



Hydesville Elementary School District

P.O. Box 551 • Hydesville, California 95547-0551

Board of Trustees Meeting Agenda

Monday, February 11, 2019 • 5:30 PM (Closed Session), 6:30 PM (Open Session)

Hydesville School Library

3050 Johnson Road Hydesville, CA 95547

1.0 Call to Order/Flag Salute

2.0 Public Comment *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.*

3.0 Convene to Closed Session *With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54945.5.*

3.1 Conference with Legal Council- Significant Exposure to Litigation (Cal. Gov. Code § 54956.9(d)(2))

3.2 Consider Resignations (Superintendent and Classroom Teacher) (Cal. Gov. Code § 54957, 54957.1)

3.3 Personnel (Cal. Gov. Code § 54957)

3.4 Collective Bargaining Negotiations (Cal. Gov. Code § 54957)

4.0 Reconvene to Open Session

4.1 Report Any Action Taken During Closed Session

5.0 Approval of Agenda Order

6.0 Student Report

7.0 Awards and Recognitions

7.1 Arlene Polansky

8.0 Reports

8.1 Hydesville Parent Group

8.2 Hydesville Sports Booster Club

8.3 Athletic Director

8.4 Staff Report

8.5 Superintendent-Principal

9.0 Consent Agenda

9.1 Approval of Minutes, January 14, 2019, Regular Board Meeting

9.2 Approval of Warrants



Hydesville Elementary School District

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10.0 Public Comment *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.*

11.0 Public Comment on LCAP *Members of the public may provide input pertaining to the Local Control Accountability Plan (LCAP) in an effort to address State Priority 8 (Increase opportunities for stakeholders to be involved in the decision making process).*

12.0 Discussion/Action Items

12.1 Discussion Items:

- 12.1.1 District Goal Setting
- 12.1.2 Review Community Relations AR (1114)
- 12.1.2 First Reading of Communication with the Public (BP 1110)
- 12.1.4 8th Grade Advisor Job Description Update
- 12.1.5 Potential 2019-2020 School Year Calendar

12.2 Possible Action Items:

- 12.2.1 Consider Approval of Class of 2020 Trip
- 12.2.2 Consider Approval of Corrective Actions for 2017-18 Audit
- 12.2.3 Consider Approval of Low-Performing Student Block Grant Proposal
- 12.2.4 Consider Approval of Updated Board Policies:
 - Nondiscrimination In District Programs And Activities (BP 0410)
 - Uniform Complaint Procedure Policy (BP 1312.3)
 - Admission (BP 5111)
 - Nondiscrimination/Harassment Policy (BP 5145.3)

13.0 Board Member Comments

14.0 Announcements

14.1 Next Regular Board Meeting is Monday, March 11, 2019. Closed session begins at 5:30 PM, reconvening to open session at 6:30 PM.

14.2 Recommended additions to the agenda can be submitted to the board president or superintendent seven days prior to the next regular meeting date.

14.3 Community Dinner (LCAP Stakeholders Meeting #2) will be Tuesday, February 26, 5:30-7:00 PM, in the gymnasium.

15.0 Adjournment

NOTICE: *Any writing, not exempt from public disclosure under the California Public Records Act, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the Hydesville Elementary School office.*



Hydesville Elementary School District

P.O. Box 551 • Hydesville, California 95547-0551

NOTICE: Hydesville Elementary School adheres to the Americans with Disabilities Act. Should you require special accommodations or auxiliary aids and services in order to participate in the Board meeting, please contact the superintendent at least three (3) days prior to the meeting.



Hydesville Elementary School District

P.O. Box 551 • Hydesville, California 95547-0551

ENROLLMENT

As of January 31

	2016-17	2017-18	2018-19
Transitional Kindergarten	--	--	3
Kindergarten	19	20	19
First	24	18	22
Second	21	24	22
Third	22	18	23
Fourth	20	21	19
Fifth	18	26	21
Sixth	23	20	26
Seventh	20	20	19
Eighth	24	21	15
TOTAL	191	188	189

AVERAGE DAILY ATTENDANCE

January 1-31

2016-17	2017-18	2018-19
94.11%	94.33%	95.09%



Hydesville Elementary School District

P.O. Box 551 • Hydesville, California 95547-0551

Board of Trustees Meeting Minutes
Monday, January 14, 2019 • 6:30 PM
Hydesville School Library
3050 Johnson Road Hydesville, CA 95547

1.0 Call to Order

Meeting called to order at 6:30pm.

Governance Roll Call: (Present) Thomas Valterria, Mandy Marquez, Mollie Holmgren, and Clint Victorine; (Absent) Dave Fisch

2.0 Approval of Agenda Order

Moved/seconded to approve agenda order (Mollie/Mandy). VOTE: 4 ayes / 0 noes. Motion carried.

3.0 Student Council Report

Delivered by Morgan Marquez

4.0 Consent Agenda

- 4.1 Approval of Minutes, December 10, 2018, Regular Board Meeting
- 4.2 Approval of Warrants
- 4.3 Approval of William's Quarterly Report

Moved/seconded for approved (Mandy/Clint). VOTE: 4 ayes /0 noes. Motion carried.

Mandy requested that 4.2 be pulled for discussion.

5.0 Reports

- 5.1 Hydesville Parent Group *Delivered by Shiloh Mitten*
- 5.2 Hydesville Sports Booster Club *Delivered by Nicole Genaro and Clint Victorine*
- 5.3 Athletic Director *Delivered by Clint Victorine and Nicole Genaro*
- 5.4 Staff Report *Delivered by Scott Williams*
- 5.5 Superintendent-Principal *Delivered by August Deshais*

6.0 Public Comment *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.*

No Comments



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7.0 Public Comment on LCAP *Members of the public may provide input pertaining to the Local Control Accountability Plan (LCAP) in an effort to address State Priority 8 (Increase opportunities for stakeholders to be involved in the decision making process).*

No Comments

8.0 Discussion/Action Items

8.1 Discussion Items:

8.1.1 Vision/Mission Statement

Should streamline the mission statement and have it in the classrooms for the students to see, read, and understand. Should be revised including teachers, classified staff, and stakeholders.

8.1.2 Board Member/Meeting Norms and Protocols

If there is public comment any board member can ask clarifying questions, but can't comment or engage in back and forth discussion. Also discussed protocols and how motions and amendments are made. The Board asked that the amended motion section in the Governance Handbook be removed.

8.1.3 Governance Calendar and Handbook

Goal setting session added to the February calendar and ongoing. Next month review Superintendent evaluation form. Board self evaluation will take place in June.

8.1.4 Low Performing Student Block Grant

More information needed for this grant. Money must be spent by end of 2020-2021 school year. Money can only be spent on the students that are identified from the 2016-2017 school year.

8.1.5 Governor's Budget Proposal Summary

Discussion regarding the changes that the budget may see due to changes from the legislature. The May Revise will tell us more.

8.1.6 Board Policy Development Workshop from CSBA

Enrolled all Board Members in the Masters and Government courses they wanted. Discussion regarding the options that are available to update board policies through CSBA and keep them in compliance.

8.2 Possible Action Items:

8.2.1 Consider Approval of CS-7 (Authorization to sign warrants and payroll)

Moved/seconded for approved changes on CS7 (Mollie/Thomas). VOTE: 4 ayes /0 noes. Motion carried.

8.2.2 Consider Approval of Resolution to Allow Redeposit and Permissive Receivable Payroll

Moved/seconded for approval of the resolution. (Mollie/Clint). VOTE: 4 ayes /0 noes. Motion carried.



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8.2.3 Consider Approval of 2017-18 Audit Report

Moved/seconded for approval of audit. (Mollie/Clint). Discussed the need to increase instructional minutes as a buffer in order not to get a finding next year. VOTE: 4 ayes / 0 noes. Motion carried.

8.2.4 Consider Approval of 2017-18 School Accountability Report Card

Moved/seconded for approval of SARC (Mollie/Mandy). Discussed how to increase test scores, curriculum and computerized testing. VOTE: 4 ayes / 0 noes. Motion carried.

8.2.5 Consider Adoption of Administrative Regulation 4127(e), Athletic Coach Selection

Moved/seconded for adoption of administrative regulation (Mollie/Mandy). Discussed an athletic packet including the sports policy and code of conduct for coaches and assistant coaches. VOTE: 4 ayes / 0 noes. Motion carried.

8.2.6 Consider Adoption of Administrative Regulation 6153(c), Overnight Chaperone Selection

Moved/seconded for adoption of administrative regulation (Mandy/Clint). Discussed a limit of staff members going on field trips, priorities of selection of chaperones and amend the policy to a limit of 2 staff members. Mandy amended motion to add a 2 staff limit for overnight field trips. VOTE: 4 ayes / 0 noes. Motion carried.

9.0 Board Member Comments

Mandy: Request for fundraising, grant requests, etc. need to be formalize and shared so everyone knows the process.

Clint: Requested we continue coaching selection process discussion by year's end. Possibly stipends can be deferred if not going to staff (per negotiations)?

Mollie: Review the 8th grade advisor/graduation job description and consider if the two tasks should be separated.

10.0 Announcements

10.1 Next Regular Board Meeting is Monday, February 11, 2019. Closed session begins at 5:30 PM (if held), reconvening to open session at 6:30 PM.

10.2 Recommended additions to the agenda can be submitted to the board president or superintendent seven days prior to the next regular meeting date.

10.3 Coffee with the Principal (LCAP Stakeholders Meeting #1) will be Monday, February 4, 8:30-9:30 AM, in the gymnasium.

11.0 Adjournment



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Meeting adjourned at 9:09 PM.

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APY500
DORA
24 HYDESVILLE

HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST
ALL BATCH TYPES

#J4819 01/24/2019
PAGE 1

BATCH: 0028

<< Held for Audit >>

FUND: 01 GENERAL FUND

VENDOR NO VENDOR REMIT NAME TAX ID NO 1099
REQ NO REF NO INV DATE INV DESC DTL# LN Fu Res Y Goal Func Obj Sch Mgmt AMOUNT UT UT OBJ RATE USE TAX AMT FLAG

002079-01 DEPARTMENT OF JUSTICE

PV-190537 01/04/19 348274 01 01-0000-0-0000-7200-5861-000-0000 64.00 N 0.00 N
TOTAL PAYMENT AMOUNT 64.00 * 0.00 *

030028-01 PERSONNEL CONCEPTS

PV-190535 12/20/18 LABOR LAW POSTER 01 01-0000-0-0000-7200-4351-000-0000 40.22 N 0.00 N
TOTAL PAYMENT AMOUNT 40.22 * 0.00 *

002429-01 THE PHONE GUY 542187389

PV-190536 12/17/18 18-2556 01 01-0000-0-1193-8100-5800-000-0000 476.57 N 0.00 Y
TOTAL PAYMENT AMOUNT 476.57 * 0.00 *

002690-01 U.S.BANK CORPORATE PAYMENT CTR

CM-190005 12/21/18 WAYFAIR 01 01-9012-0-1110-1000-4310-000-1910 215.83 N 0.00 N
PV-190515 01/07/19 BANK FEE 01 01-0000-0-0000-7200-5886-000-0000 51.72 N 0.00 N
PV-190516 12/10/18 USPS 01 01-0000-0-0000-7200-5950-000-0000 50.00 N 0.00 N
PV-190517 12/11/18 AMAZON 01 01-0000-0-0000-7200-4351-000-0000 58.17 N 0.00 N
PV-190518 12/13/18 AMAZON 01 01-9012-0-1110-1000-4310-000-1909 50.65 N 0.00 N
PV-190519 12/14/18 PRIME VIDEO 01 01-1100-0-1110-1000-4310-000-0111 2.99 N 0.00 N
PV-190520 12/14/18 PRIME VIDEO 01 01-1100-0-1110-1000-4310-000-0111 7.99 N 0.00 N
PV-190521 12/18/18 USPS 01 01-0000-0-0000-7200-5950-000-0000 56.90 N 0.00 N
PV-190522 12/20/18 LEARNING RESOURC 01 01-9012-0-1110-1000-4310-000-1904 220.82 N 0.00 N
PV-190523 12/23/18 AMAZON 01 01-0000-0-0000-7200-4351-000-0000 11.63 N 0.00 N
PV-190524 12/28/18 AMAZON 01 01-9012-0-1110-1000-4310-000-1906 451.01 Y 9560-00 7.750% 34.95 N
PV-190524 12/28/18 AMAZON 01 01-1100-0-1110-1000-4310-000-0111 80.75 Y 9560-00 7.750% 6.26 N
PV-190525 12/10/18 AMAZON 01 01-9012-0-1110-1000-4310-000-1909 296.30 N 0.00 N
PV-190526 12/10/18 AMAZON 01 01-6500-0-5770-1120-4310-000-0000 84.50 Y 9560-00 7.750% 6.55 N
PV-190527 12/11/18 WAYFAIR 01 01-9012-0-1110-1000-4310-000-1910 229.48 N 0.00 N
PV-190528 12/18/18 MAKERBOT 01 01-9012-0-1110-1000-4310-000-1905 315.00 N 0.00 N
PV-190528 12/18/18 MAKERBOT 01 01-0000-0-1110-1000-4310-000-0000 2.90 N 0.00 N
PV-190529 12/18/18 OFFICE DEPO 01 01-9012-0-1110-1000-4400-000-1907 500.00 N 0.00 N
PV-190529 12/18/18 OFFICE DEPO 01 01-1100-0-1110-1000-4310-000-0113 17.19 N 0.00 N
PV-190530 12/19/18 AMAZON 01 01-0000-0-0000-7200-4351-000-0000 31.26 N 0.00 N
PV-190530 12/19/18 AMAZON 01 01-4127-0-1133-1000-4310-000-0000 20.61 N 0.00 N
PV-190531 12/20/18 AMAZON 01 01-9012-0-1110-1000-4310-000-1903 75.42 N 0.00 N
PV-190533 12/20/18 WAYFAIR 01 01-9012-0-1110-1000-4310-000-1910 216.55 N 0.00 N
PV-190534 12/26/18 AMAZON 01 01-9012-0-1110-1000-4310-000-1903 385.74 N 0.00 N
TOTAL PAYMENT AMOUNT 3,001.75 * 47.76 *

TOTAL FUND PAYMENT 3,582.54 ** 47.76 **

TOTAL BATCH PAYMENT 3,582.54 *** 47.76 ***

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1/24/19

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DORA
24 HYDESVILLE

HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST
ALL BATCH TYPES

#J6150
01/29/2019
PAGE 1

BATCH: 0029

<< Held for Audit >>

FUND: 01 GENERAL FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO	1099																			
REQ NO	REF NO	INV DATE	INV DESC	DTL#	LN	Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	AMOUNT	UT	UT OBJ	RATE	USE	TAX	AMT	FLAG	
030091-01	BERTOLINI, GEORGIA																					
	PV-190541	01/23/19	TCI PORTAL		01		01-1100-0-1110-1000-4310-000-0119							96.00	N					0.00	N	
			TOTAL PAYMENT AMOUNT											96.00	*					0.00	*	
030039-01	COASTAL BUSINESS SYSTEMS INC																					
	PV-190540	01/09/19	24048035		01		01-0000-0-1110-1000-5637-000-0000							969.18	N					0.00	N	
			TOTAL PAYMENT AMOUNT											969.18	*					0.00	*	
001933-01	SPURR																					
	PV-190539	12/31/18	96206		01		01-0000-0-1193-8100-5511-000-0000							684.02	N					0.00	N	
			TOTAL PAYMENT AMOUNT											684.02	*					0.00	*	
002570-01	SUDDENLINK																					
	PV-190538	01/19/19	01/20-02/19		01		01-0000-0-1193-8100-5909-000-0000							242.33	N					0.00	N	
			TOTAL PAYMENT AMOUNT											242.33	*					0.00	*	
	TOTAL FUND PAYMENT													1,991.53	**					0.00	**	

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24 HYDESVILLE

HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST
ALL BATCH TYPES

WJ6150 01/29/2019
PAGE 2

BATCH: 0029

<< Held for Audit >>

FUND: 13 CAFETERIA FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO	REQ NO	REF NO	INV DATE	INV DESC	DTL#	LN	Fu Res	Y Goal	Func	Obj	Sch Mgmt	AMOUNT	UT	UT OBJ	RATE	USE TAX	AMT	FLAG
=====																				
001711-01	FRANZ FAMILY BAKERIES																			
	PV-190543	01/07/19	049044200708					01	13-5310-0-0000-3700-4710-000-0000					62.92	N				0.00	N
									TOTAL PAYMENT AMOUNT					62.92	*				0.00	*
002500-01	MURRISH'S HYDESVILLE MARKET																			
	PV-190544	10/08/18	012885					01	13-5310-0-0000-3700-4710-000-0000					4.59	N				0.00	N
									TOTAL PAYMENT AMOUNT					4.59	*				0.00	*
002505-01	SYSCO FOODS OF SACRAMENTO																			
	PV-190542	01/22/19	231118649					01	13-5310-0-0000-3700-4710-000-0000					530.30	N				0.00	N
									TOTAL PAYMENT AMOUNT					530.30	*				0.00	*
	TOTAL FUND PAYMENT													597.81	**				0.00	**
	TOTAL BATCH PAYMENT													2,589.34	***				0.00	***
	TOTAL ACCOUNTS PAYABLE													2,589.34	****				0.00	****

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1/29/19

APY500
24 HYDESVILLE

HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST
ALL BATCH TYPES

#J839 02/05/2019
PAGE 1

BATCH: 0030

<< Held for Audit >>

FUND: 01 GENERAL FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO	REQ NO	REF NO	INV DATE	INV DESC	DTL#	LN	Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	AMOUNT	UT	UT	OBJ	RATE	USE	TAX	AMT	FLAG
=====																									
030076-01	CITI CARDS																								
	PV-190558	01/17/19	BANK FEES					01	01-0000-0-0000-7200-5886-000-0000								29.05	N					0.00	N	
									TOTAL PAYMENT AMOUNT								29.05	*					0.00	*	
=====																									
030089-01	COASTAL BUSINESS SYSTEMS																								
	PV-190553	01/29/19	AR32324					01	01-0000-0-0000-7200-4351-000-0000								130.72	N					0.00	N	
									TOTAL PAYMENT AMOUNT								130.72	*					0.00	*	
=====																									
030120-01	MATSON & VALLERGA																								
	PV-190548	12/19/18	18109.01					01	01-0230-0-1193-8100-5800-000-0000								780.00	N					0.00	N	
									TOTAL PAYMENT AMOUNT								780.00	*					0.00	*	
=====																									
002166-01	P G & E																								
	PV-190550	01/22/19	3662253047-9					01	01-0000-0-1193-8100-5520-000-0000								11.12	N					0.00	N	
									TOTAL PAYMENT AMOUNT								11.12	*					0.00	*	
=====																									
001516-01	RECOLOGY EEL RIVER																								
									942293478																
	PV-190546	01/31/19	110751 JAN					01	01-0000-0-1193-8100-5560-000-0000								399.26	N					0.00	N	
									TOTAL PAYMENT AMOUNT								399.26	*					0.00	*	
=====																									
002222-01	SONOMA COUNTY OFFICE OF ED																								
	PV-190551	01/16/19	IN19-01844					01	01-0000-0-0000-7200-5210-000-0000								50.00	N					0.00	N	
									TOTAL PAYMENT AMOUNT								50.00	*					0.00	*	
=====																									
002342-01	SPORT & CYCLE	(C)																							
	PV-190554	01/07/19	214714					01	01-1100-0-1300-4200-4310-000-0000								105.18	N					0.00	N	
									TOTAL PAYMENT AMOUNT								105.18	*					0.00	*	
=====																									
002437-01	WELLS FARGO FINANCIAL LEASING																								
	PV-190545	01/27/19	5005828248					01	01-0000-0-1110-1000-5637-000-5637								317.87	N					0.00	N	
									TOTAL PAYMENT AMOUNT								317.87	*					0.00	*	
=====																									

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2/6/19

APY500

HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST

#J839

02/05/2019

24 HYDESVILLE

ALL BATCH TYPES

PAGE 2

BATCH: 0030

<< Held for Audit >>

FUND: 01 GENERAL FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO												1099																						
REQ NO	REF NO	INV DATE	INV DESC	DTL#	LN	Fu	Rea	Y	Goal	Func	Obj	Sch	Mgmt	AMOUNT	UT	UT	OBJ	RATE	USE	TAX	AMT	FLAG														
TOTAL FUND PAYMENT													1,823.20	**																					0.00	**

Handwritten signature and date:
2/6/19

APY500

HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST

#J039

02/05/2019

24 HYDESVILLE

ALL BATCH TYPES

PAGE 3

BATCH: 0030

<< Held for Audit >>

FUND: 13 CAFETERIA FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO																1099			
REQ NO	REF NO	INV DATE	INV DESC	DTL#	LN	Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	AMOUNT	UT	UT OBJ	RATE	USE	TAX	AMT	FLAG
=====																					
002327-01 CDE																					
	PV-190549	01/28/19	19 SF-10729		01	13	5310	0	0000	3700	4710	000	0000	116.85	N				0.00		N
	TOTAL PAYMENT AMOUNT													116.85	*			0.00	*		
030076-01 CITI CARDS																					
	PV-190555	12/26/18	COSTCO		01	13	5310	0	0000	3700	4710	000	0000	29.98	N				0.00		N
	PV-190556	01/05/19	SMARTFOOD		01	13	5310	0	0000	3700	4710	000	0000	16.16	N				0.00		N
	PV-190556	01/05/19	SMARTFOOD		01	13	5310	0	0000	3700	4396	000	0000	77.01	N				0.00		N
	PV-190557	01/05/19	COSTCO		01	13	5310	0	0000	3700	4710	000	0000	12.18	N				0.00		N
	TOTAL PAYMENT AMOUNT													135.33	*			0.00	*		
030009-01 POLANSKY, ARLENE																					
	PV-190552	01/29/19	COSTCO		01	13	5310	0	0000	3700	4396	000	0000	18.43	N				0.00		N
	TOTAL PAYMENT AMOUNT													18.43	*			0.00	*		
	TOTAL FUND PAYMENT													270.61	**			0.00	**		
	TOTAL BATCH PAYMENT													2,093.81	***			0.00	***		
	TOTAL ACCOUNTS PAYABLE													2,093.81	****			0.00	****		

Ang Mosh
2/6/19



Hydesville Elementary School District

P.O. Box 551 • Hydesville, California 95547-0551

District-Sponsored Social Media

AR 1114

Definitions

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs.

Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

(cf. 1230 - School-Connected Organizations)

(cf. 1260 - Educational Foundations)

Authorization for Official District Social Media Platforms

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain approval from the principal before creating an official classroom or team social media platform.

Guidelines for Content

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

(cf. 0440 - District Technology Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 6020 - Parent Involvement)



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(cf. 6145.5 - Student Organization and Equal Access)

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

(cf. 4132/4232/4332 - Publication or Creation of Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

Each official district social media platform shall prominently display:

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.
2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:
 - a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation
 - b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment

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

(cf. 1160 - Political Processes)

(cf. 1325 - Advertising and Promotion)

4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.



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5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.
6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.
7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.
8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

District employees who participate in official district social media platforms shall adhere to all applicable district policies and procedures, including, but not limited to, professional standards related to interactions with students.

(cf. 4040 - Employee Use of Technology)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

When appropriate, employees using official district social media platforms shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media platforms.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)



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Communication With The Public

BP 1100

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests of the community. The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 9000 - Role of the Board)

The Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues. Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.

(cf. 1112 - Media Relations)

(cf. 1340 - Access to District Records)

(cf. 2111 - Superintendent Governance Standards)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9005 - Governance Standards)

(cf. 9010 - Public Statements)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Superintendent or designee shall utilize a variety of methods to provide information to the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social media, electronic communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.



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- (cf. 0510 - School Accountability Report Card)
- (cf. 1113 - District and School Web Sites)
- (cf. 1114 - District-Sponsored Social Media)
- (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
- (cf. 1700 - Relations Between Private Industry and the Schools)

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

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

The Superintendent or designee may provide staff members with professional development to assist them in effectively responding to requests for information or assistance by parents/guardians or members of the public.

- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

The Superintendent or designee shall provide multiple avenues and opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

- (cf. 0460 - Local Control and Accountability Plan)
- (cf. 1220 - Citizen Advisory Committees)
- (cf. 1230 - School-Connected Organizations)
- (cf. 1240 - Volunteer Assistance)
- (cf. 1250 - Visitors/Outsiders)
- (cf. 1260 - Educational Foundation)
- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 3555 - Nutrition Program Compliance)
- (cf. 6020 - Parent Involvement)



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(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

Mass Mailings at Public Expense

Newsletters or mass mailings regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.

(cf. 1160 - Political Processes)

A mass mailing is prohibited if all of the following criteria are met: (Government Code 89001-89002)

1. The mailing involves sending a tangible item, such as a videotape, record, button, or written document, which is delivered by any means to recipients at their residence, place of employment or business, or post office box.
2. The item features a Board member or includes the name, office, photograph, or other reference to a Board member and is prepared or sent in cooperation, consultation, coordination, or concert with the Board member.
3. The costs of distribution, or any costs of design, production, and printing exceeding \$50, are paid with district funds.
4. More than 200 substantially similar items, as defined in Government Code 89002, are sent in a single calendar month.

The above prohibition does not apply to the types of mass mailings specified in Government Code 89002(b), including, but not limited to: (Government Code 89002)

1. An item in which the Board member's name appears only in a roster containing the names of all Board members or in the letterhead or logotype of the stationery, forms, and envelopes of the district, a district committee, or the Board member
2. An announcement including only a single mention of the Board member's name which concerns a public meeting related to the Board member's duties or any official district event(s) for which the district is providing the use of its facilities, staff, or other financial support



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3. A business card that contains only one mention of the Board member's name and no photograph of the Board member

However, any of the excepted mailings listed in items #1-3 above that meets the criteria for prohibited mass mailings shall not be sent within 60 days preceding an election in which a Board member to whom the mailing relates will appear on the ballot as a candidate. (Government Code 89003)

Comprehensive Communications Plan

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored to each target audience, timelines, persons responsible for each activity, and budget implications.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, community leaders, state or federal legislators or agencies, and/or other segments of the public.

The plan shall incorporate strategies for effective communications during a crisis or other emergency situation that may arise.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall periodically evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

Legal Reference:

EDUCATION CODE



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7054 Use of district property or funds re: ballot measures and candidates
35145.5 Board meetings, public participation
35172 Promotional activities
38130-38138 Civic Center Act
48980-48985 Parental notifications
GOVERNMENT CODE
54957.5 Meeting agendas and materials
82041.5 Mass mailing
89001-89003 Newsletter or mass mailing
CODE OF REGULATIONS, TITLE 2
18901.1 Campaign-related mailings sent at public expense
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

HYDESVILLE ELEMENTARY SCHOOL DISTRICT
8th Grade Advisor

Job Summary

Coordinate 8th grade activities related to the 8th grade class trip and graduation ceremony

Examples of Duties

Act as chairperson for 8th grade graduation and 8th Grade Trip activities; monitor fundraising activities; hold regular meetings to collaborate with parents and students on trip planning; establish a budget for use during the year and provides appropriate accounting for expenditures and receipts, including deposits made immediately after events; projection sheet for events (pre and then post); timely warrant requests; review trip itinerary for approval with the Superintendent/Principal and the Governing Board, parents and students to plan 8th Grade Graduation Ceremony, monitor behavior requirements necessary for participation in accordance with the 8th Grade Activities Policy; personally chaperone and assist the Superintendent/Principal in securing additional chaperones for 8th Grade Trip.

Employment Standards

Education and Experience

- College degree preferred
- Two years of experience in an educational environment
- Maintain CPR and First Aid Certification.

Abilities

- Develop a budget
- Plan and organize a trip for a large group of students
- Facilitate regular parent meetings
- Understand school and activity rules and regulations
- Maintain appropriate student behavior
- Understand HESD policies and procedures regarding fundraising events
- Maintain positive communication with students, parents, and staff
- Consult with 8th grade teacher regarding graduation planning

Physical Requirements

- Lift/move materials up to 40 pounds.
- Walk for an extended period of time

HCOE DRAFT 2019-2020 School Calendar

School Month	Mon	Tues	Wed	Thurs	Fri	Week/ Days Taught	
	(19)	(20)	(21)	22	23	2	(Staff Duty Days)
August 26 to September 20 FIRST MONTH	26 2 9 16	27 3 10 17	28 4 11 18	29 5 12 19	30 6 13 20	19	Students start August 22 Labor Day - September 2
September 23 to October 18 SECOND MONTH	23 30 7 14	24 1 8 15	25 2 9 16	26 3 10 17	27 4 11 18	20	
October 21 to November 15 THIRD MONTH	21 28 4 11	22 29 5 12	23 30 6 13	24 31 7 14	25* (1) 8 15	19	Veterans' Day Observed - Nov. 11
November 18 To December 13 FOURTH MONTH	18 25 2 9	19 26 3 10	20 27 4 11	21 28 5 12	22 29 6 13	15	Thanksgiving Holiday Week
December 16 To January 24 FIFTH MONTH	16 6 13 20	17 7 14 21	18 8 15 22	19 9 16 23	20 10 17* 24	19	Winter Break - Dec. 23 - Jan. 3 MLK Day - January 20
January 27 To February 21 SIXTH MONTH	27 3 10 17	28 4 11 18	29 5 12 19	30 6 13 20	31 7 14 21	15	Presidents' Week - Feb 17-21
February 24 to March 20 SEVENTH MONTH	24 2 9 16	25 3 10 17	26 4 11 18	27 5 12 19	28 6 13 20	20	
March 23 To April 17 EIGHTH MONTH	23 30 6 13	24 31 7 14	25 1 8 15	26 2 9 16	27* 3 10 17	15	Spring Break - April 13-17
April 20 To May 15 NINTH MONTH	20 27 4 11	21 28 5 12	22 29 6 13	23 30 7 14	24 1 8 15	20	
May 18 to June 12 TENTH MONTH	18 25 1 8	19 26 2 9	20 27 3 10*	21 28 4 (11)	22 29 5 12	17	Memorial Day - May 25 Last day for students June 10
						180*	

() Potential Staff Duty Days

☐ Holiday

Local Recess

* End of Quarter

1st Quarter -

2nd Quarter -

3rd Quarter -

4th Quarter -

46

43

44

47

180

FORTUNA ELEMENTARY SCHOOL DISTRICT 2019-2020 SCHOOL CALENDAR

SCHOOL MONTH	Mon	Tues	Wed	Thurs	Fri	Days Taught	Holidays
August			(21)	(22)	(23)		Certificated Staff Duty Days
Aug. 26 - Sept. 20 FIRST MONTH	★26 27 9 16	27 3 10 17	{28} {4} {11} {18}	29 5 12 19	30 6 13 20	19	★ First Day of School: August 26 Labor Day: September 2
Sept. 23 - Oct. 18 SECOND MONTH	23 30 7 14	24 1 8 15	{25} {2} {9} {16}	26 3 10 17	27 4 11 18	20	
Oct. 21 - Nov. 15 THIRD MONTH	21 28 5 12	22 29 6 13	{23} {30} {7} {13}	24 31 8 14	25 1 {9} 15*	19	
Nov. 18 - Dec. 13 FOURTH MONTH	{18} 25 2 9	{19} 26 3 10	{20} 27 {4} {11}	{21} 28 5 12	{22} 29 6 13	15	Conference Week: Nov. 18-22 (early release) Thanksgiving Break: Nov. 25-29
Dec. 16 - Jan. 24 FIFTH MONTH	16 23 30 6 13 20	17 24 31 7 14 21	{18} {25} {1} {8} {15} {22}	19 26 2 9 16 23	20 27 3 10 17 24	19	Winter Break: December 23-January 3 Dr. Martin Luther King, Jr. Day: January 20
Jan. 27 - Feb. 21 SIXTH MONTH	27 3 10 17	28 4 11 18	{29} {5} {12} {19}	30 6 13 20	31 7 14 21	15	President's Week Break: February 17-21
Feb. 24 - March 20 SEVENTH MONTH	24 2 9 16	25 3 10 17	{26} {4} {11} {18}	27 5 12 19	28 6 13* 20	20	
March 23 - April 17 EIGHTH MONTH	23 30 6 13	24 31 7 14	{25} {1} {8} {15}	26 2 9 16	27 3 10 17	15	Easter Sunday: April 12 Spring Break: April 13-17
April 20 - May 15 NINTH MONTH	20 27 4 11	21 28 5 12	{22} {29} {6} {13}	23 30 7 14	24 1 8 15	20	
May 18 - June 12 TENTH MONTH	18 25 1 8	19 26 2 9	{20} {27} {3} {10}	21 28 4 ★{11}* (12)	22 29 5 (12)	18	Memorial Day: May 25 ★ Last Day of School: June 11 (early release)

1st Trimester: 58 days
2nd Trimester: 64 days
3rd Trimester: 58 days
Total: 180 days

[Holidays] and Local Recess
*End of Trimester
{ } Early Release
() Certificated Duty Days

Board adopted—TBD

Fortuna/East High 2019-2020 School Calendar

School Month	Mon	Tues	Wed	Thurs	Fri	Week/ Days Taught	
	5	6	7	8	(9)		Staff Duty Day
August 12 to September 6 FIRST MONTH	12 19 26 2	13 20 27 3	14 21 28 4	15 22 29 5	16 23 30 6	19	Students Start August 12 Labor Day - September 2
September 9 to October 4 SECOND MONTH	9 16 23 30	10 17 24 1	11 18 25 2	12 19 26 3	13 20 27 4	20	
October 7 to November 1 THIRD MONTH	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24 31	11 18 25 1	20	
November 4 To November 29 FOURTH MONTH	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	14	Veterans' Day - Nov. 11 Thanksgiving Holiday Week
December 2 To December 27 FIFTH MONTH	2 9 16 23	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20* 27	15	Winter Break - Dec. 23 - Jan. 3
December 30 To January 24 SIXTH MONTH	30 6 13 20	31 7 14 21	1 8 15 22	2 9 16 23	3 10 17 24	14	MLK Day - January 20
January 27 to February 21 SEVENTH MONTH	27 3 10 17	28 4 11 18	29 5 12 19	30 6 13 20	31 7 14 21	15	Presidents' Week - Feb. 17 - 21
February 24 To March 20 EIGHTH MONTH	24 2 9 16	25 3 10 17	26 4 11 18	27 5 12 19	28 6 13 20	20	
March 23 To April 17 NINTH MONTH	23 30 6 13	24 31 7 14	25 1 8 15	26 2 9 16	27 3 10 17	15	Spring Break - April 13-17
April 20 to May 15 TENTH MONTH	20 27 4 11	21 28 5 12	22 29 6 13	23 30 7 14	24 1 8 15	20	
May 18 to May 29 ELEVENTH MONTH	18 25	19 26	20 27	21 28*	22 (29)	8	Memorial Day - May 25 Last Day for Students May 28

() Potential Staff Duty Days

Holiday

Local Recess

* End of Semester

88

1st Semester Ends - December 20

92

2nd Semester Ends - May 28

180

Hydesville Class of 2020
Projected Budget for 8th Grade Trip
19 Students & 5 Adults

Hotel: 5 rooms	\$4885
Transportation:	\$6000(High Estimation)
Santa Rosa Water Park	\$480
Academy of Science:	\$11 each= \$264
Alcatraz:	\$912
Great America:	\$816
Escape Room:	\$180/per 6 = \$720
Pier 39 Activities:	\$20 each = \$480
Trampoline Park:	\$600
Food:	24@ \$200 each = \$4800
Graduation:	\$3500
Total:	\$23,457.00

HYDESVILLE ELEMENTARY SCHOOL DISTRICT

CORRECTIVE ACTION PLAN

June 30, 2018

FINDING 2018-001: INSTRUCTIONAL TIME (CODE 50000)

Name of contact person: August Deshais, Superintendent-Principal

Corrective Action: The District corrected the bell schedule to address the shortfall for the 2018-19 school year. The District will apply to the state for a waiver for the 2017-18 shortfall.

Proposed Completion Date: June 30, 2019

School Year: 2018-19

Low-Performing Students Block Grant

District Name	District (CDS) Code	Board Approval Date
Hydesville Elementary School District	12-62745	2/11/2019

ACTION

Our goal is to increase low-performing students' achievement in ELA and math through interventions and supports utilizing best practices.

Expected Annual Measurable Outcomes

Metric/Indicator	Baseline	Expected Outcome
CAASPP Scores	2016-17 CAASPP Scores	Improved CAASPP Scores by 2020-21 School Year

PLANNED STRATEGIES

Students Served

Through the California School Dashboard and student data we will identify students that are low performing in ELA and math. These students will be the focus of interventions, but it is anticipated all students will receive indirect benefit from this grant.

Strategy Description

A combination of certificated professional development and purchase of instructional materials (including print materials and technology) will be utilized to address the performance needs of the target students.

Expenditures

Amount

\$29,640



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BP 0410

Nondiscrimination In District Programs and Activities

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of services, programs or activities. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Superintendent or designee shall notify students, parent/guardians, employees, employee organization, and applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CCR 104.8, 106.9)

The Superintendent or designee shall also provide information about related complaint procedures.

(cf. 1312.3--Uniform Complaint Procedures)



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In compliance with law, the district's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

GOVERNMENT CODE

11000 Definitions

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1400-1487 Individuals with Disabilities in Education Act

Philosophy-Goals-Objectives and Comprehensive Plans BP 0410 (b)

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

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

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act



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36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy



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BP 1312.3

Uniform Complaint Procedures

Community Relations

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 early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to the UCP

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, After School Education and Safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000(a)

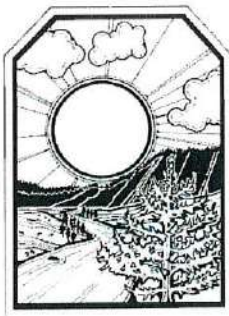
(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5131.62 - Tobacco)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)



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(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on 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, 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 his/her 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)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

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

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)



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(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

10. 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

***Note: Pursuant to 5 CCR 4610, a district may, at its discretion, use the UCP to investigate and resolve other complaints. ***

11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR 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



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Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

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

When an allegation that is not subject to the 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 related requirements, 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)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)



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1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

(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 and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

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.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in 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

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

33380-33384 California Indian Education Centers

35186 Williams uniform complaint procedures

44500-44508 California Peer Assistance and Review Program for Teachers



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48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49069.5 Rights of parents
49490-49590 Child nutrition programs
49701 Interstate Compact on Educational Opportunity for Military Children
51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, and military-connected students; course credits; graduation requirements
51226-51226.1 Career technical education
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52462 Career technical education
52500-52616.24 Adult schools
54000-54029 Economic Impact Aid
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56865 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
104420 Tobacco-Use Prevention Education
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 2



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11023 Harassment and discrimination prevention and correction
CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
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 basic programs
6801-7014 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities
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
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
CODE OF FEDERAL REGULATIONS, TITLE 34
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS



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Sample UCP Board Policies and Procedures

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

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, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

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BP 5111

Admission

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

- (cf. 1112 - Media Relations)
- (cf. 1113 - District and School Web Sites)
- (cf. 1114 - District-Sponsored Social Media)
- (cf. 5116.1 - Intradistrict Open Enrollment)
- (cf. 5117 - Interdistrict Attendance)
- (cf. 5118 - Open Enrollment Act Transfers)

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

Verification of Admission Eligibility

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.



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- (cf. 5111.1 - District Residency)
- (cf. 5125 - Student Records)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.31 - Immunizations)
- (cf. 5141.32 - Health Screening for School Entry)

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 5145.13 - Response to Immigration Enforcement)
- (cf. 5145.3 - Nondiscrimination/Harassment)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)



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- (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)

Legal Reference:

EDUCATION CODE

- 234.7 Student protections relating to immigration and citizenship status
- 46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
- 46600 Agreements for admission of students desiring interdistrict attendance
- 48000 Minimum age of admission (kindergarten)
- 48002 Evidence of minimum age required to enter kindergarten or first grade
- 48010 Minimum age of admission (first grade)
- 48011 Admission from kindergarten or other school; minimum age
- 48050-48053 Nonresidents
- 48200 Children between ages of 6 and 18 years (compulsory full-time education)
- 48350-48361 Open Enrollment Act
- 48645.5 Enrollment of former juvenile court school students
- 48850-48859 Educational placement of homeless and foster youth
- 49076 Access to records by persons without written consent or under judicial order
- 49076.7 Student records; data privacy; social security numbers
- 49408 Information of use in emergencies
- 49452.9 Health care coverage options and enrollment assistance
- 49700-49703 Education of children of military families

HEALTH AND SAFETY CODE

- 120325-120380 Education and child care facility immunization requirements
- 121475-121520 Tuberculosis tests for students

CODE OF REGULATIONS, TITLE 5

- 200 Promotion from kindergarten to first grade
- 201 Admission to high school

CODE OF REGULATIONS, TITLE 17

- 6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 5

- 552a Note Refusal to disclose social security number



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UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Plyler v. Doe, 457 U.S. 202 (1982)

Management Resources:

CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

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, April 2018

U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

Dear Colleague Letter: School Enrollment Procedures, May 8, 2014

Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014

Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Health Care Coverage and Enrollment Assistance:

<http://www.cde.ca.gov/ls/he/hc>

California Office of the Attorney General: <http://oag.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

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BP 5145.3

Nondiscrimination/Harassment

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

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 6164.6 - Identification and Education Under Section 504)

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational



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environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

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

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

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

- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 1330 - Use of Facilities)
- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)
- (cf. 6145 - Extracurricular and Cocurricular Activities)
- (cf. 6145.2 - Athletic Competition)
- (cf. 6164.2 - Guidance/Counseling Services)

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



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intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

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

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

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

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

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression



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48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

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

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex



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110.25 Prohibition of discrimination based on age

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

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, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

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

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

California Office of the Attorney General: <http://oag.ca.gov>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>