Item #6 below is for use by districts that maintain high schools Education Code 69432 9 provides that all students in grade 12 will be considered Cal Grant applicants and will have their grade point average (GPA) submitted to the Student Aid Commission, unless they opt out or are permitted under Commission rules to submit test scores in lieu of the GPA Education Code 69432 9 requires that the report be submitted on a standardized form provided by the Commission Pursuant to Education Code 69432 92, the Commission may also require that districts submit verification of high school graduation or its equivalent for all students who graduated in the prior academic year, except for students who have opted out

Education Code **69432.9** 49432-9 requires that parents/guardians be notified that their child's GPA will be forwarded unless they opt out within the time period specified in the notice This notification could be included in the annual parental notification issued pursuant to Education Code 48980

**STUDENT RECORDS** (continued)

- 6 The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA (Education Code 69432.9, 69432.92)

No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076, 34 CFR 99.3, 99.31, 99.35)

<p>Note Pursuant to Education Code 49076, county placing agencies authorized to assess the effectiveness of a state or federally funded program on behalf of federal, state, or local officials and agencies may be allowed access to student records. Education Code 49076 also authorizes districts, county offices of education, and county placing agencies to develop cooperative agreements to facilitate confidential access to and exchange of student information by email, facsimile, electronic format, or other secure means, provided the agreement complies with the requirements of 34 CFR 99.35</p>
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- 8 Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)
- 9 Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077, 5 CCR 435, 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order (Education Code 49077, 5 CCR 435, 34 CFR 99.31)

**STUDENT RECORDS** (continued)

- 10 Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
- 12 Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law (Education Code 49076)

- 13 Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours (Education Code 49076)

- 14 A foster family agency with jurisdiction over a currently enrolled or former student, short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (Education Code 49069.3)

**STUDENT RECORDS** (continued)

*(cf 6173 1 - Education for Foster Youth)*

- 15 A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

*(cf 6173 - Education for Homeless Children)*

16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
- 17 A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076, 20 USC 1232(g))
- 18 Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076 5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district in California or any other state or to a California private school (Education Code 49076 5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records

**STUDENT RECORDS** (continued)

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made (Education Code 49061)

*(cf 5021 - Noncustodial Parents)*

**Discretionary Access**

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

- 1 Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076, 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made (Education Code 49076, 34 CFR 99.32)

Note The following <b>optional</b> paragraph may be revised to reflect district practice
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Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made

- 2 Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)
- 3 Under the conditions specified in Education Code 49076 and 34 CFR 99.31,

**STUDENT RECORDS** (continued)

organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that (Education Code 49076, 34 CFR 99 31)

- a The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information
  - b. The information is destroyed when no longer needed for the purposes for which the study is conducted
  - c The district enters into a written agreement with the organization that complies with 34 CFR 99 31
- 4 Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99 34 (Education Code 49076, 34 CFR 99 31, 99 34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

Note Education Code 49076 includes "contractors" and "consultants," as defined in the section "Definitions" above, among the categories of individuals to whom a student's personally identifiable information may be disclosed under certain circumstances Unlike 34 CFR 99 31, however, Education Code 49076 prohibits disclosure of such information to volunteers and other parties

- 6 Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties (Education Code 49076)

*(cf 3600 - Consultants)*

Note Items #7 and 8 below are for use by districts that maintain high schools

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may

**STUDENT RECORDS** (continued)

be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076, 34 CFR 99 31)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99 37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076, 34 CFR 99 37)

*(cf 1400 - Relations Between Other Governmental Agencies and the Schools)*

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act (Education Code 49076)

**De-identification of Records**

Note 20 USC 1232(g) and Education Code 49076 authorize the district to release student records for specified purposes (e.g., to federal and state officials conducting program audits or to organizations conducting studies) without parent/guardian consent after the removal of all "personally identifiable information" as defined in the section entitled "Definitions" above and provided that the district has made a reasonable determination that a student's identity will not be personally identifiable through single or multiple releases. Education Code 49074 further authorizes the district to provide de-identified statistical data to public or private agencies, postsecondary institutions, or educational research organizations when such actions would be "in the best educational interests of students."

34 CFR 99 31 lists objective standards under which districts may release information from de-identified records. These standards are applicable to both requests for individual, redacted records and requests for statistical information from multiple records.

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information (Education Code 49074, 49076, 20 USC 1232g, 34 CFR 99 31)



**STUDENT RECORDS** (continued)**Process for Providing Access to Records**

Note Education Code 49069 **mandates** procedures for notifying parents/guardians of the location of student records if not centrally located. The following paragraph may be expanded to include notification procedures.

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069, 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

Note 5 CCR 431 **mandates** districts to establish written procedures to ensure the security of student records. The following three paragraphs reflect this mandate and should be modified to reflect any specific physical, technological, or administrative controls developed by the district.

34 CFR 99.31 requires districts to use "reasonable methods" to (1) ensure that school officials, employees, and outside contractors obtain access to only those records, both paper and electronic, in which they have a legitimate educational interest and (2) identify and authenticate the identity of parents/guardians, students, school officials, and any other party to whom the district discloses personally identifiable information from education records. In addition, 34 CFR 99.31 specifies that a district which does not use physical or technological access controls (e.g., a locked file cabinet or computer security limiting access) must ensure that its administrative policy for controlling access is effective and remains in compliance with the "legitimate educational interest" requirement.

The Analysis to Comments and Changes (73 Fed. Reg. 237, page 74817) suggests a balance of physical, technological, and administrative controls to prevent unauthorized access and to ensure that school officials do not have unrestricted access to the records of all students. The Analysis also clarifies that the reasonableness of the method depends, in part, on the potential harm involved. For example, high-risk records, such as social security numbers or other information that could be used for identity theft, should receive greater and more immediate protection.

In addition, as a condition of participation in an interagency data information system (e.g., California Longitudinal Pupil Achievement Data System), Education Code 49076 requires that the district develop security procedures or devices by which unauthorized personnel cannot access data in the system and procedures or devices to secure privileged or confidential data from unauthorized disclosure.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

**STUDENT RECORDS** (continued)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

Note 34 CFR 99.30 specifies information that must be included in the parent/guardian consent form, as provided below. The provisions in the following two paragraphs are required pursuant to the California Attorney General's model policy developed pursuant to Education Code 234.7. See the Office of the Attorney General's publication Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues.

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Note Education Code 49069 and 5 CCR 431 **mandate** that the district adopt procedures for granting parent/guardian requests to inspect, review, and obtain copies of records.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Note Education Code 49069 **mandates** procedures for the availability of qualified certificated personnel to interpret records when requested. The following paragraph may be expanded to include specific procedures for persons to request and receive the assistance of certificated personnel.

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

**Access Log**

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

**STUDENT RECORDS** (continued)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection (5 CCR 435)

Note The following **optional** paragraph may be revised to reflect district practice

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial

Note Although Education Code 49064 does not require the district to record access by individuals specified in items #1-5 below, the district may consider recording access by all individuals as part of the reasonable administrative controls required by 34 CFR 99 31, see section above entitled "Process for Providing Access to Records "

The log shall include requests for access to records by.

- 1 Parents/guardians or adult students
- 2 Students who are 16 years of age or older or who have completed the 10th grade
- 3 Parties obtaining district-approved directory information
- 4 Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

Note Pursuant to Education Code 234 7, any request for student information by a law enforcement agency for the purpose of enforcing immigration laws must be reported to the Superintendent and the Board, see the accompanying Board policy Therefore, it is recommended that the custodian of records make an entry in the log regarding any such requests, as provided in item #6 below

- 6 Law enforcement personnel seeking to enforce immigration laws

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064 (Education Code 49064; 5 CCR 432)

**Duplication of Student Records**

Note Education Code 49069 **mandates** that the district adopt procedures for granting parent/guardian requests for copies of student records pursuant to Education Code 49065

**STUDENT RECORDS** (continued)

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

*(cf 3260 - Fees and Charges)*

**Changes to Student Records**

Only a parent/guardian having legal custody of a student or ~~an adult~~ a student who is 18 years of age or is attending an institution of postsecondary education may challenge the content of a record or offer a written response to a record. (Education Code 49061)

*(cf 5125.3 - Challenging Student Records)*

No additions or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49062.5, 49070, 5 CCR 437)

**Note:** In CALPADS' "Update FLASH #158, Guidance for Changing a Student's Legal Name in CALPADS", the California Department of Education states that a request to change a student's legal name must be supported by legal documentation such as a court record, birth certificate, or passport.

**Any request to change a student's legal name in the student's mandatory permanent student record shall be accompanied with appropriate documentation.**

**Any challenge to the content of a student's record shall be filed in accordance with the process specified in AR 5125.3 - Challenging Student Records. (Education Code 49070)**

*(cf 5125.3 - Challenging Student Records)*

~~Note AB 711 (Ch 179, Statutes of 2019) added Education Code 49062.5 and amended Education Code 49070 to require districts to update a student's or former student's records to change the student's name and/or gender, as specified below.~~

~~When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to reflect the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. The district is not required to modify records that the former student has not requested for modification or reissuance. (Education Code 49062.5)~~

**STUDENT RECORDS (continued)***(cf 5145-3 - Nondiscrimination/Harassment)*

~~If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information (Education Code 49062-5)~~

- ~~1 — The date of the request~~
- ~~2 — The date the requested records were reissued to the former student~~
- ~~3 — A list of the records that were requested by and reissued to the former student~~
- ~~4 — The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender~~
- ~~5 — The name of the employee who completed the request~~
- ~~6 — The current and former names and/or genders of the student~~

~~Any former student who submits a request to change the legal name or gender on the student's records but is unable to provide any government issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125-3 - Challenging Student Records~~

**Retention and Destruction of Student Records**

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

*(cf 5111 - Admission)*

3. Sex of student
4. Name and address of parent/guardian of minor student

**STUDENT RECORDS** (continued)

- a Address of minor student if different from the above
- b Annual verification of parent/guardian's name and address and student's residence

*(cf 5111 1 - District Residency)*

- 5 Entrance and departure dates of each school year and for any summer session or other extra session
- 6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation

*(cf 5121 - Grades/Evaluation of Student Achievement)*

- 7. Verification of or exemption from required immunizations

*(cf 5141 31 - Immunizations)*

- 8 Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include (Education Code 48918, 51747, 5 CCR 432, 437, 16027)

- 1 Expulsion orders and the causes therefor

*(cf 5144 1 - Suspension and Expulsion/Due Process)*

*(cf 5144 2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

- 2 A log identifying persons or organizations who request or receive information from the student record
- 3 Health information, including verification or waiver of the health screening for school entry

*(cf 5141 32 - Health Screening for School Entry)*

- 4 Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge

**STUDENT RECORDS** (continued)

*(cf 6159 - Individualized Education Program)*

*(cf 6164 4 - Identification and Evaluation of Individuals for Special Education)*

5 Language training records

*(cf 6174 - Education for English Learners)*

6 Progress slips/notices required by Education Code 49066 and 49067

7 Parental restrictions/stipulations regarding access to directory information

8 Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9 Parent/guardian authorization or prohibition of student participation in specific programs

10 Results of standardized tests administered within the past three years

*(cf 6162 51 - State Academic Achievement Tests)*

11 Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

*(cf 6158 - Independent Study)*

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings

2 Standardized test results older than three years

3. Routine disciplinary data

*(cf 5144 - Discipline)*

4 Verified reports of relevant behavioral patterns

5 All disciplinary notices

6 Supplementary attendance records

**STUDENT RECORDS** (continued)

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction (5 CCR 437)

**Transfer of Student Records**

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records (Education Code 49068, 5 CCR 438)

Note Education Code 48201 requires districts to request records of a transferring student regarding acts that resulted in the student's suspension or expulsion from the previous school, as specified below. Once the record is received, the Superintendent or designee must inform the student's teachers of the acts, see AR 4158/4258/4358 - Employee Security

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion (Education Code 48201)

*(cf 4158/4258/4358 - Employee Security)*  
*(cf 5119 - Students Expelled From Other Districts)*

Note Pursuant to Education Code 49068, a district is required to transfer a copy of a student's records to another school in which the student is enrolled or intends to enroll within 10 school days of receiving a request for the records. However, this is not applicable in circumstances where a more restrictive timeline is required. For example, a district is required to transfer the records of a student who is a foster youth to the new school within two business days, pursuant to Education Code 48853.5

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school (Education Code 48918, 49068, 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days (Education Code 49069.5)



**STUDENT RECORDS** (continued)

All student records shall be updated before they are transferred (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of damage or loss of school property, this information shall be sent to the requesting district along with the student's records

*(cf 5125 2 - Withholding Grades, Diploma or Transcripts)*

**Notification of Parents/Guardians**

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities (Education Code 48985, 49063; 34 CFR 99.7)

*(cf 5145 6 - Parental Notifications)*

The notice shall include (Education Code 49063, 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

**STUDENT RECORDS** (continued)

8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091 14 containing the titles, descriptions, and instructional aims of every course offered by the school

*(cf 5020 - Parent Rights and Responsibilities)*

12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U S Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

Note Pursuant to 34 CFR 99 34, if the district's annual parental notification contains the information described in **optional** item #13 below, the district does not need to attempt to individually notify a parent/guardian or adult student when the district discloses an education record to officials of another school, school system, or postsecondary institution (see item #5 in the list of persons/agencies with legitimate educational interests in the section entitled "Access for Limited Purpose/Legitimate Educational Interest" above)

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Note The following paragraph reflects the Attorney General's model policy developed pursuant to Education Code 234 7

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order

**Student Records from Social Media**

Note The following **optional** section is for use by districts that have adopted a program, pursuant to Education Code 49073 6, to gather or maintain any information obtained from students' social media activity that pertains directly to school safety or student safety Districts that adopt such a program, as specified in the accompanying Board policy, must comply with the requirements described below Districts that have not adopted such a program should delete the following section

**STUDENT RECORDS** (continued)

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall (Education Code 49073 6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract
  - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or the student's parent/guardian
  - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

**Updating Name and/or Gender of Former Students**

Note ~~AB 711 (Ch 179, Statutes of 2019) added Education Code 49062 5 and amended Education Code 49070~~ to require a districts to update a student's or former student's records to **reflect a change to the former student's name and/or gender**, as specified below

**STUDENT RECORDS** (continued)

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to ~~reflect~~ **include** the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. ~~The district is not required to modify records that the former student has not requested for modification or reissuance.~~ (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information (Education Code 49062.5)

- 1 The date of the request
- 2 The date the requested records were reissued to the former student
- 3 A list of the records that were requested by and reissued to the former student
- 4 The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
- 5 The name of the employee who completed the request
- 6 The current and former names and/or genders of the student

Any former student who submits a request to change the legal name **and/or** gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records (**Education Code 49062.5**)

(5/18 12/19) 12/21

# Cottonwood Union School District

## ENROLLMENT UPDATE

<b>Current Enrollment as of 10/14/2021</b>											
School	As of 6/9/21	As of 05/12/22	As of 04/14/22	As of 03/10/22	As of 02/10/22	As of 01/14/22	As of 12/09/21	As of 11/10/21	As of 10/14/21	As of 9/16/21	Difference 9/16 to Current +/-
North						520	520	522	525	530	-10
West						384	385	384	391	393	-9
Total District						904	905	906	916	923	-19
CCCS						253	254	254	254	252	+1

<b>CBEDS Enrollment (First Wednesday of October)</b>					
District	16/17	17/18	18/19	19/20	20/21
Total	868	940	932	943	948

## ATTENDANCE UPDATE

<b>Five year P-2 Historical Data (average daily attendance over 8 months)</b>				
16/17	17/18	18/19	19/20	20/21
835 9	890 86	888 28	896 99	879 89

**Academic School Year 2021-2022**  
**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186]

District: Cottonwood Union School District  
 Form Completed By: Amanda McAbel Title District Administrative Assistant

Quarterly Report Submission Date:  
 (Please check one)  October 2021  April 2022  
 January 2022  July 2022

Date for information to be reported publicly at governing board meeting: 01/18/2022

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	0	0	0
Teacher Vacancy or Misassignments	0	0	0
Facilities Conditions	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Doug Geren**

\_\_\_\_\_  
 Print Name of District Superintendent

  
 \_\_\_\_\_  
 Signature of District Superintendent

12.28.2021  
 Date

Submit by the 15th of the month to Barbara Erlei at [berlei@shastacoe.org](mailto:berlei@shastacoe.org)