25-26 LCAP Mid-Year Update

February 12, 2026

Alfonso Gamino
Superintendent

Cuyama Joint Unified School District

Background

Senate Bill 114 (2023) added a requirement for LEAs to present a report on the annual update to the Local Control and Accountability Plan (LCAP) and Budget Overview for Parents (BOP) on or before February 28 each year at a regularly scheduled meeting of the governing board or body of the LEA.

The report must include the following:

- All available midyear outcome data related to metrics identified in the current LCAP; and,
- All available midyear expenditure and implementation data on all actions identified in the current LCAP.

Impact to the Budget Overview for Parents

When the Cuyama Joint Unified School District adopted the Local Control and Accountability Plan (LCAP) and Budget on June 26, 2025, the State Budget Act had not yet been finalized and final student demographic and attendance data were not available. Since that time, updated student demographics and attendance information have been received. As a result, certain funding allocations have changed.

The impact of these updates on the adopted Budget Overview for Parents is summarized as follows:

Item	As adopted in BOP	Amount per Budget Act
Total LCFF Funds	$3,309,192	$3,350,609
LCFF Supplemental/ Concentration Grants	$608,150	$644,886

Midyear Outcome Data—Metrics



Outcome is Unknown

Some LCAP Metric outcomes will not yet be known

- Metrics aligned to Local Indicators might not be known because 2024-25 updates might not have been started/completed



Outcome is In Progress

Some LCAP Metric outcomes will be in progress

- Attendance Rates
- Chronic Absenteeism Rates
- Local Assessment Results



Outcome is Known

Some LCAP Metric outcomes will already be known

- Appropriately Assigned Teachers
- 2025 English Learner Progress
- 2025 CAASPP Results
- 2024-25 A-G Completion Rate
- 2024-25 Grad Rate

Midyear Expenditure and Implementation Data–Actions



Expenditure/ Implementation Not Started

Some LCAP Actions may not have been implemented or not started.

- Due to staffing shortages/vacancies, some services may not have started.
- Shifting priorities at the beginning of the school year.
- Planned professional development (PD) may be delayed due to sub shortages.



Expenditure/ Implementation In Progress

Some LCAP Actions will be in progress.

For example...

- Planned PD may have started, but not all staff has had the opportunity to participate.
- Some staff may have been hired for a particular program, but recruitment is continuing.



Expenditure/Implementation Is Complete

Some LCAP Actions will be complete.

For example...

- Materials (i.e. software, technology, supplies, etc.) have been purchased.
- Recruitment has been completed/positions filled.
- Training/PD has been completed.

LCAP Goal 1

Ensure that all students can demonstrate proficiency in math and literacy skills for multiple College and Career Readiness options.

LCAP Goal 1 - Outcomes ⭐

Metric	Baseline	Year 1 Outcome	Year 2 Mid-Year Update	Year 3 Target Outcome	Status
⭐ 1.12: % of students successfully completing A-G requirements (BL Yr: 22-23; DataQuest)	0%	42%	47%	10%	Known
⭐1.14: % of English Learner Progress (BL Yr: 22-23; CA Dashboard)	70%	43.8%	61.9%	75%	Known
⭐1.15: % of ELs reclassified (BL Yr: 22-23)	23.3%	22%	30.8%	25%	Known

LCAP Goal 1 - Outcomes !

Metric	Baseline	Year 1 Outcome	Year 2 Mid-Year Update	Year 3 Target Outcome	Status
! 1.05: % meeting standard on CAASPP ELA (BL Yr: 22-23; DataQuest)	42.5%	41.6%	32.14%	50%	Known
! 1.06: % meeting standard on CAASPP Math (BL Yr: 22-23; DataQuest)	17.2%	18%	11.9%	20%	Known
! 1.09: % meeting standard on CAASPP ELA (Low Income) (BL Yr: 22-23; DataQuest)	40.3%	37.3%	28.4%	50%	Known
! 1.10: % meeting standard on CAASPP Math (Low Income) (BL Yr: 22-23; DataQuest)	14.9%	17.3%	11.9%	25%	Known
! 1.16: % of students CCR based on CCI (BL Yr: 22-23; CA Dashboard)	33.3%	7.1%	17.6%	40%	Known

LCAP Goal 1 - Actions

Action Title	Budgeted Expenditure	Estimated Actuals (1st Interim)	Status	On Target Projections
1.1 Class-size Reduction	$208,519.00	$81,041.00	In Progress	On Target
1.2 Instructional Materials	$18,013.00	$74,197.00	Completed	Exceed
1.3 RTI / ASES Program Coordinator	$89,535.00	$20,175.00	In Progress	Under
1.4 Professional Development	$20,350.00	$20,350.00	In Progress	On Target
1.5 College Career Ready at the H.S.	$10,000.00	$11,017.00	In Progress	Exceed

LCAP Goal 1 - Actions

Action Title	Budgeted Expenditure	Estimated Actuals (1st Interim)	Status	On Target Projections
1.6 In-School and After-School CCR Enrichment	$31,483.00	$13,895.00	In Progress	Exceed
1.7 MTSS (Academic)	$0.00	$0.00	Not Started	On Target
1.8 Instructional Support Positions	$96,282.00	$38,246.00	In Progress	On Target
1.9 Special Education Consortium	$330,720.00	$596,568.00	In Progress	Exceed
1.10 Special Ed Services	$15,000.00	$0.00	In Progress	Under

LCAP Goal 2

Develop the physical and social-emotional health of students in a physically, socially and emotionally safe environment causing connectedness with the district to increase.

LCAP Goal 2 ★

Metric	Baseline	Year 1 Outcome	Year 2 Mid-Year Update	Year 3 Target Outcome	Status
★2.4: % on Chronic absenteeism rate (BL Yr: 22-23; Dashboard)	29.7%	25.8%	19.4%	20%	Known
★2.8: Suspension Rate (BL Yr: 22-23; DataQuest)	1%	0%	0%	1%	Known
★2.9: Expulsion rate (BL Yr: 22-23; DataQuest)	0%	0%	0%	0%	Known

LCAP Goal 2 - Actions

Action Title	Budgeted Expenditure	Estimated Actuals (1st Interim)	Status	On Target Projections
2.1 Instructional Technology Access	$25,000.00	$80,148.63	Completed	Exceed
2.2 MTSS (Social Emotional)	$2,500.00	$0.00	Not Started	Under
2.3 MTSS (Behavioral)	$2,000.00	$0.00	Not Started	Under
2.4 ASES Program	$42,632.59	$32,214.00	In Progress	Exceed
2.5 Professional Development	$98,387.00	$0.00	Not Started	Under
2.6 Athletic Programs	$32,450.00	$31,580.00	In Progress	Exceed

LCAP Goal 2 - Actions

Action Title	Budgeted Expenditure	Estimated Actuals (1st Interim)	Status	On Target Projections
2.7 Socialization Activities	$500.00	$5,420.00	In Progress	Exceed
2.8 Attendance	$0.00	$900.00	In Progress	Exceed
2.9 School Safety	$0.00	$0.00	Not Started	On Target
2.10 Maintain 2 School Sites	$320,468.00	$133, 404.00	In Progress	On Target

LCAP Goal 3

Parent and community participation in and connectedness with the schools will increase.

LCAP Goal 3 ⭐

Metric	Baseline	Year 1 Outcome	Year 2 Mid-Year Update	Year 3 Target Outcome	Status
⭐3.2: % of households responding to the *District Parent Survey* (BL Yr: 23-24)	7%	37%	TBD Spring 2026	30%	Unknown

LCAP Goal 3 - Actions

Action Title	Budgeted Expenditure	Estimated Actuals (1st Interim)	Status	On Target Projections
3.1 Parent Conferences	$0.00	$0.00	Completed	On Target
3.2 Parent Workshops	$0.00	$0.00	Not Started	On Target
3.3 Community Liaison	$101,375.00	$0.00	In Progress	Under
3.4 SSC and DELAC	$0.00	$0.00	Not Started	On Target
3.5 Parent Communication	$600.00	$1,605.00	Completed	Exceed
3.6 Parent Education	$12,500.00	$12,500.00	Not Started	On Target

Closing

The 2025-26 year has presented both opportunities and challenges. We are proud of the following:

- Improved attendance and chronic absenteeism rates, with chronic absenteeism reduced from 29.7% to 19.4%.
- Strong progress in college and career readiness, including increased A–G completion and CTE pathway participation.
- Continued implementation of standards-aligned curriculum and instructional materials across all grade levels.
- Expanded student engagement and school climate supports, resulting in zero suspension and expulsion rates.
- High levels of parent participation and feedback, as reflected in increased parent survey response rates.

Closing

Our district is still working through some lingering challenges, such as:

- Staffing and hiring delays, including unfilled positions and substitute shortages.
- Budget timing and reporting adjustments, including prior-year LCAP reporting corrections and delayed billing under MOUs.
- Academic performance gaps, particularly in CAASPP ELA and Math for unduplicated student groups.
- Declining enrollment pressures, impacting staffing and long-term fiscal planning.

Despite these challenges, the Cuyama Joint Union School District is committed to implementing the LCAP to provide the necessary services to our students.We acknowledge, and sincerely thank, the hard work and dedication of our employees, the support of our parents, and the resilience of our students to continue our reach for excellence.

Questions?

OUTCOME DATA: All available midyear outcome data related to metrics identified in the 2025-2026 LCAP

Metric	Baseline	Year 1 Outcome	Year 2 Mid-Year Update (Feb)	Target for Year 3 Outcome	Status
1.1: % of teachers who are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching (BL Yr: 22-23; DataQuest)	63.7%	70%	TBA FEB 2026	100%	In Progress
1.2: % of students with CA State Standards aligned core curriculum (BL Yr: 22-23; Local Indicator)	100%	100%	100%	100%	In Progress
1.3: % implementation of CA State Standards for all students (BL Yr: 23-24; Local Indicator)	97%	97.5%	100%	100%	In Progress
1.4: % implementation of SBE adopted ELD standards for all ELs (BL Yr: 23-24; Local Indicator)	95%	96.7%	100%	100%	In Progress
1.05: % meeting standard on CAASPP ELA (BL Yr: 22-23; DataQuest)	42.5%	41.6%	32.14%	50%	In Progress
1.06: % meeting standard on CAASPP Math (BL Yr: 22-23; DataQuest)	17.2%	18%	11.9%	20%	In Progress
1.07: % meeting standard on CAASPP ELA (ELs) (BL Yr: 22-23; DataQuest)	N/D	9.1%	N/D	18%	In Progress
1.08: % meeting standard on CAASPP Math (ELs) (BL Yr: 22-23; DataQuest)	N/D	0%	N/D	10%	Known

OUTCOME DATA: All available midyear outcome data related to metrics identified in the 2025-2026 LCAP

Metric	Baseline	Year 1 Outcome	Year 2 Mid-Year Update (Feb)	Target for Year 3 Outcome	Status
1.10: % meeting standard on CAASPP Math (Low Income) (BL Yr: 22-23; DataQuest)	14.9%	17.3%	11.9%	25%	Known
1.11: % of students successfully completing CTE pathways (BL Yr: 22-23; DataQuest)	13.3%	78.6%	35%	20%	Known
☆ 1.12: % of students successfully completing A-G requirements (BL Yr: 22-23; DataQuest)	0%	42%	47%	10%	Known
1.13 % of students successfully completing A-G requirements and CTE pathways (BL Yr: 22-23; DataQuest)	0%	0%	18%	20%	Known
☆ 1.14: % of English Learner Progress (BL Yr: 22-23; CA Dashboard)	70%	43.8%	61.9%	75%	Known
☆ 1.15: % of ELs reclassified (BL Yr: 22-23)	23.3%	22%	30.8%	25%	Known
1.16: % of students CCR based on CCI (BL Yr: 22-23; CA Dashboard)	33.3%	7.1%	17.6%	40%	Known
1.17: % of students completing 2 formative local assessments (BL Yr: 23-24)	100%	97.8%	Mr. Gamino	100%	In Progress
2.1: % of ELs with CA State Standards aligned ELD curriculum (BL Yr: 22-23, Local Indicator 1)	100%	100%	100%	100%	Known

OUTCOME DATA: All available midyear outcome data related to metrics identified in the 2025-2026 LCAP

Metric	Baseline	Year 1 Outcome	Year 2 Mid-Year Update (Feb)	Target for Year 3 Outcome	Status
2.2: % on the *Facilities Inspection Tool* overall rating (BL Yr: 23-24; Local Indicator 1)	73%	99%	95.8%	90%	Known
2.3: School attendance rate (BL Yr: 23-24; DataQuest and Local Indicator 5)	92.5%	93.6%	ES-89.7% HS-93.9%	94%	In Progress
☆2.4: % on Chronic absenteeism rate (BL Yr: 22-23; Dashboard)	29.7%	25.8%	19.4%	20%	Known
2.5: Middle school dropout rate (BL Yr: 22-23; DataQuest)	0%	0%	0%	0%	Known
2.6: High School dropout rate (BL 22-23; DataQuest)	0%	7%	6%	0%	Known
2.7: High school graduation rate (BL Yr: 22-23; DataQuest)	100%	92.9%	94%	100%	Known
★2.8: Suspension Rate (BL Yr: 22-23; DataQuest)	1%	0%	0%	1%	Known
☆2.9: Expulsion rate (BL Yr: 22-23; DataQuest)	0%	0%	0%	0%	Known
2.10: # on the *District School Climate Survey* overall index School Climate Rating (BL Yr: Spring 2024 Survey)	72.6	76.2	TBA Spring 2026	80	In Progress
2.11: % of educational partners who perceive school as safe or very safe (BL Yr: Spring 2024 Survey)	59%	68.3%	TBA Spring 2026	65%	In Progress

OUTCOME DATA: All available midyear outcome data related to metrics identified in the 2025-2026 LCAP

Metric	Baseline	Year 1 Outcome	Year 2 Mid-Year Update (Feb)	Target for Year 3 Outcome	Status
2.12: % of educational partners who report high connectedness with school (BL Yr: Spring 2024 Survey)	60.4%	60.7%	TBA Spring 2026	65%	In Progress
2.13: % of students enrolled in required courses of study (BL Yr: 23-24)	100%	100%	100%	100%	Known
2.14: # of instances each unduplicated student participates in programs or services for UDS (per UDS average) (BL Yr: 23-24)	2.4	4.7	Mr. Gamino	2.5	In Progress
2.15: # of instances each exceptional needs student participates in programs or services for ENS (per ENS average) (BL Yr: 23-24)	2.8	2.7	Mr. Gamino	3.0	In Progress
3.1: % on the *District Parent Survey* agreeing that district seeks parent input (Item 24) (BL Yr: 23-24)	71%	78.9%	TBD Spring 2026	75%	In Progress
☆3.2: % of households responding to the *District Parent Survey* (BL Yr: 23-24)	7%	37%	TBD Spring 2026	30%	In Progress
3.3: # of instances a parent of each unduplicated student participates in school program or service for UDS (per UDS average) (BL Yr: 23-24)	1.0	.8	Mr. Gamino	1.5	In Progress

OUTCOME DATA: All available midyear outcome data related to metrics identified in the 2025-2026 LCAP

Metric	Baseline	Year 1 Outcome	Year 2 Mid-Year Update (Feb)	Target for Year 3 Outcome	Status
3.4: # of instances a parent of each exceptional needs student participates in a school program or service for ENS (per ENS average) (BL Yr: 23-24)	1.4	1.4	Mr. Gamino	2.0	In Progress

EXPENDITURES: All available midyear expenditure and implementation data on all actions in the 2025-26 LCAP.

Action Title	Budgeted Expenditure	Actuals (1st Interim)	Status	On Target Projections	Notes
1.1 Class-size Reduction	$208,519.00	81,041.00	In Progress	On Target	
1.2 Instructional Materials	$18,013.00	74,197.00	Completed	Exceed	Use of One-Time Funds A-G Funds, Arts & metal
1.3 RTI / ASES Program Coordinator	$89,535.00	20,175.00	In Progress	Under	Started late & Lower Step
1.4 Professional Development	$20,350.00	20,350.00	In Progress	On Target	MOU in place. Will be billed in full by June 2026
1.5 College Career Ready at the H.S.	$10,000.00	11,017.00	In Progress	Exceed	Edgenuity
1.6 In-School and After-School CCR Enrichment	$31,483.00	13,895.00	In Progress	Exceed	CTEIG/CEI/AG INCENTIVE
1.7 MTSS (Academic)	$0.00	0	Not Started	On Target	
1.8 Instructional Support Positions	$96,282.00	38246.00	In Progress	On Target	
1.9 Special Education Consortium	$330,720.00	596,568.00	In Progress	Exceed	MOU in place. Will be billed in full by June 2026
1.10 Special Ed Services	$15,000.00	0	In Progress	Under	Included in MOU with 1.9
2.1 Instructional Technology Access	$25,000.00	80,148.63	Completed	Exceed	Donation Blue Sky
2.2 MTSS (Social Emotional)	$2,500.00	0	Not Started	Under	
2.3 MTSS (Behavioral)	$2,000.00	0	Not Started	Under	

EXPENDITURES: All available midyear expenditure and implementation data on all actions in the 2025-26 LCAP.

Action Title	Budgeted Expenditure	Actuals (1st Interim)	Status	On Target Projections	Notes
2.4 ASES Program	$42,632.59	32,214.00	In Progress	Exceed	Returned 2024-25 $
2.5 Professional Development	$98,387.00	0	Not Started	Under	Error in prior year LCAP reporting
2.6 Athletic Programs	$32,450.00	31,580.00	In Progress	Exceed	Error in prior year LCAP reporting
2.7 Socialization Activities	$500.00	5,420.00	In Progress	Exceed	Dances, School Activities ASB Local Acct
2.8 Attendance	$0.00	900.00	In Progress	Exceed	Targeting Chronic Absenteeism-Lunch/Movie
2.9 School Safety (Cameras)	$0.00	0	Not Started	On Target	
2.10 Maintain 2 School Sites	$320,468.00	133,404.00	In Progress	On Target	
3.1 Parent Conferences	$0.00	0	Completed	On Target	
3.2 Parent Workshops	$0.00	0	Not Started	On Target	
3.3 Community Liaison	$101,375.00	0	In Progress	Under	Unfilled Position
3.4 SSC and DELAC	$0.00	0	Not Started	On Target	
3.5 Parent Communication	$600.00	1605.00	Completed	Exceed	PowerSchool Messenger
3.6 Parent Education	$12,500.00	0	Not Started	On Target	MOU in place. Will be billed in full by June 2026-PIQE

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING
THURSDAY, January 8, 2026, 6:00 P.M.
BOARD ROOM, CUYAMA ELEMENTARY SCHOOL
2300 Hwy 166, New Cuyama CA 93254

I. The meeting will be called to order by Board President, Jeffrey Mitchell at **6:00** P.M.

Roll Call Vote:

Elaine Johnson **P** Jeffrey Mitchell **P** Jeanette Rosales **P**

Danielle Reynolds **P** Michael Fuller **P**

Alfonso Gamino **P** Superintendent

FLAG SALUTE: Led by **Jeffrey Mitchell**

II. PUBLIC FORUM:
The Board wishes to recognize all speakers. The board expects that all speech will be polite, courteous, and respectful by all. Following recognition by the President, members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed. In order to efficiently manage the business of the Board, the Board President may limit the amount of time allocated for each individual speaker to 3 minutes and limit the total time allocated on a particular issue to 15 minutes, pursuant to board policy. Items not appearing on the agenda cannot, by law, be the subject of Board action. Such items may be placed on future agendas for full discussion and/or action.

High School Student Kaylee Ortega ASB Historian for Cuyama Valley High School. She shared her concern about there being only one bus. Every morning, she takes the bus to school and every morning she's almost late to class. Due to having only one bus route, she does not have time to eat breakfast at school. Kaylee states that this is a problem for her and many kids. She also states that the bus is also very packed. Kaylee states that there are some situations where a kid has to sit on someone's lap just to sit down. With having at least two buses, the two buses will eliminate the packed one bus route. Kids should be able to sit comfortably on the bus and be able to eat breakfast without being late to class.

III. CVHS FFA report: Advisor Mrs. Cannon and CVHS FFA Officers

Mrs. Angel Cannon reports the following:

- **On December 3rd we took 18 students to AGHS for the sectional speaking competition. Joseph Fonseca took 3rd in prepared speaking and will compete again at the regional contest in March. Carlie Duncan & Finn Price both moved on in the FFA Creed, and we swept the competition in El Credo de FFA: 1-Abby Uribe, 2-Esmeralda De La Torre, 3-Kaylee Ortega & 4-Alejandro Barrios… all moving on to the regional competition.**

- **Colusa Redhawk Contest Series: BIG (Best Informed Greenhand) Team placed 3rd overall (Abby Uribe, Skyler Johnson, Kaylee Ortega & Carlie Duncan); 7 different freshman earned a total of 60 different 1st-5th place ribbons for achievements throughout the series; Farm Power Team (Quinten Goller, Pedro Rodriguez, Garrett Shaw & alternate Finn Price) didn't earn overall series placings but also accumulated more than 10 ribbons for their achievements**

- **Last month I received an NEA (National Education Agency-California Teachers Union) award of $5000 to go toward attendance & travel this summer for me to attend the CASE institute for Animal Science in the Midwest.**

- **CEI Team attended the 1st in-person meeting last month in San Diego. Myself, Mr. Lebsack, Mr. Diaz, Ms. Griego, Elaine Johnson, Graciela Duenas, students Kayelynn Duncan, Dabrya Plascencia-Fonseca & Skyler Johnson, as well as our SBCEO rep attended. A lot of work on community engagement was started, and we are excited to start putting it into motion this upcoming semester through FFA & 4H programs.**

- **Excited to have our student teacher Jane Saenz start this weekend. Her and I will be taking 10 students to Monterey for the Made for Excellence (10th graders) and Advanced Leadership Academy (11th graders) conference.**

- **The day after Christmas my husband and I took our show team to Phoenix for the weeklong Arizona National livestock show. They had an FFA speaking competition and we signed Skyler Johnson up for it. There were close to 100 participants in the FFA creed from all over the country (supposed to be 9th graders but I later learned that the actual winner was not a freshman). Skyler was the highest placing student from California (the biggest state represented) and 3rd overall. She not only put Cuyama valley FFA on a national stage, but she brought home a banner and national recognition all for her speaking skills.**

IV. Superintendent's Report

a. Held a wonderful winter Holiday program on Thursday, December 18, 2025, to a full capacity.
The Holiday winter program at Cuyama Elementary and Cuyama Valley Jr. High was very well attended and a lot of fun. We had a full house.

b. I will bring the 2025-2026 Local Control Accountability Plan (LCAP) mid-year review to the school board on February 12 as a presentation.
Mr. Gamino will present the LCAP mid-year review at the February board meeting.

c. The district will gather input from teachers, classified staff, students, parents, and community members for the LCAP 2026-2027. The first stakeholder data was received at the November 6, 2025, Resilient Cuyama Valley event that took place at the Cuyama Elementary Cafeteria. Input was received from some teachers, classified staff, parents, and community members. The LCAP plan will be developed and approved in June of 2026.
Mr. Gamino stated the LCAP plan for 2026-2027 input gathering stage has started. We were able to receive input from teachers, classified staff, parents, and the community at the November 6, 2025, Resilient Cuyama Valley event that took place at the elementary/Jr. High school cafeteria.

d. School Staffing for 2026-2027: Mr. Gamino will review the current enrollment at each of the school sites and bring recommendation for staffing for board consideration and possible action at the February 12, 2026, board meeting.
Mr. Gamino will be bringing staffing recommendation to the board and possible layoff/reduction in force/reduction in hours resolutions to the February board meeting for board consideration.

e. The instructional calendar options for 2026-2027 will be developed and provided to CUE/CTA and all teachers and CSEA classified staff for their input.
District will start working on the 2026-2027 school calendars that will be provided for staff input. The calendar also allows our families to plan their summer schedules.

f. Western Association of Schools and Colleges (WASC): CVHS will have a mid-cycle visit in March of 2026. The whole CVHS staff including the counselor and myself are the leadership team. We are holding meetings to discuss our progress based on the WASC review from three years ago.
Mr. Gamino, with the feedback, comments, and support of the CVHS teachers and counselor, has written a DRAFT WASC mid-cycle review report. Mr. Gamino will share it with the WASC team on Monday, January 12, 2026. The DRAFT report will be revised, edited, changed, and reviewed again to make sure we have captured everything needed.

g. Brown Act online training through CSBA (New Members and others that would like a refresher) and other PD opportunities for Board members. **Pg. 1-2**
Flier in the packet for board members to attend the Brown Act online training through CSBA. New board member should attend, and all others are welcomed.

h. Tunnell Roofing Co., Inc. Roofing Estimates for Cuyama Elementary School and for Cuyama Valley High School. Elementary School roof estimate is $977,989.00 and CVHS roof estimate is $361,187.00 **Pg. 3-8**
Mr. Gamino provided estimate on school roofs and estimated costs for the board to be informed. Elementary/Jr. High School $997,000 estimate for new roofs and $361,187 for CVHS estimate for new roofs.

i. All five buses were certified by Raul Torres (CHP) as well as all new vans have been certified for student transportation for the driver plus up to nine passengers.
All buses were certified by Raul Torres (CHP) and all the school vans were also inspected to make sure that it could only hold 10 seats (the driver and 9 passengers) maximum.

j. CBO program for smalls school districts: Grace Griego will be attending sessions at Rancho Cucamonga January 2026-2027
Grace Griego will start the CBO program tomorrow, Friday, January 9, 2026, and will be there through Saturday. She will attend once a month through December 2026.

k. Other - **None**

V. Board Reports – **No Board Reports**

VI. CONSENT AGENDA:

The Board will consider the following consent calendar items. All items listed are considered to be routine and noncontroversial. Consent items will be considered first and may be approved by one motion if no member of the CJUSD Board wishes to comment or discuss. If comment or discussion is desired, the item will be removed from the consent agenda and considered in the listed sequence with an opportunity for any member of the public to address the CJUSD Board concerning the item before action is taken.

1. Minutes of the Thursday, December 11, 2025, Regular Board Meeting. **Pg. 9-22**
2. Checks Board Report and Warrants December 1-31, 2025. **Pg. 23-45**

3. Facilities Use Request: CommUnify Head Start Site Supervisor Bertha Z. Godoy requests the use of cafeteria and Room #4 for Cuyama Head Start meetings as specified. **Pg. 46-47**
4. Donation: Thank you to Dana Brennan and Grimmway Produce Group for the $1,000 donation to sponsor our annual Christmas luncheon.
5. Williams Uniform Complaints quarterly report for the months of October -December 2025 (4th Quarter). **Pg. 48**

Moved By: **Elaine Johnson** 2nd By: **Danielle Reynolds**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell **Y** Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 5-0

VII. Action Items:

a. Board President Mr. Jeffrey Mitchell contacted the following two consultants:
   1. Ed Cora from Educational Leadership Services
   2. Bill Banning from Leadership Associates.

These firms act as expert partners to guide the board through the superintendent search by defining the need, recruiting wide pool of candidates, vetting the candidates, managing, seeking feedback from community as requested by the board, managing the confidential process, and with contract negotiations as needed. The board will interview final the candidates. It is recommended that the board consider approving one of these two firms to guide the district at an agreed upon contract price.

The board heard a proposal from each of the two consulting firms regarding conducting a superintendent search. It was very informative. The board president will provide the other board members a copy of the proposal from each firm. The board president, Mr. Jeffrey Mitchell, will be corresponding back to each of the two consultants.

The board tabled the item.

The board requested that Mr. Gamino send out an email to our certificated staff (in house) so see if we had any in-house staff interest in the position. Mr. Gamino will send out the email the week of January 12, 2026.

Moved By: _____ 2nd By: _____

Roll Call Vote:

Elaine Johnson _____ Jeffrey Mitchell _____ Jeanette Rosales_____

Danielle Reynolds_____ Michael Fuller_____

b. It is recommended that the board discuss and approve a Parent Institute for Quality Education (PIQE) program to offer our parents a program in English/Spanish (based on a minimum number of parent participants) in the areas of Family Literacy (TK-3rd), Family Math Together (TK-5th), and/or Social Emotional Learning. The 2025-2026 LCAP goal 3.06 states that the district will provide parent education workshops to our parents with LCAP funds not to exceed $12,500. The district uses PIQE to provide this LCAP goal requirement. **Pg. 49-52**

Moved By: **Elaine Johnson** 2nd By: **Danielle Reynolds**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell **Y** Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 5-0

c. It is recommended that the board discuss and the approve the Cuyama Joint Unified School District Transportation Plan for the 2026 calendar year. This plan was recently reviewed by the CHP Officer, and it meets the requirements for approval. **Pg. 54-67**

Moved By: **Michael Fuller** 2nd By: **Elaine Johnson**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell **Y** Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 5-0

d. It is recommended that the board discuss and approve the agreement for professional services between Cuyama Joint Unified School District ("District") and Schell Technical Services Inc. ("STS"), to provide services to the district regarding CALPADS and submissions at a rate of $65.00 an hour not to exceed $5,000.00. **Pg. 68-71**

Moved By: **Elaine Johnson** 2nd By: **Danielle Reynolds**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell Y Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 5-0

e. It is recommended that the board discuss and approve the proposal from SOLUTIONZ for a new Powerlite L690 Projector WIFI as is in this contract. This will be purchased with ELOP funding as the district uses this cafeteria for community meetings, after school community events, and other such meetings. **Pg. 72-80**

Moved By: **Elaine Johnson** 2nd By: **Michael Fuller**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell **Y** Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 5-0

f. It is recommended that the board discuss and approve the Consolidated Application 2025-2026 Federal Transferability title funds starting on page 6 of the Consolidated Application. For 2026-2027 certificate of assurances, the complete application will be certified on or before June 30th of each year. **Pg. 81-93**

Moved By: **Elaine Johnson** 2nd By: **Danielle Reynolds**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell **Y** Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 5-0

g. It is recommended that the district discuss and approve the Accountability Report Card (SARC), for the 2024-2025 school year, for Cuyama Elementary School, Cuyama Valley High School, and Sierra Madre High School. Document Tracking Services (DTS) populated the SARC reports once the data was released by the state. These SARC reports need to be published on or before February 1, 2026, as required.

1. Cuyama Elementary School **Pg. 94-112**
2. Cuyama Valley High School **Pg. 113-134**
3. Siera Madre High School **Pg. 135-156**

Moved By: **Michael Fuller** 2nd By: **Danielle Reynolds**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell **Y** Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 5-0

h. It is recommended that the board discuss and approve the November 2025 updated board policies as final. The November policies have been available in the district office for board members, staff, and public to review as of December 11, 2025, through today, January 8, 2026. **Pg. 157-164**

November 2025 CSBA Policy updates:

1. BP1000 – Concepts and Roles
2. BP and AR 1114 – District Sponsored Social Media
3. BP 2120 – Superintendent Recruitment and Selection
4. AR 3311.3 – Design-Build Contracts
5. BP 3470 – Debt Issuance and Management
6. BP 4000- Concepts and Roles
7. BP 5000 – Concepts and Roles
8. BP and AR 5020 – Parent Rights and Responsibilities
9. BP and AR 5117 – Interdistrict Transfer
10. BP 5138 – Conflict Resolution/Peer Mediation
11. BP and AR 6020 – Parent Involvement
12. BP and AR 6143 – Courses of Study
13. BP, AR and E (1) 6142.2 – Certificate of Proficiency/High School Equivalency
14. BP 7000 – Concepts and Roles
15. BP 7131 – Relations with Local Agencies
16. BB 9310 – Board Policies
17. CC 9321 and E (1) and E (2) – Closed Session

Moved By: **Danielle Reynolds** 2nd By: **Elaine Johnson**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell Y Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 5-0

VIII. ITEM(S) PULLED FROM CONSENT AGENDA:

1._____
_____

Moved By: _____ 2nd By: _____

Roll Call Vote:

Elaine Johnson _____ Jeffrey Mitchell _____ Jeanette Rosales_____

Danielle Reynolds_____ Michael Fuller_____

2._____
_____

Moved By: _____ 2nd By: _____

Roll Call Vote:

Elaine Johnson _____ Jeffrey Mitchell _____ Jeanette Rosales_____

Danielle Reynolds_____ Michael Fuller_____

3.
_____
_____

Moved By: _____ 2nd By: _____

Roll Call Vote:

Elaine Johnson _____ Jeffrey Mitchell _____ Jeanette Rosales_____

Danielle Reynolds_____ Michael Fuller_____

IX. CLOSED SESSION:

NOTE: The Brown Act permits the Board to consider certain matters in closed session, in limited circumstances. The Board will consider and may act upon any of the items described below in closed session. The Brown Act requires that the Board report out certain actions taken in closed session, which will be announced following the closed session. WITH LIMITED EXCEPTIONS, THE LAW REQUIRES THAT INFORMATION DISCLOSED IN CLOSED SESSION REMAIN CONFIDENTIAL.

A. Under California Government Code 54957 Certificated and Classified Personnel changes. The Board will be asked to review and approve a number of transfers, reassignments, promotions, evaluations, terminations, resignations and hirings reported by the Superintendent.

B. Negotiations as it relates to CUE/CTA – Consult with District negotiators Mr. Tim Salazar and/or Mr. Alfonso Gamino, authorized by Government Code section 3549.1

C. Negotiations as it relates to CSEA Cuyama Chapter #288 – Consult with District negotiators Mr. Tim Salazar and/or Mr. Alfonso Gamino, authorized by Government Code section 3549.1

The Board will adjourn into closed session at **7:22** p.m.

The Board returned to open session at: **9:20** p.m.

Report out from closed session

Discussion and no action

X. ADJOURNMENT:

Moved By: **Michael Fuller** 2nd By: **Elaine Johnson**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell **Y** Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 5-0

Meeting adjourned at 9:21 p.m.

Materials prepared in connection with an item on the regular session agenda may be reviewed in the Superintendent's office 72 hours in advance of the meeting and will be available for public inspection at the meeting. An individual who requires disability- related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

The next regularly scheduled School Board Meeting will be on
Thursday, February 12, 2025; 6:00 p.m., Elementary School Board Room
Materials related to an item on this Order of Business distributed to the Board of Education are available for public inspection at the district office and at: http://www.cuyamaunified.org/board-material-2025-2026/using the "Click Here" links next to the date: 02/12/2026.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SPECIAL BOARD MEETING MINUTES
Tuesday, January 27, 2026, 6:00 P.M.
BOARD ROOM, CUYAMA ELEMENTARY SCHOOL
2300 Hwy 166, New Cuyama CA 93254

I. The meeting will be called to order by Elaine Johnson, Board Clerk ~~**Board President, Jeffrey Mitchell**~~ at **6:00** P.M.

Roll Call Vote:

Elaine Johnson **P**	Jeffrey Mitchell **Ab**	Jeanette Rosales **P**
Danielle Reynolds **P**	Michael Fuller **P**	
Alfonso Gamino **P** Superintendent		

FLAG SALUTE: Led by **Elaine Johnson**

II. PUBLIC FORUM:
The Board wishes to recognize all speakers. The board expects that all speech will be polite, courteous, and respectful by all. Following recognition by the President, members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed. In order to efficiently manage the business of the Board, the Board President may limit the amount of time allocated for each individual speaker to 3 minutes and limit the total time allocated on a particular issue to 15 minutes, pursuant to board policy. Items not appearing on the agenda cannot, by law, be the subject of Board action. Such items may be placed on future agendas for full discussion and/or action. **NONE – No Public comments**

III. Action Items:

a. It is recommended that the board discuss and approve AB 1200 District Public Disclosure of the proposed collective bargaining agreement between the Cuyama Joint Unified School District and the Cuyama Unified Educators (CUE)/CTA/NEA regarding the July 1, 2023 – June 30, 2026, tentative agreement financial impact. **Pg.1-17**

Moved By: **Michael Fuller** 2nd By: **Danielle Reynolds**

Roll Call Vote:

Elaine Johnson **Y**	Jeffrey Mitchell **Ab**	Jeanette Rosales **Y**
Danielle Reynolds **Y**	Michael Fuller **Y**	

The board discussed ad approved the AB 1200 District Public Disclosure regarding the impacts of the district tentative agreement with CUE/CTA.

Approved 4-0

b. It is recommended that the board discuss and approve the Tentative Agreement between Cuyama Joint Unified School District and the Cuyama Unified Educators (CUE) CTA/NEA for the period of July 1, 2023-June 30, 2026. **Pg. 18-31**

Moved By: **Michael Fuller** 2nd By: **Danielle Reynolds**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell **Ab** Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 4-0

IV. ADJOURNMENT:

Moved By: **Michael Fuller** 2nd By: **Danielle Reynolds**

Roll Call Vote:

Elaine Johnson **Y** Jeffrey Mitchell **Ab** Jeanette Rosales **Y**

Danielle Reynolds **Y** Michael Fuller **Y**

Approved 4-0

Meeting adjourned at 6:38 p.m.

Materials prepared in connection with an item on the regular session agenda may be reviewed in the Superintendent's office 72 hours in advance of the meeting and will be available for public inspection at the meeting. An individual who requires disability- related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

The next regularly scheduled School Board Meeting will be on
Thursday, February 12, 2026; 6:00 p.m., Elementary School Board Room
Materials related to an item on this Order of Business distributed to the Board of Education are available for public inspection at the district office and at: http://www.cuyamaunified.org/board-material-2025-2026/using the "Click Here" links next to the date: 02/12/2026.

Checks Dated 01/01/2026 through 01/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
01-879320	01/02/2026	Brown & Reich Petroleum, Inc.	01-4300		776.94
01-879321	**01/02/2026**	**Danielle Murillo**	**01-5800**		**650.00**
01-879322	01/02/2026	Home Depot Credit Services	01-4300		189.61
01-879323	01/02/2026	Jordano's Food Service	13-4710		4,623.07
01-879324	01/02/2026	Old Cuyama Do It Best	01-4300		84.14
01-879325	**01/02/2026**	**True Value Hardware**	**01-4300**	75.86	
			13-4300	23.72	99.58
01-880233	01/09/2026	Bratcher, Kylie	01-5200		34.44
01-880234	01/09/2026	De Los Santos, Lilly M	01-5800		35.00
01-880235	**01/09/2026**	**Amazon Capital Services**	**01-4300**		**235.63**
01-880236	01/09/2026	Applied Technology Group, Inc.	01-5900		250.00
01-880237	01/09/2026	Avantor Performance Materials	01-4300		152.06
01-880238	01/09/2026	CANON FINANCIAL SERVICES, INC.	01-5600		6,153.08
01-880239	**01/09/2026**	**Frontier Communications**	**01-5910**		**1,197.56**
01-880240	01/09/2026	Home Depot Credit Services	01-4300		448.42
01-880241	01/09/2026	Kern County Supt. Of Schools	01-5640		575.70
01-880242	01/09/2026	Nature Explore	01-4300		2,797.94
01-880243	**01/09/2026**	**Old Cuyama Do It Best**	**01-4300**		**343.58**
01-880244	01/09/2026	ParkHouse Tire-Bakersfield	01-5800		1,098.76
01-880245	01/09/2026	Paul Rodriquez	01-5800		1,260.00
01-880246	01/09/2026	RingCentral Inc.	01-5910		1,720.36
01-880247	**01/09/2026**	**Southern California Gas Co.**	**01-5510**		**6,470.60**
01-880248	01/09/2026	True Value Hardware	01-4300	2.43	
			13-4300	.76	3.19
01-880249	01/09/2026	Vestis	01-5550		206.64
01-880250	**01/09/2026**	**VISA**	**01-4300**	**1,996.50**	
			01-5200	7,613.76	
			01-5800	1,376.06	10,986.32
01-880251	01/09/2026	Waldrop's Auto Parts	01-4300	21.74	
			01-4380	**22.18**	**43.92**
01-881966	01/16/2026	Griego, Grace H	01-5800		233.80
01-881967	01/16/2026	Amazon Capital Services	01-4300		566.63
01-881968	01/16/2026	API Plumbing Supplies	01-4300		204.60
01-881969	**01/16/2026**	**CANON FINANCIAL SERVICES, INC.**	**01-5600**		**1,314.01**
01-881970	01/16/2026	Country Auto & Truck	01-4300		607.46
01-881971	01/16/2026	Cuyama Community Services Dist	01-5530		556.99
01-881972	01/16/2026	Department Of Justice	01-5800		98.00
01-881973	**01/16/2026**	**Gerardo Medina**	**01-5800**		**1,380.00**
01-881974	01/16/2026	Graduation Source	01-4300		333.02
01-881975	01/16/2026	James Herrera	01-5100		500.00
01-881976	01/16/2026	Jordano's Food Service	13-4710		3,515.02
01-881977	**01/16/2026**	**Marborg Disposal**	**01-5570**		**842.16**
01-881978	01/16/2026	Pacific Gas & Electric	01-5520		831.97
01-881979	01/16/2026	Pacific Gas & Electric	01-5520		9.56
01-881980	01/16/2026	Pacific Gas & Electric	01-5520		36.07
01-881981	**01/16/2026**	**Pitney Bowes**	**01-5600**		**334.32**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 01/01/2026 through 01/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
01-881982	01/16/2026	RingCentral Inc.	01-5910		856.76
01-881983	01/16/2026	VISA (ASB)	01-5800		3,348.00
01-882618	01/23/2026	Amazon Capital Services	01-4200	14.12	
			01-4300	**802.72**	**816.84**
01-882619	01/23/2026	Bakersfield Heating & Cooling	01-5800		450.00
01-882620	01/23/2026	Brown & Reich Petroleum, Inc.	01-4300		1,458.57
01-882621	01/23/2026	Champion Hardware, Inc	01-4300		181.86
01-882622	**01/23/2026**	**Ewell Ed Services, Inc.**	**01-5200**		**1,962.00**
01-882623	01/23/2026	Gold Star Foods Inc.	13-4710		90.90
01-882624	01/23/2026	Home Depot Credit Services	01-4300	76.03	
			01-4400	1,369.98	1,446.01
01-882625	**01/23/2026**	**Jostens**	**01-4300**		**142.71**
01-882626	01/23/2026	LESLIE'S POOLMART, INC.	01-4300		401.36
01-882627	01/23/2026	Midway Laboratory, Inc	01-5800		119.25
01-882628	01/23/2026	Old Cuyama Do It Best	01-4300		1,584.91
01-882629	**01/23/2026**	**Pacific Gas & Electric**	**01-5520**		**1,225.47**
01-882630	01/23/2026	Santa Barbara County Ed Office	01-7142		149,427.60
01-882631	01/23/2026	Vestis	01-5550		206.64
01-882632	01/23/2026	Victor Ocampo	01-5800		3,500.00
01-882633	**01/23/2026**	**Waldrop's Auto Parts**	**01-4300**	**310.45**	
			01-4380	316.82	627.27
01-883586	01/30/2026	Lebsack, Kevin D	01-4300		339.58
01-883587	01/30/2026	Saenz, Jane E	01-5800		40.00
01-883588	**01/30/2026**	**API Plumbing Supplies**	**01-4300**		**227.33**
01-883589	01/30/2026	Bakersfield Heating & Cooling	01-5800		180.00
01-883590	01/30/2026	Farm Supply Company	01-4300		127.23
01-883591	01/30/2026	Frontier Communications	01-5910		1,229.00
01-883592	**01/30/2026**	**Jordano's Food Service**	**13-4710**		**3,197.69**
01-883593	01/30/2026	Old Cuyama Do It Best	01-4300		745.94
01-883594	01/30/2026	Sprague Pest Solutions	01-5800		1,127.50
01-883595	01/30/2026	True Value Hardware	01-4300	68.41	
			13-4300	**21.39**	**89.80**
		Total Number of Checks	**69**		**226,950.37**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	65	215,477.82
13	Cafeteria Spec Rev Fund	7	11,472.55
	Total Number of Checks	**69**	226,950.37
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		**226,950.37**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-879320, Dated 01/02/2026, Cleared (000453), PO# PO26-00104,BatchId AP01022026										
AP Vendor	Brown & Reich Petroleum, Inc. (002798/1) 215 South 6th Street PO BOX 1076 Taft, CA 93268									
2025/26	12/19/25	R26-00104	Diesel and Fuel	58753	12/22/25	Paid	Cleared	776.94		776.94
2026	01-0000-0-0000-8100-4300-000-0000-0000									
							Check Amount for 01-879320	**776.94**		
Check # 01-879321, Dated 01/02/2026, Cleared (000453), PO# ,BatchId AP01022026										
Direct Vendor	Danielle Murillo (000326/1) 4056 Shelley Court Santa Maria, CA 93455									
2025/26	12/13/25		Justin's Bus Training	251213DM	12/22/25	Paid	Cleared	650.00		650.00
2026	01-0000-0-0000-8100-5800-000-0000-0000									
							Check Amount for 01-879321	**650.00**		
Check # 01-879322, Dated 01/02/2026, Cleared (000453), PO# ,BatchId AP01022026										
Direct Vendor	Home Depot Credit Services (002329/1) Dept 32-2502046356 PO BOX 78047 Phoenix, AZ 85062-8047									
2025/26	10/30/25		CTEIG Supplies	WN36736183	12/22/25	Paid	Cleared	189.61		189.61
2026	01-7801-0-3800-1000-4300-070-0000-0000									
							Check Amount for 01-879322	**189.61**		
Check # 01-879323, Dated 01/02/2026, Cleared (000453), PO# PO26-00039,BatchId AP01022026										
AP Vendor	Jordano's Food Service (001095/1) 550 South Patterson Ave. Santa Barbara, CA 93111									
2025/26	12/15/25	R26-00041	Food Supplies 2025-26 HS	7306864	12/18/25	Paid	Cleared	1,589.18		1,589.18
2026	13-5310-0-0000-3700-4710-070-0000-0000									
2025/26	12/15/25	R26-00041	Food Supplies 2025-26 HS	7306865	12/18/25	Paid	Cleared	812.65		812.65
2026	13-5310-0-0000-3700-4710-070-0000-0000									
2025/26	12/15/25	R26-00041	Food Supplies 2025-26 HS	7306866	12/18/25	Paid	Cleared	1,669.52		1,669.52
2026	13-5310-0-0000-3700-4710-070-0000-0000									

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-879323, Dated 01/02/2026, Cleared (000453), PO# PO26-00039,BatchId AP01022026 (continued)										
AP Vendor		Jordano's Food Service (001095/1)	(continued)							(continued)
2025/26	12/15/25	R26-00041	Food Supplies 2025-26 HS	7306867	12/18/25	Paid	Cleared	551.72		551.72
	2026	13-5310-0-0000-3700-4710-070-0000-0000								
						Check Amount for 01-879323		**4,623.07**		
Check # 01-879324, Dated 01/02/2026, Cleared (000453), PO# PO26-00096,BatchId AP01022026										
AP Vendor		Old Cuyama Do It Best (000217/1) 3045 Hwy 166 Cuyama, CA 93254								
2025/26	12/19/25	R26-00096	Supplies	B366294	12/22/25	Paid	Cleared	64.65		64.65
	2026	01-0000-0-0000-2700-4300-070-0000-0000								
	2026	01-0000-0-0000-3600-4380-000-0000-7230								
	2026	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2026	**01-0000-0-0000-3600-4380-000-BUS4-7230**								
	2026	01-0000-0-0000-7200-5800-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-030-0000-0000				64.65				
	2026	**01-0000-0-0000-8100-4300-030-0000-WELL**								
	2026	01-0000-0-0000-8100-4300-070-0000-0000								
	2026	01-0000-0-0000-8100-5640-030-0000-0000								
	2026	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2026	**01-0035-0-0000-8100-4300-000-RENT-0000**								
	2026	01-9015-0-0000-8100-4300-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-070-0000-0000								
2025/26	12/22/25	R26-00096	Supplies	B366374	12/22/25	Paid	Cleared	19.49		19.49
	2026	01-0000-0-0000-2700-4300-070-0000-0000								
	2026	01-0000-0-0000-3600-4380-000-0000-7230								
	2026	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2026	**01-0000-0-0000-3600-4380-000-BUS4-7230**								
	2026	01-0000-0-0000-7200-5800-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-030-0000-0000				19.49				
	2026	**01-0000-0-0000-8100-4300-030-0000-WELL**								
	2026	01-0000-0-0000-8100-4300-070-0000-0000								
	2026	01-0000-0-0000-8100-5640-030-0000-0000								
	2026	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2026	**01-0035-0-0000-8100-4300-000-RENT-0000**								

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2026, Ending Check/Advice Date = 1/31/2026, Page Break by Check/Advice? = N, Zero? = Y)

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-879324, Dated 01/02/2026, Cleared (000453), PO# PO26-00096,BatchId AP01022026 (continued)										
AP Vendor		Old Cuyama Do It Best (000217/1)	(continued)							(continued)
2025/26	12/22/25	R26-00096	Supplies	B366374 (continued)	12/22/25	Paid	Cleared	(continued)		
	2026	01-9015-0-0000-8100-4300-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-070-0000-0000								
						Check Amount for 01-879324		**84.14**		
Check # 01-879325, Dated 01/02/2026, Cleared (000453), PO# PO26-00030,BatchId AP01022026										
AP Vendor		True Value Hardware (002128/1) 407 9th Street Taft, CA 93268								
2025/26	12/12/25	R26-00033	Maintenance Supplies 2025-26	502157	12/18/25	Paid	Cleared	99.58		99.58
	2026	01-0000-0-0000-8100-4300-000-0000-0000				26.07				
	2026	01-0000-0-0000-8100-4300-030-0000-0000				23.72				
	2026	01-0000-0-0000-8100-4300-070-0000-0000				26.07				
	2026	13-5310-0-0000-3700-4300-030-0000-0000				23.72				
						Check Amount for 01-879325		**99.58**		
Check # 01-880233, Dated 01/09/2026, Cleared (000454), PO# ,BatchId AP01092026										
Direct Employee		Bratcher, Kylie (000171) 380 Quatal Canyon Rd Ventucpoa, CA 93252								
2025/26	12/19/25		Tavel Between Schools	251219KB	12/27/25	Paid	Cleared	34.44		34.44
	2026	01-0000-0-1110-1000-5200-070-0000-0000								
						Check Amount for 01-880233		**34.44**		
Check # 01-880234, Dated 01/09/2026, Cleared (000454), PO# ,BatchId AP01092026										
Direct Employee		De Los Santos, Lilly M (000181) P.O box 27 New Cuyama, CA 93254								
2025/26	12/29/25		FingerPrints	251229LD	12/31/25	Paid	Cleared	35.00		35.00
	2026	01-0000-0-0000-7200-5800-000-0000-0000								
						Check Amount for 01-880234		**35.00**		
Check # 01-880235, Dated 01/09/2026, Cleared (000454), PO# ,BatchId AP01092026										

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2026, Ending Check/Advice Date = 1/31/2026, Page Break by Check/Advice? = N, Zero? = Y)

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-880235, Dated 01/09/2026, Cleared (000454), PO# ,BatchId AP01092026										
Direct Vendor	Amazon Capital Services (000201/1) PO Box 035184 Seattle, WA 98124-5184									
2025/26	12/24/25		Printer	13F4-QQNJ-MTM4	12/29/25	Paid	Cleared	107.63		107.63
2026	01-7413-0-1110-1000-4300-070-0000-0000									
2025/26	12/10/25		After School Tutor Supplies	13Q9-QPPD-XTV6	12/29/25	Paid	Cleared	54.77		54.77
2026	01-2600-0-1110-1000-4300-030-0000-0000									
2025/26	12/10/25		CTEIG Supplies	1KKY-94V4-61RH	12/29/25	Paid	Cleared	13.01		13.01
2026	01-7801-0-3800-1000-4300-070-0000-0000									
2025/26	12/24/25		InkELOP	1QJH-1LT4-P1DR	12/29/25	Paid	Cleared	60.22		60.22
2026	01-2600-0-1110-1000-4300-030-0000-0000									
						Check Amount for 01-880235		**235.63**		
Check # 01-880236, Dated 01/09/2026, Cleared (000454), PO# PO26-00002,BatchId AP01092026										
AP Vendor	Applied Technology Group, Inc. (000419/1) 4440 Easton Drive Bakersfield, CA 93309									
2025/26	01/01/26	R26-00002	UHF Radio Service	REC0113571	12/31/25	Paid	Cleared	250.00		250.00
2026	01-0000-0-0000-3600-5900-000-0000-7230									
						Check Amount for 01-880236		**250.00**		
Check # 01-880237, Dated 01/09/2026, Cleared (000454), PO# ,BatchId AP01092026										
Direct Vendor	Avantor Performance Materials (000347/1) 100 Matsonford Rd Bldg 1 Ste 200 Radnor, PA 19087									
2025/26	12/18/25		Science Lab	8820639475	01/01/26	Paid	Cleared	152.06		152.06
2026	01-7412-0-1110-1000-4300-070-0000-0000									
						Check Amount for 01-880237		**152.06**		
Check # 01-880238, Dated 01/09/2026, Cleared (000454), PO# PO26-00105,BatchId AP01092026										
AP Vendor	CANON FINANCIAL SERVICES, INC. (000155/1) 14904 Collections Center Drive Chicago, IL 60693-0149									
2025/26	06/11/25	R26-00105	Copier Lease/Meter 2025-26	41209286	01/06/26	Paid	Cleared	799.66		799.66
2026	01-0000-0-0000-2700-5600-030-0000-0000							133.28		
2026	01-0000-0-0000-2700-5600-070-0000-0000							133.28		

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-880238, Dated 01/09/2026, Cleared (000454), PO# PO26-00105,BatchId AP01092026										
AP Vendor		CANON FINANCIAL SERVICES, INC. (000155/1)	(continued)							
2025/26	06/11/25	R26-00105	Copier Lease/Meter 2025-26	41209286 (continued)	01/06/26	Paid	Cleared	(continued)		
2026	01-0000-0-0000-7100-5600-000-0000-0000					133.28				
2026	01-0000-0-0000-7200-5600-000-0000-0000					133.28				
2026	01-0000-0-1110-1000-5600-030-0000-0000					133.26				
2026	01-0000-0-1110-1000-5600-070-0000-0000					133.28				
2025/26	08/22/25	R26-00105	Copier Lease/Meter 2025-26	41707779	01/06/26	Paid	Cleared	1,133.18		1,133.18
2026	01-0000-0-0000-2700-5600-030-0000-0000					188.86				
2026	01-0000-0-0000-2700-5600-070-0000-0000					188.86				
2026	01-0000-0-0000-7100-5600-000-0000-0000					188.86				
2026	01-0000-0-0000-7200-5600-000-0000-0000					188.86				
2026	01-0000-0-1110-1000-5600-030-0000-0000					188.88				
2026	01-0000-0-1110-1000-5600-070-0000-0000					188.86				
2025/26	10/12/25	R26-00105	Copier Lease/Meter 2025-26	41954786	01/06/26	Paid	Cleared	1,314.01		1,314.01
2026	01-0000-0-0000-2700-5600-030-0000-0000					219.00				
2026	01-0000-0-0000-2700-5600-070-0000-0000					219.00				
2026	01-0000-0-0000-7100-5600-000-0000-0000					219.00				
2026	01-0000-0-0000-7200-5600-000-0000-0000					219.00				
2026	01-0000-0-1110-1000-5600-030-0000-0000					219.01				
2026	01-0000-0-1110-1000-5600-070-0000-0000					219.00				
2025/26	11/11/25	R26-00105	Copier Lease/Meter 2025-26	42131540	01/06/26	Paid	Cleared	2,906.23		2,906.23
2026	01-0000-0-0000-2700-5600-030-0000-0000					484.37				
2026	01-0000-0-0000-2700-5600-070-0000-0000					484.37				
2026	01-0000-0-0000-7100-5600-000-0000-0000					484.37				
2026	01-0000-0-0000-7200-5600-000-0000-0000					484.37				
2026	01-0000-0-1110-1000-5600-030-0000-0000					484.38				
2026	01-0000-0-1110-1000-5600-070-0000-0000					484.37				
						Check Amount for 01-880238		**6,153.08**		
Check # 01-880239, Dated 01/09/2026, Cleared (000454), PO# PO26-00015,BatchId AP01092026										
AP Vendor		Frontier Communications (000033/1) PO BOX 740407 Cincinnati, OH 45274-0407								

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-880239, Dated 01/09/2026, Cleared (000454), PO# PO26-00015,BatchId AP01092026										
AP Vendor	Frontier Communications (000033/1) (continued)									
2025/26	12/13/25	R26-00017	Communications Line High School	251213FES	12/23/25	Paid	Cleared	819.41		819.41
	2026	01-0000-0-0000-2700-5910-070-0000-0000								
2025/26	12/13/25	R26-00016	Communications Line Elementary	251213FHS	12/23/25	Paid	Cleared	378.15		378.15
	2026	01-0000-0-0000-2700-5910-030-0000-0000								
						Check Amount for 01-880239		**1,197.56**		
Check # 01-880240, Dated 01/09/2026, Cleared (000454), PO# ,BatchId AP01092026										
Direct Vendor	Home Depot Credit Services (002329/1) Dept 32-2502046356 PO BOX 78047 Phoenix, AZ 85062-8047									
2025/26	10/06/25		CTE Supplies	WN350792352	01/01/26	Paid	Cleared	16.46		16.46
	2026	01-7801-0-3800-1000-4300-070-0000-0000								
2025/26	10/01/25		CTE Supplies	WN35079239	01/01/26	Paid	Cleared	431.96		431.96
	2026	01-7801-0-3800-1000-4300-070-0000-0000								
						Check Amount for 01-880240		**448.42**		
Check # 01-880241, Dated 01/09/2026, Cleared (000454), PO# PO26-00034,BatchId AP01092026										
AP Vendor	Kern County Supt. Of Schools (001195/1) 1300 17th Street Bakersfield, CA 93301									
2025/26	12/19/25	R26-00037	Bus Repairs 2025-26	601502	01/06/26	Paid	Cleared	575.70		575.70
	2026	01-0000-0-0000-3600-4380-000-0000-7230								
	2026	01-0000-0-0000-3600-5640-000-0000-7230								
	2026	01-0000-0-0000-3600-5640-000-BUS1-7230				154.06				
	2026	01-0000-0-0000-3600-5640-000-BUS2-7230				146.85				
	2026	01-0000-0-0000-3600-5640-000-BUS3-7230				18.91-				
	2026	01-0000-0-0000-3600-5640-000-BUS4-7230				146.85				
	2026	01-0000-0-0000-3600-5640-000-BUS5-7230				146.85				
						Check Amount for 01-880241		**575.70**		
Check # 01-880242, Dated 01/09/2026, Cleared (000454), PO# PO26-00118,BatchId AP01092026										

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2026, Ending Check/Advice Date = 1/31/2026, Page Break by Check/Advice? = N, Zero? = Y)

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	Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-880242, Dated 01/09/2026, Cleared (000454), PO# PO26-00118,BatchId AP01092026											
AP Vendor			Nature Explore (000270/1) 7700 A Street Lincoln, NE 68510								
F	2025/26	01/07/25	R26-00118	First 5 Outdoor	SI32035	01/07/26	Paid	Cleared	2,797.94		2,797.94
	2026	01-9015-0-1110-1000-4300-030-0000-0000									
							Check Amount for 01-880242		**2,797.94**		
Check # 01-880243, Dated 01/09/2026, Cleared (000454), PO# PO26-00096,BatchId AP01092026											
AP Vendor			Old Cuyama Do It Best (000217/1) 3045 Hwy 166 Cuyama, CA 93254								
	2025/26	12/23/25	R26-00096	Supplies	B366428	12/28/25	Paid	Cleared	6.09-		6.09-
	2026	01-0000-0-0000-2700-4300-070-0000-0000									
	2026	01-0000-0-0000-3600-4380-000-0000-7230									
	2026	01-0000-0-0000-3600-4380-000-BUS1-7230									
	2026	**01-0000-0-0000-3600-4380-000-BUS4-7230**									
	2026	01-0000-0-0000-7200-5800-000-0000-0000									
	2026	01-0000-0-0000-8100-4300-000-0000-0000									
	2026	01-0000-0-0000-8100-4300-030-0000-0000					6.09-				
	2026	**01-0000-0-0000-8100-4300-030-0000-WELL**									
	2026	01-0000-0-0000-8100-4300-070-0000-0000									
	2026	01-0000-0-0000-8100-5640-030-0000-0000									
	2026	01-0000-0-1137-4200-4300-070-0000-FTBL									
	2026	**01-0035-0-0000-8100-4300-000-RENT-0000**									
	2026	01-9015-0-0000-8100-4300-030-0000-0000									
	2026	13-5310-0-0000-3700-4790-030-0000-0000									
	2026	13-5310-0-0000-3700-4790-070-0000-0000									
	2025/26	12/29/25	R26-00096	Supplies	B366483	12/29/25	Paid	Cleared	211.19		211.19
	2026	01-0000-0-0000-2700-4300-070-0000-0000									
	2026	01-0000-0-0000-3600-4380-000-0000-7230									
	2026	01-0000-0-0000-3600-4380-000-BUS1-7230									
	2026	**01-0000-0-0000-3600-4380-000-BUS4-7230**									
	2026	01-0000-0-0000-7200-5800-000-0000-0000									
	2026	01-0000-0-0000-8100-4300-000-0000-0000									
	2026	01-0000-0-0000-8100-4300-030-0000-0000					211.19				
	2026	**01-0000-0-0000-8100-4300-030-0000-WELL**									
	2026	01-0000-0-0000-8100-4300-070-0000-0000									
	2026	01-0000-0-0000-8100-5640-030-0000-0000									
	2026	01-0000-0-1137-4200-4300-070-0000-FTBL									

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Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-880243, Dated 01/09/2026, Cleared (000454), PO# PO26-00096,BatchId AP01092026 (continued)										
AP Vendor		Old Cuyama Do It Best (000217/1)	(continued)							(continued)
2025/26	12/29/25	R26-00096	Supplies	B366483 (continued)	12/29/25	Paid	Cleared	(continued)		
	2026	01-0035-0-0000-8100-4300-000-RENT-0000								
	2026	01-9015-0-0000-8100-4300-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-030-0000-0000								
	2026	**13-5310-0-0000-3700-4790-070-0000-0000**								
2025/26	01/31/26	R26-00096	Supplies	B366493	12/31/25	Paid	Cleared	41.74		41.74
	2026	01-0000-0-0000-2700-4300-070-0000-0000								
	2026	01-0000-0-0000-3600-4380-000-0000-7230								
	2026	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2026	**01-0000-0-0000-3600-4380-000-BUS4-7230**								
	2026	01-0000-0-0000-7200-5800-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-030-0000-0000				41.74				
	2026	**01-0000-0-0000-8100-4300-030-0000-WELL**								
	2026	01-0000-0-0000-8100-4300-070-0000-0000								
	2026	01-0000-0-0000-8100-5640-030-0000-0000								
	2026	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2026	**01-0035-0-0000-8100-4300-000-RENT-0000**								
	2026	01-9015-0-0000-8100-4300-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-070-0000-0000								
2025/26	12/30/25	R26-00096	Supplies	B366520	12/31/25	Paid	Cleared	5.16		5.16
	2026	01-0000-0-0000-2700-4300-070-0000-0000								
	2026	01-0000-0-0000-3600-4380-000-0000-7230								
	2026	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2026	**01-0000-0-0000-3600-4380-000-BUS4-7230**								
	2026	01-0000-0-0000-7200-5800-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-030-0000-0000				5.16				
	2026	**01-0000-0-0000-8100-4300-030-0000-WELL**								
	2026	01-0000-0-0000-8100-4300-070-0000-0000								
	2026	01-0000-0-0000-8100-5640-030-0000-0000								
	2026	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2026	**01-0035-0-0000-8100-4300-000-RENT-0000**								
	2026	01-9015-0-0000-8100-4300-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-070-0000-0000								

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-880243, Dated 01/09/2026, Cleared (000454), PO# PO26-00096,BatchId AP01092026 (continued)										
AP Vendor		Old Cuyama Do It Best (000217/1)	(continued)							(continued)
2025/26	12/30/25	R26-00096	Supplies	B366528	01/01/26	Paid	Cleared	10.77		10.77
	2026	01-0000-0-0000-2700-4300-070-0000-0000								
	2026	01-0000-0-0000-3600-4380-000-0000-7230								
	2026	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2026	**01-0000-0-0000-3600-4380-000-BUS4-7230**								
	2026	01-0000-0-0000-7200-5800-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-030-0000-0000				10.77				
	2026	**01-0000-0-0000-8100-4300-030-0000-WELL**								
	2026	01-0000-0-0000-8100-4300-070-0000-0000								
	2026	01-0000-0-0000-8100-5640-030-0000-0000								
	2026	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2026	**01-0035-0-0000-8100-4300-000-RENT-0000**								
	2026	01-9015-0-0000-8100-4300-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-070-0000-0000								
2025/26	12/30/25		4753 CEBRIAN	B366540	01/01/26	Paid	Cleared	80.81		80.81
	2026	01-0035-0-0000-8100-4300-000-RENT-0000								
						Check Amount for 01-880243		**343.58**		
Check # 01-880244, Dated 01/09/2026, Cleared (000454), PO# ,BatchId AP01092026										
Direct Vendor		ParkHouse Tire-Bakersfield (000375/1) 115 Union Ave Bakersfield, CA 93307								
2025/26	12/01/25		Tires Red Tractor	511233	01/01/26	Paid	Cleared	1,098.76		1,098.76
	2026	01-0000-0-0000-8100-5800-000-0000-0000								
						Check Amount for 01-880244		**1,098.76**		
Check # 01-880245, Dated 01/09/2026, Cleared (000454), PO# ,BatchId AP01092026										
Direct Vendor		Paul Rodriquez (000307/1) 4810 Sisquoc Street New Cuyama, CA 93254								
2025/26	12/23/25		Paint After School Room	001	01/05/26	Paid	Cleared	960.00		960.00
	2026	01-2600-0-1110-1000-5800-030-0000-0000								
2025/26	01/04/25		TV for after school room	002	01/05/26	Paid	Cleared	300.00		300.00
	2026	01-2600-0-1110-1000-5800-030-0000-0000								

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2026, Ending Check/Advice Date = 1/31/2026, Page Break by Check/Advice? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-880245, Dated 01/09/2026, Cleared (000454), PO# ,BatchId AP01092026 (continued)										
Direct Vendor	Paul Rodriquez (000307/1) (continued)									(continued)
							Check Amount for 01-880245	**1,260.00**		
Check # 01-880246, Dated 01/09/2026, Cleared (000454), PO# PO26-00025,BatchId AP01092026										
AP Vendor	RingCentral Inc. (000194/1) P.O. Box 734232 Dallas, TX 75373-4232									
2025/26	11/09/25	R26-00027	Phone Services	CD001269479	01/01/26	Paid	Cleared	860.18		860.18
	2026	01-0000-0-0000-2700-5910-030-0000-0000				508.05				
	2026	01-0000-0-0000-2700-5910-070-0000-0000				259.84				
	2026	01-0000-0-0000-7200-5910-000-0000-0000				92.29				
2025/26	12/10/25	R26-00027	Phone Services	CD001296417	01/01/26	Paid	Cleared	860.18		860.18
	2026	01-0000-0-0000-2700-5910-030-0000-0000				508.05				
	2026	01-0000-0-0000-2700-5910-070-0000-0000				259.84				
	2026	01-0000-0-0000-7200-5910-000-0000-0000				92.29				
							Check Amount for 01-880246	**1,720.36**		
Check # 01-880247, Dated 01/09/2026, Cleared (000454), PO# PO26-00029,BatchId AP01092026										
AP Vendor	Southern California Gas Co. (000091/1) PO BOX C Monterey Park, CA 91756-5111									
2025/26	12/23/25	R26-00031	11/21/2025-12/22/2025	251223SCGELE	01/01/26	Paid	Cleared	831.97		831.97
	2026	01-0000-0-0000-8100-5510-030-0000-0000								
2025/26	12/26/25		4814 Morales-December	251226MORSCG	01/01/26	Paid	Cleared	28.65		28.65
	2026	01-0035-0-0000-8100-5510-000-RENT-0000								
2025/26	12/26/25	R26-00031	11/21/2025-12/22/2025	251226SCG	01/01/26	Paid	Cleared	3,481.95		3,481.95
	2026	01-0000-0-0000-8100-5510-030-0000-0000								
2025/26	12/26/25	R26-00032	11/21/2025-12/22/2025	251226SCGHS	01/01/26	Paid	Cleared	2,128.03		2,128.03
	2026	01-0000-0-0000-8100-5510-070-0000-0000								
							Check Amount for 01-880247	**6,470.60**		
Check # 01-880248, Dated 01/09/2026, Cleared (000454), PO# PO26-00030,BatchId AP01092026										

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	Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-880248, Dated 01/09/2026, Cleared (000454), PO# PO26-00030,BatchId AP01092026											
AP Vendor	True Value Hardware (002128/1) 407 9th Street Taft, CA 93268										
	2025/26	12/29/25	R26-00033	Maintenance Supplies 2025-26	502499	01/01/26	Paid	Cleared	3.19		3.19
		2026	01-0000-0-0000-8100-4300-000-0000-0000				.84				
		2026	01-0000-0-0000-8100-4300-030-0000-0000				.75				
		2026	01-0000-0-0000-8100-4300-070-0000-0000				.84				
		2026	13-5310-0-0000-3700-4300-030-0000-0000				.76				
							Check Amount for 01-880248		**3.19**		
Check # 01-880249, Dated 01/09/2026, Cleared (000454), PO# PO26-00074,BatchId AP01092026											
AP Vendor	Vestis (000293/1) PO Box 101179 Pasadena, CA 91189-1179										
	2025/26	12/24/25	R26-00074	Monthly Rentals	2601780937	12/27/25	Paid	Cleared	206.64		206.64
		2026	01-0000-0-0000-8100-5550-000-0000-0000								
							Check Amount for 01-880249		**206.64**		
Check # 01-880250, Dated 01/09/2026, Cleared (000454), PO# ,BatchId AP01092026											
Direct Vendor	VISA (000244/1) PO BOX 4521 Carol Stream, IL 60197-4521										
	2025/26	12/08/25		DO Credit Card December	251225DO	01/06/26	Paid	Cleared	2,864.79		2,864.79
		2026	01-0000-0-0000-7200-5800-000-0000-0000				1,376.06				
		2026	01-7412-0-1110-1000-4300-070-0000-0000				809.90				
		2026	01-9015-0-1110-1000-4300-030-0000-0000				678.83				
F	2025/26	12/28/25	R26-00119	FFA Credit Card December	251228FFAVISA	01/07/26	Paid	Cleared	8,121.53		8,121.53
		2026	01-7412-0-1110-1000-4300-070-0000-0000				507.77				
		2026	01-7801-0-3800-1000-5200-070-0000-0000				7,613.76				
							Check Amount for 01-880250		**10,986.32**		
Check # 01-880251, Dated 01/09/2026, Cleared (000454), PO# PO26-00033,BatchId AP01092026											
AP Vendor	Waldrop's Auto Parts (002783/1) 601 Kern Street Taft, CA 93268-2716										

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2026, Ending Check/Advice Date = 1/31/2026, Page Break by Check/Advice? = N, Zero? = Y)

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-880251, Dated 01/09/2026, Cleared (000454), PO# PO26-00033,BatchId AP01092026										
AP Vendor	Waldrop's Auto Parts (002783/1) (continued)									
2025/26	12/29/25	R26-00036	Bus/Auto Parts 2025-26	69751-1	01/01/26	Paid	Cleared	43.92		43.92
2026	01-0000-0-0000-3600-4380-000-0000-7230							22.18		
2026	01-0000-0-0000-3600-4380-000-BUS1-7230									
2026	01-0000-0-0000-3600-4380-000-BUS2-7230									
2026	01-0000-0-0000-3600-4380-000-BUS3-7230									
2026	01-0000-0-0000-3600-4380-000-BUS4-7230									
2026	01-0000-0-0000-3600-4380-000-BUS5-7230									
2026	01-0000-0-0000-8100-4300-000-0000-0000							21.74		
							Check Amount for 01-880251	**43.92**		
Check # 01-881966, Dated 01/16/2026, Cleared (000455), PO# ,BatchId AP01162026										
Direct Employee	Griego, Grace H (000161) 918 2nd St. Taft, CA 93268									
2025/26	01/15/26		CBO Program Mileage	260115GG	01/15/26	Paid	Cleared	233.80		233.80
2026	01-0000-0-0000-2700-5800-070-0000-0000									
							Check Amount for 01-881966	**233.80**		
Check # 01-881967, Dated 01/16/2026, Cleared (000455), PO# ,BatchId AP01162026										
Direct Vendor	Amazon Capital Services (000201/1) PO Box 035184 Seattle, WA 98124-5184									
2025/26	12/10/25		A-G Funds	11NR-MX17-3HL3	01/13/26	Paid	Cleared	359.15		359.15
2026	01-7412-0-1110-1000-4300-070-0000-0000									
2025/26	12/10/25		A-G Funds	1KJP-1YCF-634P	01/13/26	Paid	Cleared	28.65		28.65
2026	01-7412-0-1110-1000-4300-070-0000-0000									
2025/26	12/10/25		A-G	1KKY-94V4-6P63	01/13/26	Paid	Cleared	46.32		46.32
2026	01-7413-0-1110-1000-4300-070-0000-0000									
2025/26	01/07/25		Board HDMI	1THC-1N99-37C6	01/13/26	Paid	Cleared	10.01		10.01
2026	01-0000-0-0000-7200-4300-000-0000-0000									
2025/26	12/10/25		Books	1TMT-YNC1-3LC1	01/13/26	Paid	Cleared	122.50		122.50
2026	01-0066-0-0000-2420-4300-000-0000-0000									
							Check Amount for 01-881967	**566.63**		
Check # 01-881968, Dated 01/16/2026, Cleared (000455), PO# ,BatchId AP01162026										

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-881968, Dated 01/16/2026, Cleared (000455), PO# ,BatchId AP01162026										
Direct Vendor	API Plumbing Supplies (000003/1) P.O.Box 234 Taft, CA 93268									
2025/26	01/05/26		Kindergarten Sink	310013	01/12/26	Paid	Cleared	204.60		204.60
	2026 01-0000-0-0000-8100-4300-000-0000-0000									
						Check Amount for 01-881968		**204.60**		
Check # 01-881969, Dated 01/16/2026, Cleared (000455), PO# PO26-00105,BatchId AP01162026										
AP Vendor	CANON FINANCIAL SERVICES, INC. (000155/1) 14904 Collections Center Drive Chicago, IL 60693-0149									
2025/26	10/12/26	R26-00105	Copier Lease/Meter 2025-26	42467375	01/13/26	Paid	Cleared	1,314.01		1,314.01
	2026 01-0000-0-0000-2700-5600-030-0000-0000					219.00				
	2026 01-0000-0-0000-2700-5600-070-0000-0000					219.00				
	2026 01-0000-0-0000-7100-5600-000-0000-0000					219.00				
	2026 01-0000-0-0000-7200-5600-000-0000-0000					219.00				
	2026 01-0000-0-1110-1000-5600-030-0000-0000					219.01				
	2026 01-0000-0-1110-1000-5600-070-0000-0000					219.00				
						Check Amount for 01-881969		**1,314.01**		
Check # 01-881970, Dated 01/16/2026, Cleared (000455), PO# ,BatchId AP01162026										
Direct Vendor	Country Auto & Truck (002701/1) 42914 Highway 58 Buttonwillow, CA 93206									
2025/26	01/05/26		Shop Supplies	340640	01/12/26	Paid	Cleared	607.46		607.46
	2026 01-0000-0-0000-8100-4300-000-0000-0000									
						Check Amount for 01-881970		**607.46**		
Check # 01-881971, Dated 01/16/2026, Printed (000455), PO# PO26-00010,BatchId AP01162026										
AP Vendor	Cuyama Community Services Dist (000206/1) PO BOX 368 New Cuyama, CA 93254									
2025/26	12/31/25	R26-00010	Service 11/20/25-12/20/25	251231CEBRIAN	01/13/26	Paid	Printed	149.91		149.91
	2026 01-0000-0-0000-8100-5530-070-0000-0000									
2025/26	12/31/25	R26-00010	Service 11/20/25-12/20/25	251231HS	01/13/26	Paid	Printed			
	2026 01-0000-0-0000-8100-5530-070-0000-0000									

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-881971, Dated 01/16/2026, Printed (000455), PO# PO26-00010,BatchId AP01162026 (continued)										
AP Vendor	Cuyama Community Services Dist (000206/1) (continued)									(continued)
2025/26	12/31/25	R26-00010	Service 11/20/25-12/20/25	251231HS2	01/13/26	Paid	Printed	257.17		257.17
	2026	01-0000-0-0000-8100-5530-070-0000-0000								
2025/26	12/31/25	R26-00010	Service 11/20/25-12/20/25	251231MORALES	01/13/26	Paid	Printed	149.91		149.91
	2026	01-0000-0-0000-8100-5530-070-0000-0000								
						Check Amount for 01-881971		**556.99**		
Check # 01-881972, Dated 01/16/2026, Cleared (000455), PO# PO26-00012,BatchId AP01162026										
AP Vendor	Department Of Justice (001311/1) PO BOX 944255 Sacramento, CA 94244-2550									
2025/26	01/06/26	R26-00012	Live Scan	015389	01/13/26	Paid	Cleared	98.00		98.00
	2026	01-0000-0-0000-7200-5800-000-0000-0000								
						Check Amount for 01-881972		**98.00**		
Check # 01-881973, Dated 01/16/2026, Cleared (000455), PO# ,BatchId AP01162026										
Direct Vendor	Gerardo Medina (000366/1) 500 Bautista St. Arvin, CA 93203									
2025/26	01/14/26		Tint Vans	2650	01/14/26	Paid	Cleared	1,380.00		1,380.00
	2026	01-0000-0-0000-8100-5800-000-0000-0000								
						Check Amount for 01-881973		**1,380.00**		
Check # 01-881974, Dated 01/16/2026, Printed (000455), PO# ,BatchId AP01162026										
Direct Vendor	Graduation Source (000276/1) 200 Pemberwick Road Greenwich, CT 06831									
2025/26	01/13/26		Cap & Gown	SO887797	01/13/26	Paid	Printed	333.02		333.02
	2026	01-0000-0-0000-7200-4300-000-0000-0000								
						Check Amount for 01-881974		**333.02**		
Check # 01-881975, Dated 01/16/2026, Cleared (000455), PO# ,BatchId AP01162026										
Direct Vendor	James Herrera (002887/1) PO BOX 251 New Cuyama, CA 93254									
2025/26	01/01/26		December Transportation	DEC2025	01/13/26	Paid	Cleared	240.00		240.00

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Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-881975, Dated 01/16/2026, Cleared (000455), PO# ,BatchId AP01162026										
Direct Vendor	James Herrera (002887/1) (continued)									
2025/26	01/01/26		December Transportation	DEC2025 (continued)	01/13/26	Paid	Cleared	(continued)		
	2026	01-0000-0-0000-3600-5100-070-0000-0000								
2025/26	12/01/25		November Transportation	NOV2025	01/13/26	Paid	Cleared	260.00		260.00
	2026	01-0000-0-0000-3600-5100-070-0000-0000								
						Check Amount for 01-881975		**500.00**		
Check # 01-881976, Dated 01/16/2026, Cleared (000455), PO# PO26-00040,BatchId AP01162026										
AP Vendor	Jordano's Food Service (001095/1) 550 South Patterson Ave. Santa Barbara, CA 93111									
2025/26	01/12/26	R26-00042	Food Supplies 2025-26 ES	73119101	01/13/26	Paid	Cleared	423.83		423.83
	2026	13-5310-0-0000-3700-4300-030-SUMR-0000								
	2026	13-5310-0-0000-3700-4710-030-0000-0000				423.83				
	2026	13-5310-0-0000-3700-4710-030-SUMR-0000								
2025/26	01/12/26	R26-00042	Food Supplies 2025-26 ES	7319100	01/13/26	Paid	Cleared	1,456.63		1,456.63
	2026	13-5310-0-0000-3700-4300-030-SUMR-0000								
	2026	13-5310-0-0000-3700-4710-030-0000-0000				1,456.63				
	2026	13-5310-0-0000-3700-4710-030-SUMR-0000								
2025/26	01/12/26	R26-00042	Food Supplies 2025-26 ES	7319102	01/13/26	Paid	Cleared	53.66		53.66
	2026	13-5310-0-0000-3700-4300-030-SUMR-0000								
	2026	13-5310-0-0000-3700-4710-030-0000-0000				53.66				
	2026	13-5310-0-0000-3700-4710-030-SUMR-0000								
2025/26	01/12/26	R26-00041	Food Supplies 2025-26 HS	7319103	01/13/26	Paid	Cleared	1,134.86		1,134.86
	2026	13-5310-0-0000-3700-4710-070-0000-0000								
2025/26	01/12/26	R26-00041	Food Supplies 2025-26 HS	7319104	01/13/26	Paid	Cleared	434.40		434.40
	2026	13-5310-0-0000-3700-4710-070-0000-0000								
2025/26	01/12/26	R26-00041	Food Supplies 2025-26 HS	7319105	01/13/26	Paid	Cleared	11.64		11.64
	2026	13-5310-0-0000-3700-4710-070-0000-0000								

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
						Check Amount for 01-881976		**3,515.02**		
Check # 01-881977, Dated 01/16/2026, Cleared (000455), PO# PO26-00018,BatchId AP01162026										
AP Vendor		Marborg Disposal (000715/1) PO BOX 4127 Santa Barbara, CA 93140								
2025/26	12/31/25	R26-00020	Trash Service Dec 2025	6719930	01/13/26	Paid	Cleared	280.72		280.72
2026	01-0000-0-0000-8100-5570-000-0000-0000									
2025/26	12/31/25	R26-00020	Trash Service Dec 2025	6719931	01/13/26	Paid	Cleared	561.44		561.44
2026	01-0000-0-0000-8100-5570-000-0000-0000									
						Check Amount for 01-881977		**842.16**		
Check # 01-881978, Dated 01/16/2026, Cleared (000455), PO# PO26-00081,BatchId AP01162026										
AP Vendor		Pacific Gas & Electric (000074/1) Box 997300 Sacramento, CA 95899-7300								
2025/26	12/23/25	R26-00081	ES Electricity 2025-26	251223	01/13/26	Paid	Cleared	831.97		831.97
2026	01-0000-0-0000-8100-5520-030-0000-0000					831.97				
2026	01-2600-0-0000-8100-5520-030-0000-0000									
						Check Amount for 01-881978		**831.97**		
Check # 01-881979, Dated 01/16/2026, Cleared (000455), PO# ,BatchId AP01162026										
Direct Vendor		Pacific Gas & Electric (000074/1) Box 997300 Sacramento, CA 95899-7300								
2025/26	01/05/26		4753 Cebrian Ave	260105PGECEB	01/12/26	Paid	Cleared	9.56		9.56
2026	01-0035-0-0000-8100-5520-000-RENT-0000									
						Check Amount for 01-881979		**9.56**		
Check # 01-881980, Dated 01/16/2026, Cleared (000455), PO# PO26-00081,BatchId AP01162026										
AP Vendor		Pacific Gas & Electric (000074/1) Box 997300 Sacramento, CA 95899-7300								
2025/26	01/05/26	R26-00081	ES Electricity 2025-26	260105PGEES	01/12/26	Paid	Cleared	36.07		36.07
2026	01-0000-0-0000-8100-5520-030-0000-0000					36.07				
2026	01-2600-0-0000-8100-5520-030-0000-0000									

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
						Check Amount for 01-881980		**36.07**		
Check # 01-881981, Dated 01/16/2026, Printed (000455), PO# PO26-00022,BatchId AP01162026										
AP Vendor		Pitney Bowes (000200/1) PO BOX 981039 Boston, MA 02298-1039								
2025/26	01/06/26	R26-00024	Service and Rental	260106PP	01/12/26	Paid	Printed	334.32		334.32
	2026	01-0000-0-0000-7200-5600-000-0000-0000								
						Check Amount for 01-881981		**334.32**		
Check # 01-881982, Dated 01/16/2026, Printed (000455), PO# PO26-00025,BatchId AP01162026										
AP Vendor		RingCentral Inc. (000194/1) P.O. Box 734232 Dallas, TX 75373-4232								
2025/26	01/09/26	R26-00027	Phone Services	CD001323588	01/12/26	Paid	Printed	856.76		856.76
	2026	01-0000-0-0000-2700-5910-030-0000-0000				506.02				
	2026	01-0000-0-0000-2700-5910-070-0000-0000				258.82				
	2026	01-0000-0-0000-7200-5910-000-0000-0000				91.92				
						Check Amount for 01-881982		**856.76**		
Check # 01-881983, Dated 01/16/2026, Cleared (000455), PO# ,BatchId AP01162026										
Direct Vendor		VISA (ASB) (000316/1) 3970 La Colina Road, Suite 12 Santa Barbara, CA 93110								
2025/26	01/08/26		Charter Bus Bill	663086	01/08/26	Paid	Cleared	3,348.00		3,348.00
	2026	01-7413-0-1110-1000-5800-070-0000-0000								
						Check Amount for 01-881983		**3,348.00**		
Check # 01-882618, Dated 01/23/2026, Printed (000456), PO# ,BatchId AP01232026										
Direct Vendor		Amazon Capital Services (000201/1) PO Box 035184 Seattle, WA 98124-5184								
2025/26	01/21/26		Supplies	13L7-DR6D-VKR3	01/21/26	Paid	Printed	27.78		27.78
	2026	01-7412-0-1110-1000-4300-070-0000-0000								
2025/26	01/21/26		Board Room	13QC-WGTQ-1FYJ	01/21/26	Paid	Printed	7.21		7.21
	2026	01-0000-0-0000-2700-4300-030-0000-0000								
2025/26	01/21/26		After School Tutoring	17WW-XR3N-19VX	01/21/26	Paid	Printed	16.80		16.80
	2026	01-2600-0-1110-1000-4300-030-0000-0000								
2025/26	01/21/26		Science	1D9V-J6JT-GFWV	01/21/26	Paid	Printed	51.17		51.17

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-882618, Dated 01/23/2026, Printed (000456), PO# ,BatchId AP01232026 (continued)										
Direct Vendor	Amazon Capital Services (000201/1)		(continued)							(continued)
2025/26	01/21/26		Science	1D9V-J6JT-GFWV (continued)	01/21/26	Paid	Printed	(continued)		
	2026	01-7412-0-1110-1000-4300-070-0000-0000								
2025/26	01/21/26		First Aid Vans	1FTT-XR3X-VC6H	01/21/26	Paid	Printed	8.35		8.35
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	01/21/26		AG Class	1HQF-YL1W-11HM	01/21/26	Paid	Printed	20.34		20.34
	2026	01-7801-0-3800-1000-4300-070-0000-0000								
2025/26	01/21/26		Cannon Supplies	1L77-HTXG-16RH	01/21/26	Paid	Printed	10.57		10.57
	2026	01-7413-0-1110-1000-4300-070-0000-0000								
2025/26	01/21/26		Reading 8th Grade	1MCD-CXY7-4F1M	01/21/26	Paid	Printed	14.12		14.12
	2026	01-6300-0-1110-1000-4200-030-0000-0000								
2025/26	01/21/26		CTEIG	1P4D-VRR7-1QX6	01/21/26	Paid	Printed	660.50		660.50
	2026	01-7801-0-3800-1000-4300-070-0000-0000								
							Check Amount for 01-882618	**816.84**		
Check # 01-882619, Dated 01/23/2026, Cleared (000456), PO# ,BatchId AP01232026										
Direct Vendor	Bakersfield Heating & Cooling (000363/1) 104 Acapulco Dr Bakersfield, CA 93314									
2025/26	01/22/26		Heater	445395	01/21/26	Paid	Cleared	450.00		450.00
	2026	01-0000-0-0000-8100-5800-000-0000-0000								
							Check Amount for 01-882619	**450.00**		
Check # 01-882620, Dated 01/23/2026, Cleared (000456), PO# PO26-00104,BatchId AP01232026										
AP Vendor	Brown & Reich Petroleum, Inc. (002798/1) 215 South 6th Street PO BOX 1076 Taft, CA 93268									
2025/26	01/16/26	R26-00104	Diesel and Fuel	59358	01/21/26	Paid	Cleared	1,458.57		1,458.57
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
							Check Amount for 01-882620	**1,458.57**		
Check # 01-882621, Dated 01/23/2026, Printed (000456), PO# ,BatchId AP01232026										
Direct Vendor	Champion Hardware, Inc (002373/1) 3203 Pegasus Drive Bakersfield, CA 93308									

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2026, Ending Check/Advice Date = 1/31/2026, Page Break by Check/Advice? = N, Zero? = Y)

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-882621, Dated 01/23/2026, Printed (000456), PO# ,BatchId AP01232026										
Direct Vendor	Champion Hardware, Inc (002373/1) (continued)									
2025/26	01/20/26		Keys	163741	01/21/26	Paid	Printed	181.86		181.86
	2026 01-0000-0-0000-8100-4300-030-0000-0000									
						Check Amount for 01-882621		**181.86**		
Check # 01-882622, Dated 01/23/2026, Printed (000456), PO# ,BatchId AP01232026										
Direct Vendor	Ewell Ed Services, Inc. (000236/1) PO Box 3298 Glen Rose, TX 76043-3298									
2025/26	03/07/26		Reedley College FFA Field Day	159-23588	01/21/26	Paid	Printed	162.00		162.00
	2026 01-7801-0-3800-1000-5200-070-0000-0000									
2025/26	01/24/26		Firebaugh FFA Contests	159-23709	01/21/26	Paid	Printed	100.00		100.00
	2026 01-7801-0-3800-1000-5200-070-0000-0000									
2025/26	01/11/26		California Made for Excellence & Advanced Leadership Academy	159-23863	01/21/26	Paid	Printed	1,260.00		1,260.00
	2026 01-7801-0-3800-1000-5200-070-0000-0000									
2025/26	03/28/26		Reedley Middle College FFA Field Day	159-24086	01/21/26	Paid	Printed	160.00		160.00
	2026 01-7801-0-3800-1000-5200-070-0000-0000									
2025/26	02/20/26		Bakersfield Field Day	159-24122	01/21/26	Paid	Printed	160.00		160.00
	2026 01-7801-0-3800-1000-5200-070-0000-0000									
2025/26	03/09/26		Fairfield Rodriguez FFA Online CDE Contest	159-24181	01/21/26	Paid	Printed	120.00		120.00
	2026 01-7801-0-3800-1000-5200-070-0000-0000									
						Check Amount for 01-882622		**1,962.00**		
Check # 01-882623, Dated 01/23/2026, Printed (000456), PO# PO26-00084,BatchId AP01232026										
AP Vendor	Gold Star Foods Inc. (000353/1) 3781 East Airport Dr. Ontario, CA 91761									

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-882623, Dated 01/23/2026, Printed (000456), PO# PO26-00084,BatchId AP01232026										
AP Vendor	Gold Star Foods Inc. (000353/1) (continued)									
2025/26	01/14/26	R26-00084	ES Food Services 25/26	9848979	01/16/26	Paid	Printed	90.90		90.90
2026	13-5310-0-0000-3700-4710-030-0000-0000									
						Check Amount for 01-882623		**90.90**		
Check # 01-882624, Dated 01/23/2026, Printed (000456), PO# ,BatchId AP01232026										
Direct Vendor	Home Depot Credit Services (002329/1) Dept 32-2502046356 PO BOX 78047 Phoenix, AZ 85062-8047									
2025/26	01/19/26		CTEIG	10520002890945	01/21/26	Paid	Printed	76.03		76.03
2026	01-7801-0-3800-1000-4300-070-0000-0000									
2025/26	01/20/26		Stove and Fridge for 4753 Cebrian	H1064-326855	01/21/26	Paid	Printed	1,369.98		1,369.98
2026	01-0035-0-0000-8100-4400-000-RENT-0000									
						Check Amount for 01-882624		**1,446.01**		
Check # 01-882625, Dated 01/23/2026, Printed (000456), PO# ,BatchId AP01232026										
Direct Vendor	Jostens (001541/1) 21336 Network Place Chicago, IL 60673-1213									
2025/26	01/14/26		DIPL 2026 Covers	38259812	01/21/26	Paid	Printed	142.71		142.71
2026	01-7412-0-1110-1000-4300-070-0000-0000									
						Check Amount for 01-882625		**142.71**		
Check # 01-882626, Dated 01/23/2026, Printed (000456), PO# ,BatchId AP01232026										
Direct Vendor	LESLIE'S POOLMART, INC. (000174/1) PO BOX 501162 SAINT LOUIS, MO 63150-1162									
2025/26	01/20/25		RO System supplies	00913-02-040809	01/21/26	Paid	Printed	401.36		401.36
2026	01-0000-0-0000-8100-4300-030-0000-0000									
						Check Amount for 01-882626		**401.36**		
Check # 01-882627, Dated 01/23/2026, Printed (000456), PO# PO26-00019,BatchId AP01232026										
AP Vendor	Midway Laboratory, Inc (002627/1) 315 Main Street PO BOX 1151 Taft, CA 93268									

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Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2026, Ending Check/Advice Date = 1/31/2026, Page Break by Check/Advice? = N, Zero? = Y)

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-882627, Dated 01/23/2026, Printed (000456), PO# PO26-00019,BatchId AP01232026										
AP Vendor		Midway Laboratory, Inc (002627/1)	(continued)							
2025/26	12/29/25	R26-00021	Monthly Water Testing	42785	01/21/26	Paid	Printed	119.25		119.25
	2026	01-0000-0-0000-8100-5800-030-0000-0000				119.25				
	2026	13-5310-0-0000-3700-5800-030-0000-0000								
						Check Amount for 01-882627		**119.25**		
Check # 01-882628, Dated 01/23/2026, Printed (000456), PO# ,BatchId AP01232026										
Direct Vendor		Old Cuyama Do It Best (000217/1) 3045 Hwy 166 Cuyama, CA 93254								
2025/26	07/02/24		Supplies	B339255	01/21/26	Paid	Printed	18.60		18.60
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	09/11/24		Rental	B344053	01/21/26	Paid	Printed	457.93		457.93
	2026	01-0035-0-0000-8100-4300-000-RENT-0000								
2025/26	10/01/24		Shop	B345139	01/21/26	Paid	Printed	404.36		404.36
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	10/03/24		Supplies	B345261	01/21/26	Paid	Printed	81.10		81.10
	2026	01-7801-0-3800-1000-4300-070-0000-0000								
2025/26	10/16/24		Shop	B345840	01/21/26	Paid	Printed	3.77		3.77
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	10/16/24		Supplies	B345854	01/21/26	Paid	Printed	1.07		1.07
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	10/17/24		CTE Shop	B345945	01/21/26	Paid	Printed	108.80		108.80
	2026	01-7801-0-3800-1000-4300-070-0000-0000								
2025/26	10/25/24		CTE Supplies	B346379	01/22/26	Paid	Printed	41.72		41.72
	2026	01-7801-0-3800-1000-4300-070-0000-0000								
2025/26	11/05/24		Supplies	B346819	01/22/26	Paid	Printed	3.23		3.23
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	11/08/24		Shop Supplies	B346963	01/22/26	Paid	Printed	53.87		53.87
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	11/15/24		Supplies	B347285	01/22/26	Paid	Printed	9.89		9.89
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	03/01/25		CTE Supplies	B351666	01/21/26	Paid	Printed	28.05		28.05
	2026	01-7801-0-3800-1000-4300-070-0000-0000								

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Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-882628, Dated 01/23/2026, Printed (000456), PO# PO26-00096,BatchId AP01232026 (continued)										
AP Vendor		Old Cuyama Do It Best (000217/1)	(continued)							(continued)
2025/26	03/19/25	R26-00096	Supplies	B352443	01/21/26	Paid	Printed	3.23		3.23
	2026	01-0000-0-0000-2700-4300-070-0000-0000								
	2026	01-0000-0-0000-3600-4380-000-0000-7230								
	2026	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2026	**01-0000-0-0000-3600-4380-000-BUS4-7230**								
	2026	01-0000-0-0000-7200-5800-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-030-0000-0000				3.23				
	2026	**01-0000-0-0000-8100-4300-030-0000-WELL**								
	2026	01-0000-0-0000-8100-4300-070-0000-0000								
	2026	01-0000-0-0000-8100-5640-030-0000-0000								
	2026	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2026	**01-0035-0-0000-8100-4300-000-RENT-0000**								
	2026	01-9015-0-0000-8100-4300-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-070-0000-0000								
2025/26	03/25/25		Supllies	B352519	01/21/26	Paid	Printed	193.95		193.95
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	03/26/25		Supplies	B352876	01/21/26	Paid	Printed	34.48		34.48
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	03/27/25		Supplies	B352956	01/21/26	Paid	Printed	113.78		113.78
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	04/10/25		Supplies	B353749	01/21/26	Paid	Printed	22.62		22.62
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	01/15/26		CTE Supplies	B367050	01/16/26	Paid	Printed	4.46		4.46
	2026	01-7801-0-3800-1000-4300-070-0000-0000								
						Check Amount for 01-882628		**1,584.91**		
Check # 01-882629, Dated 01/23/2026, Printed (000456), PO# PO26-00081,BatchId AP01232026										
AP Vendor		Pacific Gas & Electric (000074/1) Box 997300 Sacramento, CA 95899-7300								
2025/26	01/09/26	R26-00081	ES Electricity 2025-26	260109PGEES	01/16/26	Paid	Printed	1,225.47		1,225.47
	2026	01-0000-0-0000-8100-5520-030-0000-0000				1,225.47				
	2026	01-2600-0-0000-8100-5520-030-0000-0000								

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
						Check Amount for 01-882629		**1,225.47**		
Check # 01-882630, Dated 01/23/2026, Printed (000456), PO# PO26-00028,BatchId AP01232026										
AP Vendor	Santa Barbara County Ed Office (002764/1) 4400 Cathedral Oaks Road PO BOX 6307 Santa Barbara, CA 93160-6307									
2025/26	01/16/25	R26-00030	Annual SPED Direct Billback	45C26-00003	01/21/26	Paid	Printed	149,427.60		149,427.60
	2026 01-0000-0-0000-9200-7142-000-0109-0000									
						Check Amount for 01-882630		**149,427.60**		
Check # 01-882631, Dated 01/23/2026, Cleared (000456), PO# PO26-00074,BatchId AP01232026										
AP Vendor	Vestis (000293/1) PO Box 101179 Pasadena, CA 91189-1179									
2025/26	01/21/26	R26-00074	Monthly Rentals	2601788412	01/21/26	Paid	Cleared	206.64		206.64
	2026 01-0000-0-0000-8100-5550-000-0000-0000									
						Check Amount for 01-882631		**206.64**		
Check # 01-882632, Dated 01/23/2026, Printed (000456), PO# ,BatchId AP01232026										
Direct Vendor	Victor Ocampo (000378/1) 1381 Foothill Rd New Cuyama, CA 93254									
2025/26	01/16/25		Community Event for families	003	01/21/26	Paid	Printed	3,500.00		3,500.00
	2026 01-6332-0-0000-3700-5800-070-0000-0000									
						Check Amount for 01-882632		**3,500.00**		
Check # 01-882633, Dated 01/23/2026, Printed (000456), PO# PO26-00033,BatchId AP01232026										
AP Vendor	Waldrop's Auto Parts (002783/1) 601 Kern Street Taft, CA 93268-2716									
2025/26	01/16/26	R26-00036	Bus/Auto Parts 2025-26	69863-1	01/16/26	Paid	Printed	627.27		627.27
	2026 01-0000-0-0000-3600-4380-000-0000-7230							316.82		
	2026 01-0000-0-0000-3600-4380-000-BUS1-7230									
	2026 01-0000-0-0000-3600-4380-000-BUS2-7230									
	2026 01-0000-0-0000-3600-4380-000-BUS3-7230									
	2026 01-0000-0-0000-3600-4380-000-BUS4-7230									
	2026 01-0000-0-0000-3600-4380-000-BUS5-7230									

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-882633, Dated 01/23/2026, Printed (000456), PO# PO26-00033,BatchId AP01232026										
AP Vendor		Waldrop's Auto Parts (002783/1)	(continued)							
2025/26	01/16/26	R26-00036	Bus/Auto Parts 2025-26	69863-1 (continued)	01/16/26	Paid	Printed	(continued)		
2026	01-0000-0-0000-8100-4300-000-0000-0000					310.45				
						Check Amount for 01-882633		**627.27**		
Check # 01-883586, Dated 01/30/2026, Printed (000457), PO# ,BatchId AP01302026										
Direct Employee		Lebsack, Kevin D (000033) 1070 Paso Robles Ave Los Osos, CA 93402								
2025/26	01/26/26		Fruit Trees	260126KL	01/27/26	Paid	Printed	339.58		339.58
2026	01-7801-0-3800-1000-4300-070-0000-0000									
						Check Amount for 01-883586		**339.58**		
Check # 01-883587, Dated 01/30/2026, Printed (000457), PO# ,BatchId AP01302026										
Direct Employee		Saenz, Jane E (000182) 5416 Broad Acers Ave. Bakersfeild, CA 93312								
2025/26	01/14/26		Fingerprints	260114JS	01/23/26	Paid	Printed	40.00		40.00
2026	01-0000-0-0000-7200-5800-000-0000-0000									
						Check Amount for 01-883587		**40.00**		
Check # 01-883588, Dated 01/30/2026, Printed (000457), PO# ,BatchId AP01302026										
Direct Vendor		API Plumbing Supplies (000003/1) P.O.Box 234 Taft, CA 93268								
2025/26	01/22/26		District Office	31069	01/23/26	Paid	Printed	227.33		227.33
2026	01-0000-0-0000-8100-4300-000-0000-0000									
						Check Amount for 01-883588		**227.33**		
Check # 01-883589, Dated 01/30/2026, Printed (000457), PO# ,BatchId AP01302026										
Direct Vendor		Bakersfield Heating & Cooling (000363/1) 104 Acapulco Dr Bakersfield, CA 93314								
2025/26	01/27/26		Tightened Belt	731113	01/27/26	Paid	Printed	180.00		180.00
2026	01-0000-0-0000-8100-5800-030-0000-0000									
						Check Amount for 01-883589		**180.00**		
Check # 01-883590, Dated 01/30/2026, Printed (000457), PO# ,BatchId AP01302026										

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-883590, Dated 01/30/2026, Printed (000457), PO# ,BatchId AP01302026										
Direct Vendor	Farm Supply Company (000653/1) PO BOX 111 San Luis Obispo, CA 93406									
2025/26	01/25/26		CTEIG Supplies	293318	01/26/26	Paid	Printed	127.23		127.23
	2026 01-7801-0-3800-1000-4300-070-0000-0000									
							Check Amount for 01-883590	**127.23**		
Check # 01-883591, Dated 01/30/2026, Printed (000457), PO# PO26-00015,BatchId AP01302026										
AP Vendor	Frontier Communications (000033/1) PO BOX 740407 Cincinnati, OH 45274-0407									
2025/26	01/13/26	R26-00017	Communications Line High School	260113FES	01/23/26	Paid	Printed	835.70		835.70
	2026 01-0000-0-0000-2700-5910-070-0000-0000									
2025/26	01/13/26	R26-00016	Communications Line Elementary	260113FHS	01/23/26	Paid	Printed	393.30		393.30
	2026 01-0000-0-0000-2700-5910-030-0000-0000									
							Check Amount for 01-883591	**1,229.00**		
Check # 01-883592, Dated 01/30/2026, Printed (000457), PO# PO26-00040,BatchId AP01302026										
AP Vendor	Jordano's Food Service (001095/1) 550 South Patterson Ave. Santa Barbara, CA 93111									
2025/26	01/19/26	R26-00042	Food Supplies 2025-26 ES	7322529	01/23/26	Paid	Printed	1,481.00		1,481.00
	2026 13-5310-0-0000-3700-4300-030-SUMR-0000									
	2026 13-5310-0-0000-3700-4710-030-0000-0000					1,481.00				
	2026 13-5310-0-0000-3700-4710-030-SUMR-0000									
2025/26	01/19/26	R26-00042	Food Supplies 2025-26 ES	7322530	01/23/26	Paid	Printed	392.51		392.51
	2026 13-5310-0-0000-3700-4300-030-SUMR-0000									
	2026 13-5310-0-0000-3700-4710-030-0000-0000					392.51				
	2026 13-5310-0-0000-3700-4710-030-SUMR-0000									
2025/26	01/19/26	R26-00042	Food Supplies 2025-26 ES	7322532	01/23/26	Paid	Printed	1,050.23		1,050.23
	2026 13-5310-0-0000-3700-4300-030-SUMR-0000									
	2026 13-5310-0-0000-3700-4710-030-0000-0000					1,050.23				
	2026 13-5310-0-0000-3700-4710-030-SUMR-0000									

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2026, Ending Check/Advice Date = 1/31/2026, Page Break by Check/Advice? = N, Zero? = Y)

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Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-883592, Dated 01/30/2026, Printed (000457), PO# PO26-00040,BatchId AP01302026 (continued)										
AP Vendor		Jordano's Food Service (001095/1)	(continued)							(continued)
2025/26	01/19/26	R26-00042	Food Supplies 2025-26 ES	7322533	01/23/26	Paid	Printed	43.74		43.74
	2026	13-5310-0-0000-3700-4300-030-SUMR-0000								
	2026	13-5310-0-0000-3700-4710-030-0000-0000				43.74				
	2026	13-5310-0-0000-3700-4710-030-SUMR-0000								
2025/26	01/19/26	R26-00042	Food Supplies 2025-26 ES	7322534	01/23/26	Paid	Printed	230.21		230.21
	2026	13-5310-0-0000-3700-4300-030-SUMR-0000								
	2026	13-5310-0-0000-3700-4710-030-0000-0000				230.21				
	2026	13-5310-0-0000-3700-4710-030-SUMR-0000								
						Check Amount for 01-883592		**3,197.69**		
Check # 01-883593, Dated 01/30/2026, Printed (000457), PO# ,BatchId AP01302026										
Direct Vendor		Old Cuyama Do It Best (000217/1) 3045 Hwy 166 Cuyama, CA 93254								
2025/26	10/22/24		CTEIG Supplies	B346171	01/23/26	Paid	Printed	142.17		142.17
	2026	01-7801-0-3800-1000-4300-070-0000-0000								
2025/26	10/23/24		Shop	B346230	01/23/26	Paid	Printed	495.49		495.49
	2026	01-7801-0-3800-1000-4300-070-0000-0000								
2025/26	01/22/26		Plumbing Shop	B367329	01/23/26	Paid	Printed	73.80		73.80
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
2025/26	01/26/26	R26-00096	Supplies	B367427	01/27/26	Paid	Printed	25.86		25.86
	2026	01-0000-0-0000-2700-4300-070-0000-0000								
	2026	01-0000-0-0000-3600-4380-000-0000-7230								
	2026	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2026	**01-0000-0-0000-3600-4380-000-BUS4-7230**								
	2026	01-0000-0-0000-7200-5800-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-030-0000-0000				25.86				
	2026	**01-0000-0-0000-8100-4300-030-0000-WELL**								
	2026	01-0000-0-0000-8100-4300-070-0000-0000								
	2026	01-0000-0-0000-8100-5640-030-0000-0000								
	2026	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2026	**01-0035-0-0000-8100-4300-000-RENT-0000**								
	2026	01-9015-0-0000-8100-4300-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-030-0000-0000								

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-883593, Dated 01/30/2026, Printed (000457), PO# PO26-00096,BatchId AP01302026 (continued)										
AP Vendor		Old Cuyama Do It Best (000217/1)	(continued)							(continued)
2025/26	01/26/26	R26-00096	Supplies	B367427 (continued)	01/27/26	Paid	Printed	(continued)		
	2026	13-5310-0-0000-3700-4790-070-0000-0000								
2025/26	01/27/26	R26-00096	Supplies	B367473	01/27/26	Paid	Printed	8.62		8.62
	2026	01-0000-0-0000-2700-4300-070-0000-0000								
	2026	01-0000-0-0000-3600-4380-000-0000-7230								
	2026	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2026	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2026	01-0000-0-0000-7200-5800-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-000-0000-0000								
	2026	01-0000-0-0000-8100-4300-030-0000-0000				8.62				
	2026	01-0000-0-0000-8100-4300-030-0000-WELL								
	2026	01-0000-0-0000-8100-4300-070-0000-0000								
	2026	01-0000-0-0000-8100-5640-030-0000-0000								
	2026	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2026	01-0035-0-0000-8100-4300-000-RENT-0000								
	2026	01-9015-0-0000-8100-4300-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-030-0000-0000								
	2026	13-5310-0-0000-3700-4790-070-0000-0000								
						Check Amount for 01-883593		**745.94**		
Check # 01-883594, Dated 01/30/2026, Printed (000457), PO# PO26-00099,BatchId AP01302026										
AP Vendor		Sprague Pest Solutions (000361/1) 2725 Pacific Avenue Tacoma, WA 98402								
2025/26	01/24/26	R26-00099	General Pest Control- High School 2025-26	6059759	01/27/26	Paid	Printed	527.00		527.00
	2026	01-0000-0-0000-8100-5800-070-0000-0000								
2025/26	01/24/26	R26-00100	General Pest Control- Elementary School 2025-26	6059760	01/27/26	Paid	Printed	600.50		600.50
	2026	01-0000-0-0000-8100-5800-030-0000-0000								
						Check Amount for 01-883594		**1,127.50**		
Check # 01-883595, Dated 01/30/2026, Printed (000457), PO# PO26-00030,BatchId AP01302026										
AP Vendor		True Value Hardware (002128/1) 407 9th Street Taft, CA 93268								

Selection: Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2026, Ending Check/Advice Date = 1/31/2026, Page Break by Check/Advice? = N, Zero? = Y)

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-883595, Dated 01/30/2026, Printed (000457), PO# PO26-00030,BatchId AP01302026										
AP Vendor		True Value Hardware (002128/1)	(continued)							
2025/26	01/22/26	R26-00033	Maintenance Supplies 2025-26	503152	01/23/26	Paid	Printed	89.80		89.80
	2026	01-0000-0-0000-8100-4300-000-0000-0000				23.51				
	2026	01-0000-0-0000-8100-4300-030-0000-0000				21.39				
	2026	01-0000-0-0000-8100-4300-070-0000-0000				23.51				
	2026	13-5310-0-0000-3700-4300-030-0000-0000				21.39				
							Check Amount for 01-883595	**89.80**		

EXPENSES BY FUND - Bank Account COUNTY

Fund	Expense	Cash Balance	Difference
01	215,477.82	920,927.23	705,449.41
13	11,472.55	1,000.95	10,471.60-
Total	**226,950.37**		

70

Bank Account COUNTY - County-AP

Number of Payments	147	
Number of Checks	**69**	**$204,003.83**
Number of ACH Advice	**0**	
Number of vCard Advice	**0**	
Total Check/Advice Amount	**$226,950.37**	
Total Unpaid Sales Tax	$.00	
Total Expense Amount	$226,950.37	

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

$0 -	$99	12
$100 -	$499	21
$500 -	$999	13
$1,000 -	$4,999	19
$5,000 -	$9,999	2
$10,000 -	$14,999	1
$15,000 -	$99,999	
$100,000 -	$199,999	1
$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
? denotes check name different than payment name
F denotes Final Payment

Report Totals - Payment Count **147** Check Count **69** ACH Count **0** vCard Count **0** Total Check/Advice Amount **226,950.37**
$226,950.37

Selection: Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2026, Ending Check/Advice Date = 1/31/2026, Page Break by Check/Advice? = N, Zero? = Y)

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

Student Field Trip Request

All applications for student field trips must be submitted to the District Office for Superintendent and Board approval at least three (3) weeks in advance of the field trip requested. Please include any supporting documentation with this request.

REQUESTED BY: Nicole Furstenfeld, Bonnie Rodriguez TODAY'S DATE: 2-2-2026

PURPOSE: Field Trip to Wind Wolves Preserve

FIELD TRIP LOCATION/DESTINATION: Wind Wolves 16019 CA-166 Bakersfield Ca.

DEPARTURE DATE: Thurs April 2nd, 2026 DEPARTURE TIME: 8:15Am

RETURN DATE: Thurs April 2nd 2026 RETURN TIME: 2:00PM

GRADE LEVEL: TK-6th SITE LOCATION: Cuyama Elementary

NUMBER OF STUDENTS: 76 NUMBER OF ADULTS/CHAPERONES: 12

WILL SACK LUNCHES BE NEEDED? Yes ✓ No _____ If yes, please notify cafeteria staff once request has been approved.

METHOD OF TRANSPORTATION: Bus

(Bus, District Car/Van, Own Car, Parent/Guardian, etc..)

ESTIMATE OF EXPENDITURES:

SUBSTITUTE NEEDED? Yes _____ No ✓ NUMBER OF DAYS SUB NEEDED: 0

LODGING NEEDED? Yes _____ No ✓ WHERE? _____

MEALS NEEDED? Yes ✓ No _____ TOTAL ESTIMATE OF EXPENSES: _____

SOURCE OF FUNDING FOR THIS FIELD TRIP: _____

DO NOT WRITE BELOW THIS LINE- FOR DISTRICT OFFICE USE ONLY

ADMINISTRATION APPROVAL

SITE ADMINISTRATOR SIGNATURE: _____ DATE: _____

SUPERINTENDENT SIGNATURE: _____

DATE: _____ REQUEST APPROVED? Yes _____ No _____

BOARD APPROVAL

APPROVED BY BOARD? Yes _____ No _____ DATE OF APPROVAL: _____

APPLICANT NOTIFIED? Yes _____ No _____

FINANCE NOTIFIED? Yes _____ No _____

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

Student Field Trip Request

Requestor(s): Tosha Romandia Today's Date: 1/30/24
Purpose: Register & Tour College Campus

Field Trip Location/Destination: Allen Hancock College
Departure Date: April 2, 2024 Departure Time: 8:00 Return Date: April 2, 24 Return Time: 3pm
Grade Level(s): 12th Site Location: CVHS Number of Students: 8
Will Sack Lunches be Needed? YES (NO) **If yes, please fill out Sack Lunch Request form**
Method of transportation: Van
Ensure you have filled out a Vehicle Request form if needed.

ESTIMATE OF EXPENDITURES:
Substitute Needed: YES (NO) Number of Days: 1
Lodging Needed: YES (NO) Where? Allen Hancock College
Meals Needed: YES (NO) Total Estimate of Expenses:
Source of Funding for This Field Trip:

----------DO NOT WRITE BELOW THIS LINE – FOR DISTRICT OFFICE USE ONLY----------

ADMINISTRATION APPROVAL

SITE ADMINISTRATOR SIGNATURE: _____ **DATE:** _____
SUPERINTENDENT SIGNATURE: _____ **DATE:** _____

REQUEST APPROVED: YES__ NO__

BOARD APPROVAL

APPROVED BY THE BOARD: YES:__ NO:__
APPLICANT NOTIFIED: YES:__ NO:__
FINANCE NOTIFIED: YES:__ NO:__

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 · FAX: (661) 766-2255

VEHICLE REQUEST FORM

PLEASE READ:

- *Busses must be reserved (2) weeks in advance.*
- *Cars and vans must be reserved (1) week in advance.*
- *All drivers must provide a copy of their insurance and driver's license to the district office.*
- *Failure to complete this document in full may result in denial of your request.*

Requestor's Name and Title: Tosha Romandia Date: 1/30/26

Type of Vehicle(s) requesting:

Bus:___ Ford Taurus:___ Toyota Camry (Manual)___

* The New Van Chevy Van (8 Passenger): ✓ Dodge Van (7 Passenger)___

Vehicle Pick Up Date Requesting: 4/2/26 Time: 7:45am
Vehicle Return Date Requesting: 4/2/26 Time: 3:00 pm

Destination: Allen Hancock College Santa Maria Accompanying Field Trip request? (YES) NO

Drivers Attending:

Name:	CA DL#:	Cell Phone #:
Tosha Romandia	D5805813	661-623-4964

---Office Use Only---

Expense Acct Charged:_____

Approval:_____

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

Student Field Trip Request

All applications for student field trips must be submitted to the District Office for Superintendent and Board approval at least three (3) weeks in advance of the field trip requested. Please include any supporting documentation with this request.

TODAY'S DATE: 2-2-2026

REQUESTED BY: Nicole Furstenfeld

PURPOSE: Music Concert Band

FIELD TRIP LOCATION/DESTINATION: Taft High School

DEPARTURE DATE: February 24th DEPARTURE TIME: 8:15AM

RETURN DATE: February 24th RETURN TIME: 1:00PM

GRADE LEVEL: TK-8th Grade SITE LOCATION: Cuyama Elementary School

NUMBER OF STUDENTS: 150 NUMBER OF ADULTS/CHAPERONES: 15

WILL SACK LUNCHES BE NEEDED? Yes ✓ No _____ If yes, please notify cafeteria staff once request has been approved.

METHOD OF TRANSPORTATION: Bus

(Bus, District Car/Van, Own Car, Parent/Guardian, etc..)

ESTIMATE OF EXPENDITURES:

SUBSTITUTE NEEDED? Yes _____ No X NUMBER OF DAYS SUB NEEDED: 0

LODGING NEEDED? Yes _____ No X WHERE? _____

MEALS NEEDED? Yes X No _____ TOTAL ESTIMATE OF EXPENSES: _____

SOURCE OF FUNDING FOR THIS FIELD TRIP: Music/Arts Grant

DO NOT WRITE BELOW THIS LINE- FOR DISTRICT OFFICE USE ONLY

ADMINISTRATION APPROVAL

SITE ADMINISTRATOR SIGNATURE: _____ DATE: _____

SUPERINTENDENT SIGNATURE: _____

DATE: _____ REQUEST APPROVED? Yes _____ No _____

BOARD APPROVAL

APPROVED BY BOARD? Yes _____ No _____ DATE OF APPROVAL: _____

APPLICANT NOTIFIED? Yes _____ No _____

FINANCE NOTIFIED? Yes _____ No _____

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

Student Field Trip Request

All applications for student field trips must be submitted to the District Office for Superintendent and Board approval at least three (3) weeks in advance of the field trip requested. Please include any supporting documentation with this request.

REQUESTED BY: Nicole Furstenfeld TODAY'S DATE: _____

PURPOSE: Jazz Music Concert

FIELD TRIP LOCATION/DESTINATION: Taft High School

DEPARTURE DATE: March 25th, 2026 DEPARTURE TIME: 8:15 AM

RETURN DATE: March 25, 2026 RETURN TIME: 1:00 PM

GRADE LEVEL: TK-12th SITE LOCATION: Cuyama Elementary

NUMBER OF STUDENTS: 150 NUMBER OF ADULTS/CHAPERONES: 15

WILL SACK LUNCHES BE NEEDED? Yes ✓ No _____ If yes, please notify cafeteria staff once request has been approved.

METHOD OF TRANSPORTATION: Bus

(Bus, District Car/Van, Own Car, Parent/Guardian, etc..)

ESTIMATE OF EXPENDITURES:

SUBSTITUTE NEEDED? Yes _____ No ✓ NUMBER OF DAYS SUB NEEDED: 0

LODGING NEEDED? Yes _____ No ✓ WHERE? _____

MEALS NEEDED? Yes ✓ No _____ TOTAL ESTIMATE OF EXPENSES: _____

SOURCE OF FUNDING FOR THIS FIELD TRIP: _____

DO NOT WRITE BELOW THIS LINE- FOR DISTRICT OFFICE USE ONLY

ADMINISTRATION APPROVAL

SITE ADMINISTRATOR SIGNATURE: _____ DATE: _____

SUPERINTENDENT SIGNATURE: _____

DATE: _____ REQUEST APPROVED? Yes _____ No _____

BOARD APPROVAL

APPROVED BY BOARD? Yes _____ No _____ DATE OF APPROVAL: _____

APPLICANT NOTIFIED? Yes _____ No _____

FINANCE NOTIFIED? Yes _____ No _____

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

Request for Approval: Fundraising Event

Name of School: Cuyama Valley Junior High School

Name of Club: _____

Request for Fundraiser Approval

Fiscal Year: 2025-2026 Date this form is completed: 1/22/2026

Proposed event: Dinner and a Show

Description of fundraiser: The 8th grade class will perform a play. The students will serve food to the guests before the play.

Requesting Club/Organization(s): _____

Proposed Date(s) of Event: February 13th, 2026

Club Contact Person: Khalil Reed

ASB or Club Advisor: _____

Location of Proposed Activity: School cafeteria

Status of Event (circle one option): New Event OR Held Previously (Years): _____

Budget Plan for Activity (*Attach Description)*

Revenue Potential form completed? (*Circle one option*) Yes or No (attached form if completed)

Other Background Information (such as other schools or clubs that have held similar events):

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

Approval

Submitted and Approved by: Mr. Reed

Student Club Representative (*Signature, Title and Date*):
X Jesus Santillan Class President Jan 23

Club Advisor (*Signature, Title and Date*):
X Nicole Feistenfeld

Student Council Recommendation (*Circle one option*): (Yes) or No

X Student Council Representative (*Signature, Title and Date*):
Cheston Peevy ASB Tresurer 1-23-26

Principal/School Administrator or Designee Recommendation (*Circle one option*): Yes or No

Approved by:

X Principal/School Administrator (*Signature, Title and Date*):

X ASB Student Council President (*Signature, Title and Date*):
Luces Basma ASB President 1-23-26

Recorded in ASB Student Council Minutes on (*Date*): Jan 23, 2026

Presented to District Office, if applicable, on (*Date*):

Reason for disapproval, if applicable:

Adopted April 9, 2020

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 · FAX (661) 766-2255

Request for Approval: Fundraising Event

Name of School: Cuyama JR High School

Name of Club: ASB

Request for Fundraiser Approval

Fiscal Year: 2025/2026 Date this form is completed: 2-2-2026

Proposed event: St. Patrick's Day Candy Grahams

Description of fundraiser: ASB will sell Candy Grahams as a fundraiser. "Leprechaun Treasure"

Requesting Club/Organization(s): ASB CVJR High

Proposed Date(s) of Event: March 9-13th, 2026

Club Contact Person: Nicole Furstenfeld

ASB or Club Advisor: Nicole Furstenfeld

Location of Proposed Activity: Elementary School Cafeteria

Status of Event (circle one option): New Event OR Held Previously (Years): 2021-2025

Budget Plan for Activity (*Attach Description*)

Revenue Potential form completed? (*Circle one option*) Yes or No (attached form if completed)

Other Background Information (such as other schools or clubs that have held similar events):

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 · FAX (661) 766-2255

Approval

Submitted and Approved by:

X Student Club Representative (*Signature, Title and Date*): Cheston Peery Treasurer 2-3-26

Club Advisor (*Signature, Title and Date*): _____

Student Council Recommendation (*Circle one option*): Yes or No

Student Council Representative (*Signature, Title and Date*): _____

Principal/School Administrator or Designee Recommendation (*Circle one option*): Yes or No

Approved by:

Principal/School Administrator (*Signature, Title and Date*): _____

X ASB Student Council President (*Signature, Title and Date*): Lieces Bosma ASB President 2/3/26

Recorded in ASB Student Council Minutes on (*Date*): _____

Presented to District Office, if applicable, on (*Date*): _____

Reason for disapproval, if applicable: _____

_____

_____

_____

_____

Adopted April 9, 2020

Cuyama Valley Jr. High School ASB Agenda
Tuesday February 3, 2026

I.Called to Order by Lucas on(date) 2,3,2026 at 2:01 pm

II. Roll Call of Officers in Attendance:

III. President: Lucas Bosma √

Vice President: Emilio Castro √

Secretary: Camila Garcia √ **Treasurer:** Cheston Peevy √

Event Coordinator: Michelle Solorio A

7th Grade. Rep √ Steven Novoa

8th Grade Rep √ Jesus

IV. New Business

1. Approve to sell school apparel at the Peddlers' Market April 18th, 2026

Motion to Approve: Steven, 2nd Lucas

All in Favor 6 Opposed Ø (Passed) Failed

2. Approve TK/K to sell Shirts at the Peddlers' Market April 18th, 2026

Motion to Approve: Cheston, 2nd Jesus

All in Favor 6 Opposed Ø (Passed) Failed

3. Approve the Garden Club and TK/K classroom to hold the Cuyama Valley Peddlers' Market April 18th, 2026, as a fundraiser.

Motion to Approve: Steven, 2nd Lucas

All in Favor 6 Opposed Ø (Passed) Failed

4. Approve The Cuyama Garden Club to have a booth with DIY crafts and a plant sale at the Peddlers' Market April 18th, 2026

Motion to Approve: Emilio, 2nd Steven

All in Favor 6 Opposed Ø (Passed) Failed

5. **Approve Mrs. Furstenfeld to pay Crown Entertainment $500 to DJ the Barn Dance. Invoice included.**

Motion to Approve: Lucas, 2nd Jesus

All in Favor 6 Opposed Ø (Passed) Failed

6. **Approve Mrs. Furstenfeld to buy decorations for the Barn Dance. Not to exceed** $500.

Motion to Approve: Jesus, 2nd Emilio

All in Favor 6 Opposed Ø (Passed) Failed

5. **Approve Mrs. Furstenfeld to purchase items for the Leprechaun Treasure Candy Grahams.**

Motion to Approve: Emilio, 2nd steven

All in Favor 6 Opposed Ø (Passed) Failed

Approve Mrs. Furstenfeld to purchase items for the Literacy Week. Prizes, books, etc... Not to Exceed $150.

Motion to Approve: ____, 2nd ____

All in Favor ____ opposed ____ passed Failed

Old Business

ASB Discuss selling St. Patrick Day Candy Grahams

Barn Dance Planning

Literacy Week

Meeting adjourned at 2:15 A.M./(P.M.)

Motioned By Lucas Second By Jesus

In Favor 6 Opposed Ø Absent 1

TO:
Cuyama Elementary School
ATTN:
Nicole Furstenfeld/ASB
2300 Highway 166
New Cuyama, CA
93254

INVOICE No.: 002
Date: 02/03/26

FOR: Cuyama Elementary ASB
ASB T-shirts

DESCRIPTION	QUANTITY	COST
T-shirt Design	1	$75.00
	TOTAL	$75.00

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

Request for Approval: Fundraising Event

Name of School: Cuyama Elementary School

Name of Club: ASB

Request for Fundraiser Approval

Fiscal Year: 2025/2026 Date this form is completed: 2-3-2026

Proposed event: Walk-a-Thon

Description of fundraiser: Students will raise funds to go on class and whole school field trips.

Requesting Club/Organization(s): ASB

Proposed Date(s) of Event: March 27, 2025 (Friday)

Club Contact Person: Nicole Furstenfeld

ASB or Club Advisor: Nicole Furstenfeld

Location of Proposed Activity: Cuyama Elementary

Status of Event (circle one option): New Event OR Held Previously (Years): 2024/25

Budget Plan for Activity (*Attach Description*)

Revenue Potential form completed? (*Circle one option*) Yes or No (attached form if completed)

Other Background Information (such as other schools or clubs that have held similar events):

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

Approval

Submitted and Approved by:

X Student Club Representative (*Signature, Title and Date*): Guadalupe Fonseca Treas. 2-4-26

Club Advisor (*Signature, Title and Date*): Nicole C Fustafe

Student Council Recommendation (*Circle one option*): (Yes) or No

X Student Council Representative (*Signature, Title and Date*): Michael Price Event coordinator 2-4-26

Principal/School Administrator or Designee Recommendation (*Circle one option*): Yes or No

Approved by:

Principal/School Administrator (*Signature, Title and Date*): _____

X ASB Student Council President (*Signature, Title and Date*): Cruz Fuentes President 2-4-26

Recorded in ASB Student Council Minutes on (*Date*): _____

Presented to District Office, if applicable, on (*Date*): _____

Reason for disapproval, if applicable: _____

_____

_____

_____

_____

Adopted April 9, 2020

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 · FAX (661) 766-2255

Request for Approval: Fundraising Event

Name of School: Cuyama Elementary & CVJR High

Name of Club: ASB Collaboration

Request for Fundraiser Approval

Fiscal Year: 2025/2026 Date this form is completed: _____

Proposed event: School Spirit Apparel and Merch Sale

Description of fundraiser: ASB officers will sell School Spirit Merch and apparel at the Peddlers' Market at the Cuyama Buckhorn

Requesting Club/Organization(s): CVJR High & Cuyama Elementary ASBs

Proposed Date(s) of Event: April 18th, 2026

Club Contact Person: Nicole Furstenfeld

ASB or Club Advisor: Nicole Furstenfeld

Location of Proposed Activity: Cuyama Buckhorn 4923 Primero St. New Cuyama, Ca 93254

Status of Event (circle one option): New Event OR Held Previously (Years): 2024/2025

Budget Plan for Activity (*Attach Description*)

Revenue Potential form completed? (*Circle one option*) Yes or No (attached form if completed)

Other Background Information (such as other schools or clubs that have held similar events):

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

Approval

Submitted and Approved by:

Student Club Representative (*Signature, Title and Date*):

_____

Club Advisor (*Signature, Title and Date*):
Nicole C Furstenfeld Advisor 2-2-2026

Student Council Recommendation (*Circle one option*): Yes or No

X Student Council Representative (*Signature, Title and Date*):
Madison

Principal/School Administrator or Designee Recommendation (*Circle one option*): Yes or No

Approved by:

Principal/School Administrator (*Signature, Title and Date*):

_____

X ASB Student Council President (*Signature, Title and Date*):
Grace Furstenfeld

Recorded in ASB Student Council Minutes on (*Date*): _____

Presented to District Office, if applicable, on (*Date*): _____

Reason for disapproval, if applicable: _____

_____

_____

_____

_____

Adopted April 9, 2020

Cuyama Elementary ASB Agenda

Tuesday February 3rd, 2026

I.Called to Order by Grace on(date) 2-3-26 at 2:0

II. Roll Call of Officers in Attendance:

III. President: Grace Furstenfeld ✓

Vice President: Madison Bosma ✓

Secretary: Faith Harrington ✓ **Treasurer:** Guadalupe Fonseca ✓

Event Coordinator: Michael Price ✓

IV. New Business

1. Approve ASB to sell school apparel at the Peddlers' Market April 18th, 2026

Motion to Approve: Faith, 2nd Grace

All in Favor 5 Opposed 0 (Passed) Failed

2. Approve TK/K to sell Shirts at the Peddlers' Market April 18th, 2026

Motion to Approve: Madison, 2nd Grace

All in Favor 5 Opposed 0 (Passed) Failed

3. Approve the Garden Club and TK/K classroom to hold the Cuyama Valley Peddlers' Market April 18th, 2026, as a fundraiser.

Motion to Approve: Madison, 2nd Micheal

All in Favor 5 Opposed 0 (Passed) Failed

4. Approve The Cuyama Garden Club to have a booth with DIY crafts and a plant sale at the Peddlers' Market April 18th, 2026

Motion to Approve: Madison, 2nd Guadalupe

All in Favor 5 Opposed 0 (Passed) Failed

5. **Approve Mrs. Furstenfeld to pay Crown Entertainment $500 to DJ the Barn Dance. Invoice included.**

Motion to Approve: Guadalupe, 2nd Madison

All in Favor 5 Opposed 0 (Passed) Failed

6. **Approve Mrs. Furstenfeld to buy decorations for the Barn Dance. Not to exceed** $500.

Motion to Approve: Grace, 2nd Madison

All in Favor 5 Opposed 0 (Passed) Failed

5. **Approve Mrs. Furstenfeld to purchase items for the Literacy Week. Prizes, books, etc.... Not to Exceed** $150.

Motion to Approve: Madison, 2nd Guadalupe

All in Favor 5 Opposed 0 (Passed) Failed

V. Old Business

VI: New Business:

Barn Dance

Planning

Literacy Week

Peddlers' Market

Other Items of Discussion:

Meeting adjourned at 2:15 A.M./P.M.

Motioned By Grace Second By Faith

In Favor 5 Opposed 0 Absent 0

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

Request for Approval: Fundraising Event

Name of School: Cuyama Elementary

Name of Club: Tk/K classroom

Request for Fundraiser Approval

Fiscal Year: 2025/2026 Date this form is completed: 2-2-2026

Proposed event: Booth at the Cuyama Valley Peddlers Marke

Description of fundraiser: The Tk/K classroom will be Selling Outdoor Classroom T-shirts to raise funds to develop our outdoor classroom.

Requesting Club/Organization(s): Tk/K classroom

Proposed Date(s) of Event: April 18, 2026

Club Contact Person: Nicole Furstenfeld

ASB or Club Advisor: Nicole Furstenfeld

Location of Proposed Activity: 4923 Primero St. New Cuyama, Ca 93254

Status of Event (circle one option): New Event OR Held Previously (Years): 2024/2025

Budget Plan for Activity (*Attach Description*)

Revenue Potential form completed? (*Circle one option*) Yes or No (attached form if completed)

Other Background Information (such as other schools or clubs that have held similar events):

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

Approval

Submitted and Approved by:

X Student Club Representative (*Signature, Title and Date*): Emilio Castro VP 2-3-26

Club Advisor (*Signature, Title and Date*): Nicole Furstenfeld Advisor 2-2-2026

Student Council Recommendation (*Circle one option*): Yes or No

Student Council Representative (*Signature, Title and Date*):

_____

Principal/School Administrator or Designee Recommendation (*Circle one option*): Yes or No

Approved by:

Principal/School Administrator (*Signature, Title and Date*):

_____

X ASB Student Council President (*Signature, Title and Date*): Lucas Basma ASB President 2-3-26

Recorded in ASB Student Council Minutes on (*Date*): _____

Presented to District Office, if applicable, on (*Date*): _____

Reason for disapproval, if applicable: _____

_____

_____

_____

_____

Adopted April 9, 2020

Cuyama Elementary ASB Agenda

Tuesday February 3rd, 2026

I.Called to Order by Grace on(date) 2-3-26 at 2:01

II. Roll Call of Officers in Attendance:

III. President: Grace Furstenfeld ✓

Vice President: Madison Bosma ✓

Secretary: Faith Harrington ✓ **Treasurer:** Guadalupe Fonseca ✓

Event Coordinator: Michael Price ✓

IV. New Business

1. Approve ASB to sell school apparel at the Peddlers' Market April 18th, 2026

Motion to Approve: Faith, 2nd Grace

All in Favor 5 Opposed 0 (Passed) Failed

2. Approve TK/K to sell Shirts at the Peddlers' Market April 18th, 2026

Motion to Approve: Madison, 2nd Grace

All in Favor 5 Opposed 0 (Passed) Failed

3. Approve the Garden Club and TK/K classroom to hold the Cuyama Valley Peddlers' Market April 18th, 2026, as a fundraiser.

Motion to Approve: Madison, 2nd Micheal

All in Favor 5 Opposed 0 (Passed) Failed

4. Approve The Cuyama Garden Club to have a booth with DIY crafts and a plant sale at the Peddlers' Market April 18th, 2026

Motion to Approve: Madison, 2nd Guadalupe

All in Favor 5 Opposed 0 (Passed) Failed

5. **Approve Mrs. Furstenfeld to pay Crown Entertainment $500 to DJ the Barn Dance. Invoice included.**

Motion to Approve: Guadalupe, 2nd Madison

All in Favor 5 Opposed 0 (Passed) Failed

6. **Approve Mrs. Furstenfeld to buy decorations for the Barn Dance. Not to exceed** $500.

Motion to Approve: Grace, 2nd Madison

All in Favor 5 Opposed 0 (Passed) Failed

5. **Approve Mrs. Furstenfeld to purchase items for the Literacy Week. Prizes, books, etc.... Not to Exceed** $150.

Motion to Approve: Madison, 2nd Guadalupe

All in Favor 5 Opposed 0 (Passed) Failed

V. Old Business

VI: New Business:

Barn Dance

Planning

Literacy Week

Peddlers' Market

Other Items of Discussion:

Meeting adjourned at 2:15 A.M./(P.M.)

Motioned By Grace Second By Faith

In Favor 5 Opposed 0 Absent 0

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

Request for Approval: Fundraising Event

Name of School: Cuyama Elementary

Name of Club: Garden Club

Request for Fundraiser Approval

Fiscal Year: 2025/2026 Date this form is completed: 2-2-2026

Proposed event: Craft & Plant Sale

Description of fundraiser: The Garden Club will sell DIY Crafts, Garden items, and plant starters and seeds at the Cuyama Valley Peddlers' Market

Requesting Club/Organization(s): Garden Club

Proposed Date(s) of Event: April 18th, 2026

Club Contact Person: Nicole Furstenfeld

ASB or Club Advisor: Nicole Furstenfeld

Location of Proposed Activity: Cuyama Buckhorn 4923 Primero St. New Cuyama

Status of Event (circle one option): New Event OR Held Previously (Years): 2024-2025

Budget Plan for Activity (*Attach Description*)

Revenue Potential form completed? (*Circle one option*) Yes or No (attached form if completed)

Other Background Information (such as other schools or clubs that have held similar events):

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

Approval

Submitted and Approved by:

Student Club Representative (*Signature, Title and Date*):

_____

Club Advisor (*Signature, Title and Date*): Nicole C Furstenfeld Advisor 2-2-2026

Student Council Recommendation (*Circle one option*): Yes or No

X Student Council Representative (*Signature, Title and Date*):
Guadalupe

Principal/School Administrator or Designee Recommendation (*Circle one option*): Yes or No

Approved by:

Principal/School Administrator (*Signature, Title and Date*):

_____

X ASB Student Council President (*Signature, Title and Date*):
Grace Furstenfeld

Recorded in ASB Student Council Minutes on (*Date*): _____

Presented to District Office, if applicable, on (*Date*): _____

Reason for disapproval, if applicable: _____

_____

_____

_____

_____

Adopted April 9, 2020

Cuyama Elementary ASB Agenda

Tuesday February 3rd, 2026

I.Called to Order by Grace on(date) 2-3-26 at 2:01

II. Roll Call of Officers in Attendance:

III. President: Grace Furstenfeld ✓

Vice President: Madison Bosma ✓

Secretary: Faith Harrington ✓ **Treasurer:** Guadalupe Fonseca ✓

Event Coordinator: Michael Price ✓

IV. New Business

1. Approve ASB to sell school apparel at the Peddlers' Market April 18th, 2026

Motion to Approve: Faith, 2nd Grace

All in Favor 5 Opposed 0 (Passed) Failed

2. Approve TK/K to sell Shirts at the Peddlers' Market April 18th, 2026

Motion to Approve: Madison, 2nd Grace

All in Favor 5 Opposed 0 (Passed) Failed

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Motion to Approve: Madison, 2nd Micheal

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Motion to Approve: Madison, 2nd Guadalupe

All in Favor 5 Opposed 0 (Passed) Failed

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All in Favor 5 Opposed 0 (Passed) Failed

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Peddlers' Market

Other Items of Discussion:

Meeting adjourned at 2:15 A.M./P.M.

Motioned By Grace Second By Faith

In Favor 5 Opposed 0 Absent 0

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

Request for Approval: Fundraising Event

Name of School: Cuyama Elementary

Name of Club: School Garden Club & TK-K Classroom

Request for Fundraiser Approval

Fiscal Year: 2025/2026 Date this form is completed: Feb 2, 2026

Proposed event: Cuyama Valley Peddlers' Market

Description of fundraiser: Local Peddlers' Market at The Cuyama Buckhorn. All vendor fees go to funding the School garden and helping to enhance the outdoor TK/K classroom.

Requesting Club/Organization(s): School Garden Club / TK/K classroom

Proposed Date(s) of Event: April 18th, 2026 (Saturday)

Club Contact Person: Nicole Furstenfeld

ASB or Club Advisor: Nicole Furstenfeld

Location of Proposed Activity: Cuyama Buckhorn 4923 Primero St. New Cuyama, Ca 93254

Status of Event (circle one option): New Event OR Held Previously (Years): ~~5x this~~ 2024/2025

Budget Plan for Activity (*Attach Description*)

Revenue Potential form completed? (*Circle one option*) Yes or No (attached form if completed)

Other Background Information (such as other schools or clubs that have held similar events):

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

Approval

Submitted and Approved by:

Student Club Representative (*Signature, Title and Date*):

_____

Club Advisor (*Signature, Title and Date*): Nicole C Farstenfeld Advisor, 2-2-2026

Student Council Recommendation (*Circle one option*): (Yes) or No

Student Council Representative (*Signature, Title and Date*):

_____

Principal/School Administrator or Designee Recommendation (*Circle one option*): Yes or No

Approved by:

Principal/School Administrator (*Signature, Title and Date*):

_____

ASB Student Council President (*Signature, Title and Date*):

_____

Recorded in ASB Student Council Minutes on (*Date*): _____

Presented to District Office, if applicable, on (*Date*): _____

Reason for disapproval, if applicable: _____

_____

_____

_____

_____

Adopted April 9, 2020

Cuyama Elementary ASB Agenda

Tuesday February 3rd, 2026

I.Called to Order by Grace on(date) 2-3-26 at 2:01

II. Roll Call of Officers in Attendance:

III. President: Grace Furstenfeld ✓

Vice President: Madison Bosma ✓

Secretary: Faith Harrington ✓ **Treasurer:** Guadalupe Fonseca ✓

Event Coordinator: Michael Price ✓

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Motion to Approve: Madison, 2nd Micheal

All in Favor 5 Opposed 0 (Passed) Failed

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5. **Approve Mrs. Furstenfeld to purchase items for the Literacy Week. Prizes, books, etc.... Not to Exceed** $150.

Motion to Approve: Madison, 2nd Guadalupe

All in Favor 5 Opposed 0 (Passed) Failed

V. Old Business

VI: New Business:

Barn Dance

Planning

Literacy Week

Peddlers' Market

Other Items of Discussion:

Meeting adjourned at 2:15 A.M./(P.M.)

Motioned By Grace Second By Faith

In Favor 5 Opposed 0 Absent 0

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

FUNDRAISING REQUEST FORM

Name of Person Completing Request Form: LAURA PRICE

Individual/Organization Seeking Fundraising Approval: SENIOR CLASS

Date of Request: 2/3/26 Date(s) of Fundraiser: MARCH (DATE TBD)

Description of Proposed Fundraising Activity: BBQ @ CVRD Yard SALE

Method(s) of Solicitation: Flyers

Purpose of Fundraiser: Senior TRIP

Signature of Applicant 2/3/26 Date

Signature of Site Administrator Date

Signature of Superintendent Date

This item will go before the Governing Board on _____ fundraising will not be approved until that date or otherwise approved by the Board. Any fundraising activity done without acceptable permission by the Governing Board will be subject to disciplinary action.

Comments:

Fundraising Request Form
Form 6A
Revised 8/15/2019

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

FUNDRAISING REQUEST FORM

Name of Person Completing Request Form: Laura Price

Individual/Organization Seeking Fundraising Approval: Junior Class

Date of Request: 2-3-26 Date(s) of Fundraiser: 5-9-26

Description of Proposed Fundraising Activity: Prom - Saturday, May 9, 2026 to be held at Trujillo Ranch. 7pm to 11pm

Method(s) of Solicitation:

Purpose of Fundraiser: Junior Class Funds

Signature of Applicant — Date: 2-3-26

Signature of Site Administrator — Date

Signature of Superintendent — Date

This item will go before the Governing Board on _____ fundraising will not be approved until that date or otherwise approved by the Board. Any fundraising activity done without acceptable permission by the Governing Board will be subject to disciplinary action.

Comments:

Fundraising Request Form
Form 6A
Revised 8/15/2019

BEFORE THE GOVERNING BOARD OF THE
CUYAMA JOINT UNIFIED SCHOOL DISTRICT
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

Reducing or Eliminating Certain Certificated Services for the 2026-2027 School Year	Resolution No. 2025-2026:22

WHEREAS, Sections 44949 and 44955 of the Education Code require action by the Governing Board in order to reduce or eliminate services and permit the layoff of certificated employees; and

WHEREAS, the District Superintendent has recommended to the Governing Board that particular kinds of services be reduced or eliminated no later than the beginning of the 2026-2027 school year; and

WHEREAS, the Governing Board has determined that it is in the best interest of the District, and the welfare of the students thereof, to reduce or discontinue certain particular kinds of services no later than the beginning of the 2026-2027 school year; and

WHEREAS, as a result of the reduction or elimination of particular kinds of services, it will be necessary to reduce the number of certificated employees of the District.

NOW THEREFORE, BE IT RESOLVED by the Governing Board of the Cuyama Joint Unified School District:

1. That each of the above recitals is true and correct.

2. That the Governing Board hereby determines to reduce or eliminate those particular kinds of services set forth in **Exhibit A**, attached hereto and incorporated by reference herein.

3. That, no later than March 15, 2026, the Superintendent or Superintendent's designee is authorized and directed to give legally required notice to those employees who may not be reemployed for the 2026-2027 school year as a result of this reduction in services.

4. That the Superintendent or Superintendent's designee is also authorized and directed to initiate and take all actions necessary and appropriate to implement this Resolution including, but not limited to, signing any applicable service agreements with the state Office of Administrative Hearings in furtherance of this service reduction process.

I CERTIFY that the above resolution, proposed by Trustee _____ and seconded by Trustee _____, was duly passed and adopted by the Governing Board of the Cuyama Joint Unified School District of Santa Barbara County, California, at an official and public meeting thereof held on February 12, 2026, by the following vote:

AYES: _____
(Name(s) of Board Members)
NAYES: _____
(Name(s) of Board Members)
ABSTENTIONS: _____
(Name(s) of Board Members)
ABSENCES: _____
(Name(s) of Board Members)

DATED:

GOVERNING BOARD OF THE
CUYAMA JOINT UNIFIED SCHOOL DISTRICT

By:_____

Title:_____

[Attachment: Exhibit A]

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

RESOLUTION REDUCING OR DISCONTINUING PARTICULAR KINDS OF SERVICES

EXHIBIT A

	FTE*High
Sierra Madre Continuation School Services	
Sierra Madre Continuation Services (.5 FTE)	(0.5)
Sub-total:	**(0.5)**
TOTAL FTE Reduced or Discontinued.....	**(0.5)**

*FTE = Full Time Equivalent

BEFORE THE GOVERNING BOARD OF THE
CUYAMA JOINT UNIFIED SCHOOL DISTRICT
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

Reducing or Eliminating Certain Classified Positions for the 2026-2027 School Year	Resolution No. 2025-2026:23

WHEREAS, Section 45117 of the Education Code requires action by the Governing Board in order to reduce or eliminate certain classified positions and permit the layoff of classified employees; and

WHEREAS, the District Superintendent has recommended to the Governing Board that, due to lack of work or lack of funds, certain classified positions be reduced or eliminated no later than the beginning of the 2026-2027 school year; and

WHEREAS, the Governing Board has determined that, due to the lack of work or lack of funds, it is in the best interest of the District, and the welfare of the students, to reduce or eliminate certain classified positions no later than the beginning of the 2026-2027 school year; and

WHEREAS, as a result of the lack of work or lack of funds, it is necessary to reduce the number of classified employees of the District.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Cuyama Joint Unified School District:

1. That each of the above recitals is true and correct.

2. That the Governing Board hereby determines to reduce or eliminate those certain classified positions set forth in **Exhibit A**, attached hereto and incorporated by reference herein.

3. That, no later than March 15, 2026, the Superintendent or Superintendent's designee is authorized and directed to give legally required notice to those employees who may not be reemployed for the 2026-2027 school year as a result of this reduction in services due to a lack of work or lack of funds.

4. That the Superintendent or Superintendent's designee is also authorized and directed to initiate and take all actions necessary and appropriate to implement this Resolution including, but not limited to, signing any applicable service agreements with the state Office of Administrative Hearings in furtherance of this service reduction due to a lack of work or lack of funds.

I CERTIFY that the above resolution, proposed by Trustee _____ and seconded by Trustee _____, was duly passed and adopted by the Governing Board of the Cuyama Joint Unified School District of Santa Barbara County, California, at an official and public meeting thereof held on February 12, 2026, by the following vote:

AYES: _____
(Name(s) of Board Members)
NAYES: _____
(Name(s) of Board Members)
ABSTENTIONS: _____
(Name(s) of Board Members)
ABSENCES: _____
(Name(s) of Board Members)

DATED:

GOVERNING BOARD OF THE
CUYAMA JOINT UNIFIED SCHOOL DISTRICT

By:_____

Title:_____

[Attachment: Exhibits A]

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

RESOLUTION #2025-2026:23 REDUCING OR ELIMINATING CERTAIN CLASSIFIED POSITIONS DUE TO LACK OF WORK OR LACK OF FUNDS

EXHIBIT A

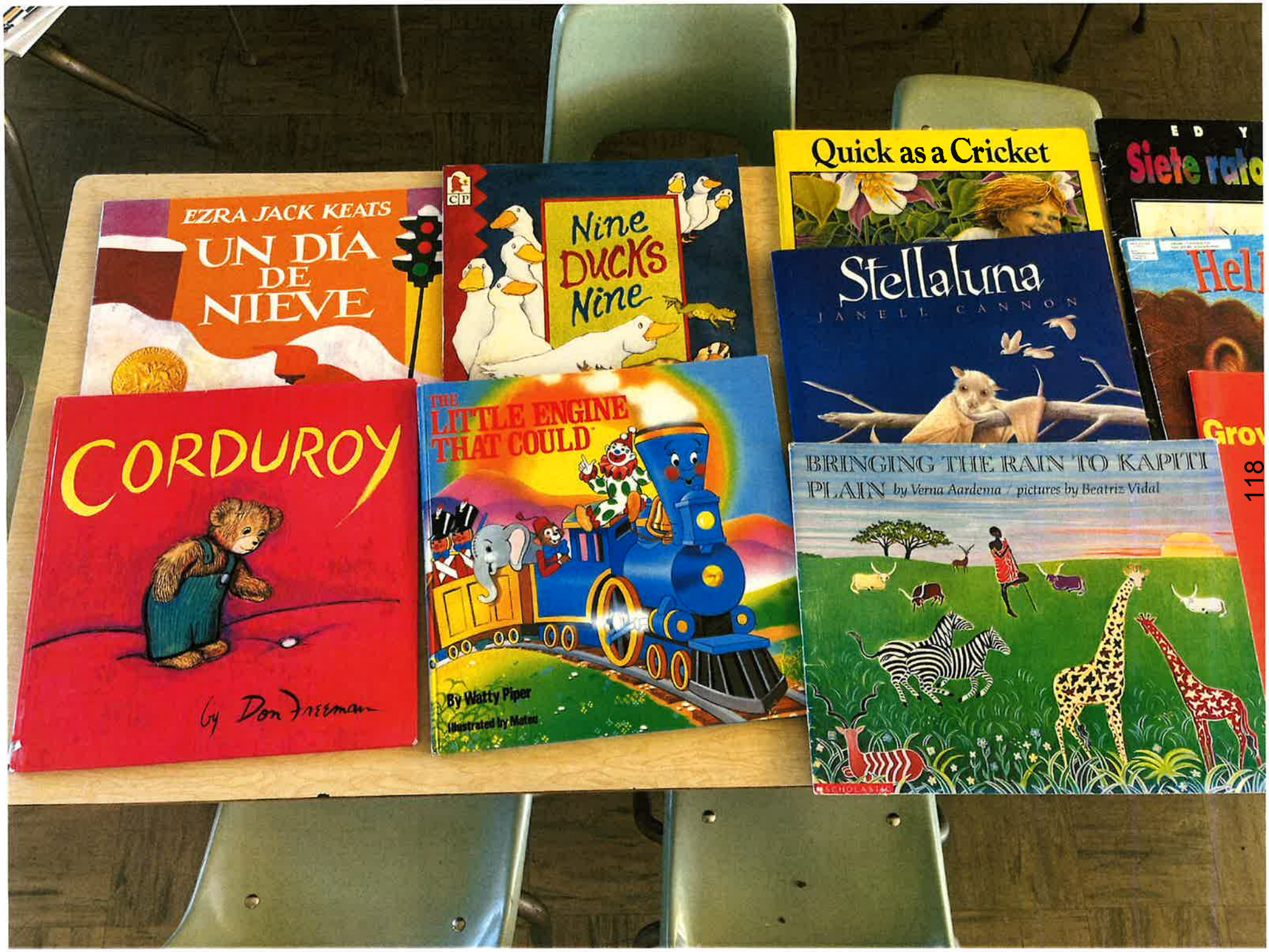
# of Positions	Title of Positions	Currently Assigned Hours Per Day & days/calendar	Reduction in Assigned days	Resulting Assigned Hours Per Day and total days
1	Administrative Assistant	8 hours, 261 days (12-month calendar)	Reduction of 70 contractual days - maintain 8 hours per day	8 hours per day and 191 contractu-al days assign-ment (10 month calendar

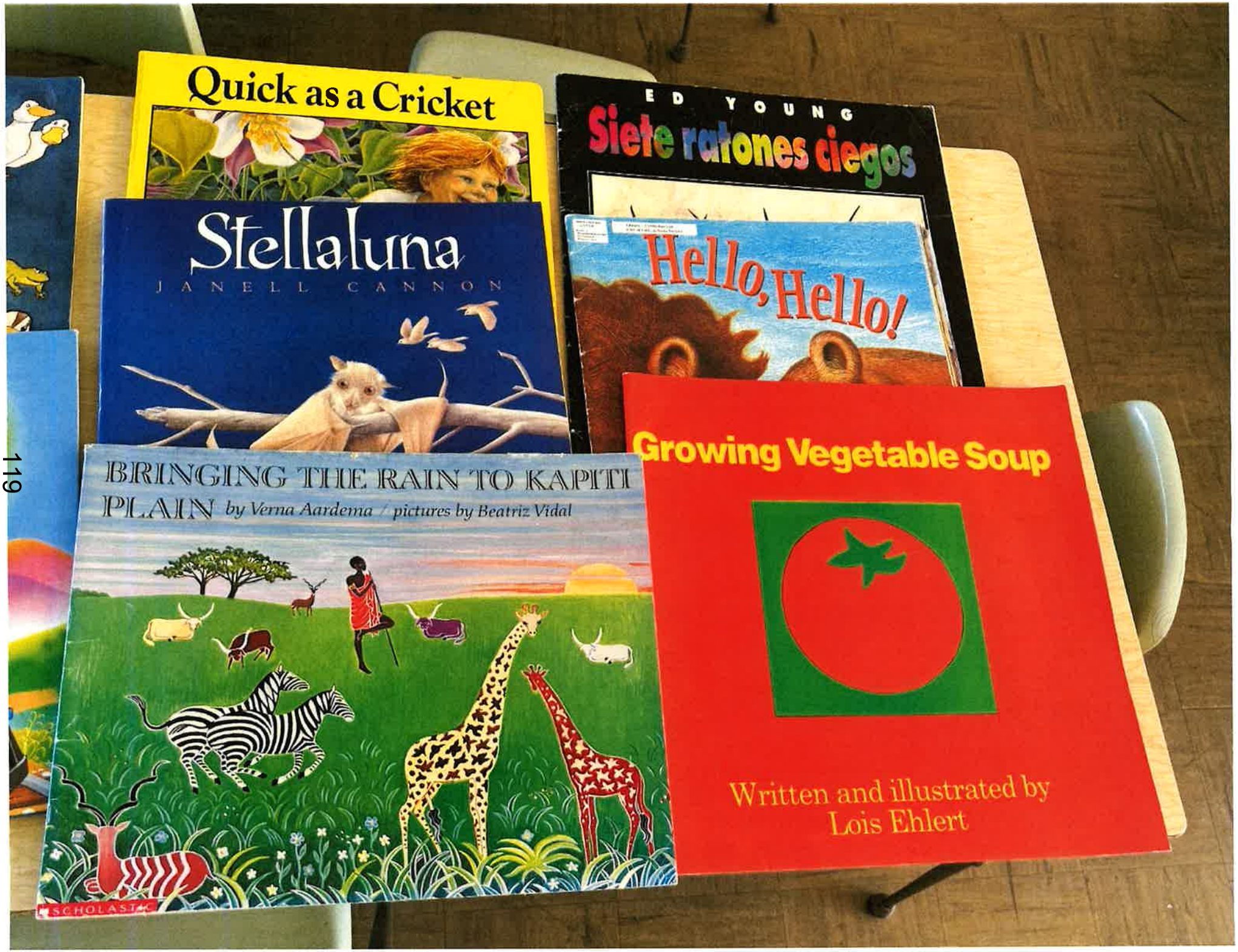
A total of 1 (administrative assistant) classified position to be reduced to the extent set forth above.

Time for Horatio
THE GREAT PIE ROBBERY
Pumpkin
Allende
Humor for the Heart
NEWS OF THE WORLD
KILLER INSTINCT
HUGGER TO THE RESCUE
THE BIG BOOK OF THE CIVIL WAR
DUMPLIN'
GRASSHOPPER JUNGLE
Three Day Summer
LUNA
HARRY POTTER
The Lightning Thief
Princess Ones
The House of Djinn
Saving
FIRST RULE PUNK
CABOT
JAMES PATTERSON
WHITE MAGE
Thirteen
CRANK
EVIL STAR
CLIVE CUSSLER


IT'S OUR GARDEN
From Seeds to Harvest in a School Garden
GEORGE ANCONA
SCHOLASTIC
I Like Myself!
Karen Beaumont
Illustrated by
David Catrow
SCHOLASTIC
FOSS Science Resources
Insects and Plants
FOSS
Delta Education
Inch by Inch
by Leo Lionni
READY for ANYTHING!
KEIKO KASZA
By the author of Antarctic Antics
Judy Sierra
THERE'S A ZOO IN ROOM 22
Illustrated by
BARNEY SALTZBERG
SCHOLASTIC


THE UPPER CASE
TROUBLE IN CAPITAL CITY
SCHOLASTIC
Maggi and Milo
JULI BRENNING
PRISCILLA BURRIS
SCHOLASTIC
I am Albert Einstein
BRAD MELTZER
SCHOLASTIC
How to Lose All Your Friends
by Nancy Carlson
CRAZY like a FOX
A Simile Story
Loreen Leedy
SCHOLASTIC
Sitting Ducks
FREE poster inside!
MICHAEL BEDARD
Mooseltoe
Margie Palatini
Illustrated by Henry Cole
SCHOLASTIC
DON'T BE SILLY, MRS. MILLIE!
by Judy Cox
illustrated by Joe Mathieu
SCHOLASTIC
THERE WAS AN OLD LADY WHO SWALLOWED A TURKEY!
by Lucille Colandro
Illustrated by Jared Lee
SCHOLASTIC


EZRA JACK KEATS
UN DÍA DE NIEVE
Nine DUCKS Nine
Quick as a Cricket
Stellaluna
JANELL CANNON
CORDUROY
by Don Freeman
THE LITTLE ENGINE THAT COULD
By Watty Piper
Illustrated by Mateu
BRINGING THE RAIN TO KAPITI PLAIN by Verna Aardema / pictures by Beatriz Vidal
SCHOLASTIC


Quick as a Cricket
ED YOUNG
Siete ratones ciegos
Stellaluna
JANELL CANNON
Hello, Hello!
BRINGING THE RAIN TO KAPITI PLAIN by Verna Aardema / pictures by Beatriz Vidal
SCHOLASTIC
Growing Vegetable Soup
Written and illustrated by
Lois Ehlert

Comprehensive School Safety Plan

2025-26
School Year

School: Cuyama Joint Unified School District

CDS Code: 42-75010-0000000

District: Cuyama Joint Unified School District

Address: 2300 Highway 166
New Cuyama, CA 93254

Date of Adoption:

Date of Update: January 16, 2025

Date of Review:

- **with Staff**
- **with Law Enforcement**
- **with Fire Authority**

Approved by:

Name	Title	Signature	Date

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Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent ofthe Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January i, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at www.cuyamaunified.org.

Safety Plan Vision

This comprehensive safety plan focuses on creating a secure, caring environment where every student and staff member feels protected, supported, and valued. This plan focuses on prevention, preparedness and quick, coordinated responses that reflect the small close knit community of Cuyama. Safety is a shared responsibilities between staff, families, and local emergency services as safety is a shared responsibility by all. This vision, above all, prioritizes both physical safety and emotional well-being so learning can thrive without fear.

Components of the Comprehensive School Safety Plan (EC 32281)

Cuyama Joint Unified School District Safety Committee
Grace Griego, Mike Carlson deputy sheriff, Cuyama Fire Department, Kevin Lebsack, Nicole Furstenfeld, Alfonso Gamino

Assessment of School Safety
Assessment done by Maintenance Team November 2025 - FIT report

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)
Every certificated and classified staff is a mandates reporter. Each district employee completes an annual online Child Abuse Safety Training.

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)
6. PREPAREDNESS PROCEDURES
Management
1. The Administration will annually conduct an Emergency Hazard Assessment to evaluate unique site characteristics and conditions in the adjoining community that could cause an emergency incident. The Emergency Hazard Assessment Summary should be used for this purpose.
2. The Administration will designate primary and secondary Command Post locations and ensure that these locations are identified in the document.
3. The Administration will ensure effective communication between the Command Post and Team Leaders during an emergency.
4. The Administration will ensure that members of the Incident Command Team (Public Information Officer, Safety Coordinator, and Agency Liaison), and all other team leaders and members are aware of their responsibilities and assignments as defined in this section.
5. The Administration will ensure that emergency response actions are properly documented as they occur, and that appropriate procedures are included in this plan.

Planning / Intelligence
1. The Administration will ensure that all team members receive proper training in the use of communication equipment.
2. The Administration will ensure all teams are provided with instructions for the use and maintenance of maps and "status boards" at the Command Post.

Operations
1. The Administration will ensure that this plan includes procedures for the following:
- Administering first aid;
- Activating and performing search and rescue operations;
- Ensuring site security;
- Conducting damage assessments;
- Evacuation; and
- Student release operations.

Preparedness Procedures

2. The Administration will ensure appropriate training is provided for the following teams:
- First Aid/Medical Team
- Crisis Management and Counseling Team
- Search and Rescue Teams
- Clerical and Student Release Team

- Administration will ensure that routine emergency response drills are conducted at the school to rehearse emergency response operations.
- Drills will be conducted at elementary and high school at least once per month.

Logistics
1. The Principal will ensure this plan includes appropriate procedures for coordinating and assembling personnel and volunteers in the event of an emergency.
2. The Principal will work in conjunction with the District Safety and Disaster Coordinator to ensure that adequate emergency supplies are maintained and readily available for emergency use. Please refer to the emergency supply list which will accompany this document (yellow container & tote, medical bags)

Finance / Administration
The Principal will assure the following:
1. Purchase of all required emergency preparedness and response equipment and supplies.
2. Tracking of emergency expenditures, and recovery of records damaged or lost in an emergency.
The principal may utilize resources at the District Office to assist with finance, or logistical needs. (Refer to the District Office Emergency Response section of this document)

7. INITIAL RESPONSE TO EMERGENCIES
When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: 1) identify the type of emergency; 2) identify the level of emergency; and 3) determine immediate action(s) that may be required. Each of these steps is discussed in the following sections.

IDENTIFY TYPE OF EMERGENCY
The first step in responding to an emergency is to determine the type of emergency that has occurred. Emergency procedures for the 18 different types of emergencies listed below are provided in Section 5.0.
Aircraft Crash
Animal Disturbance
Armed Assault on Campus
Biological or Chemical Release
Bomb Threat
Bus Disaster
Disorderly Conduct
Earthquake
Explosion/Risk of Explosion
Fire in Surrounding Area
Fire on School Grounds
Flooding
Loss or Failure of Utilities
Motor Vehicle Crash
Psychological Trauma
Suspected Contamination of Food or Water
Threat of Violence
Unlawful Demonstration/Walkout

IDENTIFY LEVEL OF EMERGENCY
The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a three-tiered rating system is described below.
Level 1 Emergency: A minor emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.
Level 2 Emergency: A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., "unknown white powder".
Level 3 Emergency: A major emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

DETERMINE IMMEDIATE RESPONSE ACTIONS
Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are:

Duck Cover and Hold
Shelter-In-Place
Lock Down
Evacuate Building
Off-Site Evacuation
All Clear

8. IMMEDIATE RESPONSE ACTIONS
DUCK COVER AND HOLD
This action is taken to protect students and staff from flying or falling debris.

Description of Action
1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.
"YOUR ATTENTION PLEASE. FOR EVERYONE'S PROTECTION, ALL STUDENTS SHOULD FOLLOW DUCK COVER AND HOLD PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL GIVEN FURTHER INSTRUCTIONS."
2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.

SHELTER-IN-PLACE
This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment and includes the shutdown of classroom and /or building air conditioning systems. During Shelter-in-Place, no one should be exposed to the outside air.
The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the air conditioning systems and allows for the free movement of students within the building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.
Description of Action
1. P.A. Announcement:
" SHELTER IN PLACE, SHELTER IN PLACE, SHELTER IN PLACE"
Followed by: (3) Long Bells
Turn off the regular bell schedule for the duration of the EMERGENCY !!
Repeat Sequence of Announcements and Bells (3) Times !
2. The Principal or their designee, will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication. Messengers will not be used while the emergency is in effect. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

YOUR ATTENTION PLEASE. WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."
Incident Commander (Principal): As soon as possible, the incident commander should notify the District office by phone or radio. They should be prepared to provide an updated summary of the situation. The incident commander should also request the Alert Solutions phone system be initiated to provide timely information and instructions to the parents.
1. If inside, teachers should check the hallway and area adjacent areas, before locking their exterior doors. Any students moving from one location to another should be pulled into the closest room.

2. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should consider the location and proximity of a known hazard and, if necessary, proceed to an alternative indoor location.

3. Adults supervising students outside, should direct all students into the nearest classroom or building. Ensure that all students who were outside when the Secure In Place was initiated, find shelter. After all students have been secured, seek shelter yourself.

4. Custodians will shut down all external or centralized air conditioning systems.

5. Teachers are responsible to secure individual classrooms as needed:

- Shut down their classrooms' individual air conditioning system.
- Close and lock doors and windows. Seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

6. Students who are away from their regular classroom, but inside a building with adult supervision, should remain there. The adult in charge will secure that location.

7. Students inside restrooms, or other locations without adult supervision, should immediately report to the closest classroom or building. If the door is locked and they are not allowed inside they should proceed to the office.

8. As soon as possible, each teacher or adult who has students under their supervision, should ensure that the command post receive the following information:

- Name and location
- Number and nature of injuries
- Total number of students
- Names of any missing students
- Names of any students not normally under your supervision, along with their regular room number
- Total number of adults
- Names and titles of adults (maintenance worker, teacher, visitor, etc.)

9. Office personnel will utilize this information to ensure the following:

1. Appropriate medical assistance has been requested

2. Account for all students, staff and visitors

10. If it is determined that someone is unaccounted for, the campus will be searched in an effort to locate that individual. If there is imminent danger, emergency response personnel will be notified by the Incident Commander. They will search for the missing person. No district personnel will leave a secured area to search. If there is no imminent danger, the principal and other designated staff, not involved in active student supervision, will sweep the campus in an effort to locate the missing person.

11. If someone arrives during the emergency, use your best judgment, based on the facts available to you.

12. Students and staff will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement. Remember that our chief concern is the physical and emotional wellbeing of the students. Remain calm, and keep the students calm.

Be prepared for an extended lockdown. Plan on providing toilet facilities with what you have at hand. If a portable toilet is not available, use a trash can and plastic liner. Provide privacy as best you can, using closet doors, butcher paper etc.

All Clear

13. Each incident is unique and can have a multitude of ending scenarios. Please be flexible and follow the directions from the command post. When the incident is resolved, an "All Clear" announcement will be made, followed by appropriate instructions.

P.A. Announcement: "All CLEAR, ALL CLEAR, ALL CLEAR"

The P.A. announcement will be followed by an appropriate set of instructions. Following the "All Clear", do not release students, or take any actions until instructions are received.

Examples: 1. "RESUME NORMAL OPERATIONS"

2. "DISMISS STUDENTS"

3. "IMPLEMENT EMERGENCY RELEASE PROCEDURES. CONTINUE TO KEEP ALL YOUR STUDENTS IN YOUR ROOM, UNLESS A RUNNER COMES TO EXCUSE THEM."

14. In the event crowd control is required, the Incident Commander , (Principal), will call for the Search and Rescue Teams. The teachers on those teams will take their classes to a pre appointed teacher for safe keeping, and report to the office. They will pick up walkie-talkies and perform the following functions as directed by the Incident Commander:

- Sweep the campus and remove all unauthorized personnel, including parents. Request assistance from law enforcement as necessary.
- Prevent unauthorized personnel from entering the campus
- Direct parents and other members of the public to the location of the PIO (Public Information Officer)
- If appropriate, direct parents to the Emergency Release Area

15. If necessary counselors will be requested and set up, at a location on campus.

16. The Public Information Officer (PIO) will provide appropriate information to the public, and members of the media. Requests for information from the media, will be directed to the PIO, at whatever location designated by the PIO.

17. No staff will be allowed to leave until directed to do so. Depending on the nature of the event, there may be a debriefing explaining exactly what occurred, and how it was handled. All questions should be answered as thoroughly as possible

- Remember that under no circumstances are staff permitted to speak to the media. Refer all requests for information to the PIO. Do not allow students to be interviewed on campus

LOCK DOWN
This action is taken when the threat of violence or gunfire is identified or directed by law enforcement. The procedure is utilized to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations until the "All Clear" is given.
The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the air conditioning systems and allows for the free movement of students within the building. During a lockdown, all movement is restricted.

Description of Action
3. P.A. Announcement:

" LOCKDOWN, LOCKDOWN, LOCKDOWN"
Followed by: (3) Long Bells
Repeat Sequence of Announcements and Bells (3) Times !

Turn off the regular bell schedule for the duration of the lockdown !

4. The Principal or their designee, will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication. Messengers will not be used while the emergency is in effect. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.
"YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM. SUPPORT PERSONNEL MOVE INSIDE THE NEAREST BUILDING, LOCK ALL DOORS AND WINDOWS."
The lockdown does not automatically institute Safety Position actions. Although classroom lights are turned off, and window coverings are drawn, teaching can continue, unless a Safety Position is called for.
If there is an immediate threat, or if an intruder is believed to be on campus, the Principal or their designee will make the following announcement on the P.A. System.
SEEK A POSITION OF SAFETY. ALL STUDENTS AND STAFF ARE TO LIE ON THE FLOOR. REMAIN QUIET, AND OUT OF SIGHT OF WINDOWS.
Any adult in charge of students may institute the Safety Position action, based on their own observations. Those observations may include, audible gunshots, yelling, visual sighting of an intruder, or someone trying to enter the room without identifying

themselves.

Incident Commander (Principal): As soon as possible, the incident commander should notify the district office by phone or radio. They should be prepared to provide an updated summary of the situation. The CJUSD phone system will be initiated, in order to provide timely information and instructions to the parents. A CJUSD message will be sent out by the District Office, anytime a lockdown is initiated.

5. If inside, teachers should check the hallway and area adjacent areas, before locking their exterior doors. Any students moving from one location to another should be pulled into the closest room.

Remember that our goal is to secure all students and staff inside a locked location. If a student or staff member requests access to your locked location, evaluate whether or not you can safely let that person in. If you can do so without jeopardizing those already inside your location, bring that person inside and relock your door. If you can't identify the person, or cannot safely open your door, send the person to the office.

6. Students who are away from their regular classroom, but inside a building with adult supervision, should remain there. The adult in charge will secure that location.

7. Students inside restrooms, or other locations without adult supervision, should immediately report to the closest classroom or building. If the door is locked and they are not allowed inside they should proceed to the office.

8. Adults supervising students outside, should direct all students into the nearest classroom or building. Ensure that all students who were outside when the lock down was initiated, find shelter. After all students have been secured, seek shelter yourself.

9. Exterior Gates should not be locked. Locked gates obstruct emergency responders and create barriers in the event students must be evacuated. Exterior building doors do not need to be secured.

10. Custodians should seek shelter as soon as the lock down is announced. Not only is the custodian's individual safety being important, but the custodian also carries a set of keys. If the keys were to be obtained by a suspect, they could allow access to every locked door on campus.

11. If your room has curtains or shades, close them. Turn off any interior lights.

12. If gunshots are heard, or if deemed necessary by the adult in charge, begin "seek shelter procedures." Move students into positions where there is limited visibility from outside windows.

Special needs students should be assisted as necessary. Students in wheelchairs should not be taken out of their chairs unless there is a threat of imminent danger.

13. As soon as possible, each teacher or adult who has students under their supervision, should ensure that the command post receive the following information:

- Name and location
- Number and nature of injuries
- Total number of students
- Names of any missing students
- Names of any students not normally under your supervision, along with their regular room number
- Names and titles of adults (maintenance worker, teacher, visitor, etc.)

14. Office personnel will utilize this information to ensure the following:

3. Appropriate medical assistance has been requested

4. Account for all students, staff and visitors

15. If it is determined that someone is unaccounted for, the campus will be searched in an effort to locate that individual. If there is imminent danger, i.e. an intruder is on campus, law enforcement will be advised of the missing person, and will conduct the search. In that case, no district personnel will leave a secured area to search. If there is no imminent danger, the principal and other designated staff, not involved in active student supervision, will sweep the campus in an effort to locate the missing person.

16. If someone arrives during the emergency, use your best judgment, based on the facts available to you, whether or not you allow them inside. If the new arrival is an unaccompanied student, bring them inside if at all possible. If the new arrival is an adult, or an adult accompanied by a child, attempt to communicate the nature of the emergency to them, and send them away.

17. Students and staff will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement. Remember that our chief concern is the physical and emotional wellbeing of the students. Remain calm, and keep the students calm.

Be prepared for an extended lockdown. Plan on providing toilet facilities with what you have at hand. If a portable toilet is not available, use a trash can and plastic liner. Provide privacy as best you can, using closet doors, butcher paper etc.

16. A green and red card is located in each emergency backpack. If there is no emergency inside your room, tape the green card to a window on the door. If someone needs immediate assistance, tape the red card to the window located on the door. The card can also be slipped under the door, if no windows are located nearby. Skip this procedure, if it cannot be safely accomplished. This step will allow emergency responders to move past your location if there is no emergency inside.

All Clear
17. Once the threat has been resolved, the Incident Commander will advise the district office of the situation. They will advise the district office of any information, or special instructions they want sent to parents through the CJUSD system. The District Office will send a CJUSD message advising parents that the situation has been resolved and informing them of any special instructions.
18. Each incident is unique and can have a multitude of ending scenarios. Please be flexible and follow the directions from the command post. When the incident is resolved, an "All Clear" announcement will be made, followed by appropriate instructions.
P.A. Announcement: "All CLEAR, ALL CLEAR, ALL CLEAR"

The P.A. announcement will be followed by an appropriate set of instructions. Teachers: Following the "All Clear", do not release students, or take any actions until instructions are received.

Examples: 1. "RESUME NORMAL OPERATIONS"

2. "DISMISS STUDENTS"

3. "IMPLEMENT EMERGENCY RELEASE PROCEDURES. CONTINUE TO KEEP ALL YOUR STUDENTS IN YOUR ROOM, UNLESS A RUNNER COMES TO EXCUSE THEM."

19. In the event crowd control is required, the Incident Commander, (Principal), will call for the Search and Rescue Teams. The teachers on those teams will take their classes to a pre appointed teacher for safe keeping, and report to the office. They will pick up walkie-talkies and perform the following functions as directed by the Incident Commander:

- Sweep the campus and remove all unauthorized personnel, including parents. Request assistance from law enforcement as necessary.
- Prevent unauthorized personnel from entering the campus
- Direct parents and other members of the public to the location of the PIO (Public Information Officer)
- If appropriate, direct parents to the Emergency Release Area

20. If necessary, counselors will be requested and set up, at a location on campus.

21. The Public Information Officer (PIO) will provide appropriate information to the public, and members of the media. Requests for information from the media, will be directed to the PIO, at whatever location designated by the PIO.

22. No staff will be allowed to leave until directed to do so. Depending on the nature of the event, there may be a debriefing explaining exactly what occurred, and how it was handled. All questions should be answered as thoroughly as possible

Remember that under no circumstances, are staff permitted to speak to the media. Refer all requests for information to the PIO. Do not allow students to be interviewed on campus.

EVACUATE BUILDING
This action is taken after the decision is made that it is unsafe to remain in the building. The Incident Commander needs to determine if the designated Emergency Assembly Area is appropriate, considering the nature of the emergency. If not, direct the evacuation to the pre-selected Alternate Emergency Assembly Area.
Description of Action
1. P.A. Announcement:
"EVACUATE BUILDING, EVACUATE BUILDING, EVACUATE BUILDING"
Followed by: (3) Short Bells (Fire Drill Bell Sequence)
Repeat Sequence of Announcements and Bells At least (3) Times!
Turn off regular bell schedule for the duration of the EMERGENCY
2. The Principal or their designee, will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication. The Principal should be calm, convey reassuring comments that the situation is

under control and give clear directions
"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OUTDOOR EMERGENCY ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR EMERGENCY BACKPACK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."
Incident Commander (Principal): As soon as possible, the incident commander should notify the district office by radio. They should be prepared to provide an updated summary of the situation. The incident commander should also request the CJUSD phone system be initiated to provide timely information and instructions to the parents.
18. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Emergency Assembly Area.
19. Teachers will take the Emergency Backpack when leaving the building and take attendance once the class is assembled in a safe location.
20. Once assembled, teachers and students will stay in place until further instructions are given by the Principal or law enforcement. Remember that our chief concern is the physical and emotional wellbeing of the students. Remain calm, and keep the students calm.
21. If outside, students will proceed to their Emergency Assembly Area.
22. Students inside restrooms, or other locations without adult supervision, should immediately report to their Emergency Assembly Area.
23. Office Staff will evacuate to the designated Outdoor Command Post. They should take the Emergency Operation Box with them. It should include all items necessary to account for students and staff, such as roll sheets, staff rosters, and visitor sign in books.
24. As soon as possible, each teacher or adult in charge of students that the command post receives the following information:

- Name and location
- Number and nature of injuries
- Total number of students
- Names of any missing students
- Names of any students not normally under you supervision, along with their regular room number
- Total number of adults
- Names and titles of adults (maintenance worker, teacher, visitor, etc.)

25. Office personnel will utilize this information to ensure the following:
5. Appropriate medical assistance has been requested
6. Account for all students, staff and visitors
26. If it is determined that someone is unaccounted for, the campus will be searched in an effort to locate that individual. If there is imminent danger, emergency response personnel will be notified by the Incident Commander. They will search for the missing person. No district personnel will leave a secured area to search. If there is no imminent danger, the principal and other designated staff, not involved in active student supervision, will sweep the campus in an effort to locate the missing person.
27. If someone arrives during the emergency, use your best judgment, based on the facts available to you. If the new arrival is an unaccompanied student, accept them and send them to their class at the Emergency Assembly Area. If the new arrival is an Employee, assign them to an appropriate duty. If the new arrival is a child accompanied by an adult, communicate the nature of the emergency to them, and either accept the student, or send them away.
28. Be prepared for an extended period at the Emergency Assembly Area. The Incident Commander should activate Emergency Response Teams or utilize Emergency supplies as necessary to provide for the needs of the students and staff.
Depending on the nature of the emergency, meals may be available through the Food Services Director. Requests for food should be made by the Incident Commander to the Food Services Director via the Emergency Radio.
TBA Emergency Supply situation
Evacuate Building continued:
All Clear
29. Each incident is unique and can have a multitude of ending scenarios. Please be flexible and follow the directions from the command post. When the incident is resolved, an "All Clear" announcement will be made, followed by appropriate instructions.
P.A. Announcement: "All CLEAR, ALL CLEAR, ALL CLEAR"

The P.A. announcement will be followed by an appropriate set of instructions. Following the "All Clear", do not release students, or take any actions until instructions are received.

Examples: 1. "RETURN TO YOUR CLASSROOMS"

2. "DISMISS STUDENTS"

3. "IMPLEMENT EMERGENCY RELEASE PROCEDURES. CONTINUE TO KEEP ALL YOUR STUDENTS IN YOUR ROOM, UNLESS A RUNNER COMES TO EXCUSE THEM."

14. In the event crowd control is required, the Incident Commander, (Principal), will call for the Search and Rescue Teams. The teachers on those teams will take their classes to a pre appointed teacher for safe keeping, and report to the Office. They will pick up walkie-talkies and perform the following functions as directed by the Incident Commander:

- Sweep the campus and remove all unauthorized personnel, including parents. Request assistance from law enforcement as necessary.
- Prevent unauthorized personnel from entering the campus
- Direct parents and other members of the public to the location of the PIO (Public Information Officer)
- If appropriate, direct parents to the Emergency Release Area

Evacuate Building continued:
15. If necessary, counselors will be requested and set up, at a location on campus.

16. The Public Information Officer (PIO) will provide appropriate information to the public, and members of the media. Requests for information from the media, will be directed to the PIO, at whatever location designated by the PIO.

17. No staff will be allowed to leave until directed to do so. Depending on the nature of the event, there may be a debriefing explaining exactly what occurred, and how it was handled. All questions should be answered as thoroughly as possible

- Remember that under no circumstances are staff permitted to speak to the media. Refer all requests for information to the PIO. Do not allow students to be interviewed on campus

OFF-SITE EVACUATION:

- This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an OFF-SITE EMERGENCY ASSEMBLY AREA is required.

The Incident Commander needs to determine if the designated Off Site Emergency Assembly Area is appropriate, considering the nature of the emergency. If not, direct the evacuation to another Alternate Off Site Emergency Assembly Area. Additionally, the Incident Commander needs to determine if the designated evacuation route is appropriate considering the nature of the emergency. If not, they should instruct staff to utilize an appropriate alternate route.
Description of Action
1. P.A. Announcement:
"EVACUATE THE CAMPUS, EVACUATE THE CAMPUS, EVACUATE THE CAMPUS"
Followed by: (3) Short Bells (Fire Drill Bell Sequence)
Repeat Sequence of Announcements and Bells At least (3) Times!
Turn off regular bell schedule for the duration of the EMERGENCY
2. The Principal or their designee, will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions
"YOUR ATTENTION PLEASE. WE NEED TO CLEAR THE CAMPUS. INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA. USE THE DESIGNATED EVACUATION ROUTE. (Or Describe the route to be taken) STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR EMERGENCY BACKPACKS AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED."
3. Incident Commander (Principal): As soon as possible, the incident commander should notify the district office by radio. They

should be prepared to provide an updated summary of the situation. The incident commander should also request the CJUSD phone system be initiated to provide timely information and instructions to the parents.

4. Teachers will follow instructions and direct their students in an orderly manner to the designated Off Site Emergency Assembly Area. Use the Designated Evacuation Route unless otherwise instructed.

5. Teachers will take the Emergency Backpack when leaving the building and take attendance once the class is assembled at the Off-Site Emergency Assembly Area.

6. Office Staff will evacuate to the designated Outdoor Command Post. They should take the Emergency Operation Box with them. It should include all items necessary to account for students and staff, such as roll sheets, staff rosters, and visitor sign in books.

7. If outside, unsupervised students, such as those in transit, will immediately report to their classroom.

8. Students inside restrooms, or other locations without adult supervision, should immediately report to their classroom.

9. Once assembled, teachers and students will stay in place until further instructions are given by the Principal or law enforcement. Remember that our chief concern is the physical and emotional wellbeing of the students. Remain calm, and keep the students calm

10. As soon as possible, each teacher or adult in charge of students that the command post receives the following information:

- Name and location
- Number and nature of injuries
- Total number of students
- Names of any missing students
- Names of any students not normally under you supervision, along with their regular room number
- Total number of adults
- Names and titles of adults (maintenance worker, teacher, visitor, etc.)

7. Office personnel will utilize this information to ensure the following:

1. Appropriate medical assistance has been requested

2. Account for all students, staff and visitors

8. If it is determined that someone is unaccounted for, the campus will be searched in an effort to locate that individual. If there is imminent danger, emergency response personnel will be notified by the Incident Commander. They will search for the missing person. No district personnel will search under those circumstances. If there is no imminent danger, the principal and other designated staff, not involved in active student supervision, will sweep the campus in an effort to locate the missing person.

9. If someone arrives during the emergency, use your best judgment, based on the facts available to you. If the new arrival is an unaccompanied student, accept them and send them to their class at the Emergency Assembly Area. If the new arrival is an Employee, assign them to an appropriate duty. If the new arrival is a child accompanied by an adult, communicate the nature of the emergency to them, and either accept the student, or send them away.

10. Be prepared for an extended period at the Emergency Assembly Area. Utilize supplies from the Emergency Backpacks as a stopgap measure. During a prolonged evacuation, the Incident Commander should coordinate with other Principals, emergency responders, etc. to obtain necessary supplies and equipment to provide for the needs of the students and staff.
Depending on the nature of the emergency, meals may be available through the Food Services Director. Requests for food should be made by the Incident Commander to the Food Services Director via the Emergency Radio.
Emergency medical supplies, water, food, shelter and restroom facilities are available in each School's Emergency Supply Bin. If the School's Bin is accessible, the Incident Commander can coordinate with the Maintenance Director to have his personnel transport the necessary material from the Bin to the Off-Site Emergency Assembly Area. In the event the School's Bin is not accessible, the Incident Commander can coordinate the acquisition of supplies from another school.

11. Each incident is unique and can have a multitude of ending scenarios. Please be flexible and follow the directions from the command post. When the incident is resolved, an "All Clear" announcement will be made, by the Incident Commander at the time the All Clear is given, appropriate instructions should be provided to ensure a smooth transition to the next phase of activity.
Examples: 1. "RETURN TO CAMPUS"

2. "IMPLEMENT EMERGENCY RELEASE
PROCEDURES. CONTINUE TO KEEP ALL YOUR STUDENTS WITH YOU, UNLESS A RUNNER COMES TO EXCUSE THEM."

14. In the event crowd control is required, the Incident Commander, (Principal), will call for the Search and Rescue Teams. The teachers on those teams will take their classes to a pre appointed teacher for safe keeping, and report to the Command Post. They will perform the following functions as directed by the Incident Commander:

- Sweep the Off-Site Emergency Assembly Area and remove all unauthorized personnel, including parents. Request assistance from law enforcement as necessary.
- Prevent unauthorized personnel from entering the Off-Site Emergency Assembly Area

- Direct parents and other members of the public to the location of the PIO (Public Information Officer)
- If appropriate, direct parents to the Emergency Release Area

15. If necessary, councilors will be requested and set up, at a location accessible to students, their families, and staff.

16. The Public Information Officer (PIO) will provide appropriate
information to the public, and members of the media. Requests for information from the media, will be directed to the PIO, at whatever location designated by the PIO.

17. No staff will be allowed to leave until directed to do so. Depending on
the nature of the event, there may be a debriefing explaining exactly what occurred, and how it was handled. All questions should be answered as thoroughly as possible

- Remember that under no circumstances are staff permitted to speak to the media. Refer all requests for information to the PIO. Do not allow students to be interviewed on campus

Adaptations for Students with Disabilities

Evacuation Procedures for Special Needs Students and Staff

Every location within the CJUSD should have an established evacuation procedure. However special consideration must be made when planning evacuation of those individuals who have emotional or physical impairments. The Incident Commanders (Principals), will be responsible to ensure that each school site establishes a plan to safely evacuate any special needs students or staff.

1. Individual site plans should include means of moving physically impaired individuals from their regular locations to on campus emergency assembly areas and off-site emergency assembly areas.

2. If the site plan involves the use of wheelchairs or other devices, the Principal will ensure that an adequate number of the devices are either pre-positioned, or readily available in the event of an emergency.

3. If vehicle transportation to an off-site emergency assembly area is required, the Principal will ensure that arrangements are in place ensuring vehicle transportation is available. This should include specially equipped vehicles if necessary.

4. Potential off site emergency assembly areas may be considerable distance from campus. Getting to them may also require a walk up a steep incline. As a result, some students as well as staff with health or age issues, may not be able to safely walk to the off-site emergency assembly area.

The Incident Commander, (Principal), will ensure that necessary support is provided to those individuals needing assistance. This may include transportation in private vehicles, or transport on public transportation
(Bus). The principal should make arrangements for this type of transportation in advance, by identifying vehicles at the site, and discussing responses with local transportation officials.

In the event of a major emergency, Police and Fire officials may be able to assist in obtaining transportation of special needs individuals through the Santa Barbara County Emergency Operations Center (EOC).

Public Agency Use of School Buildings for Emergency Shelters

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines
District will follow BP and AR 4118 for suspensions and BP & AR 5144.1 and AR 5144.2

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

District will notify teachers confidentially about students (from the past three years) who have engaged in specific serious misconduct, like violent acts or crimes leading to suspension/expulsion, to ensure school safety. Teachers will need to be warned about potentially violent students.

(E) Sexual Harassment Policies (EC 212.6 [b])
District will follow BP, AR and (Exhibit) 4119.11, 4219.11, and 4319.11 as aligned to Education code 212.6.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)
District schools will follow the student dress code.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)
This comprehensive school plan addressed the Safe Ingress and Egress of Pupils, Parents, and Staff to and from School.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:
Physical and emotional safety

Element:
Clear rules and Supervision with emphasis on anti-bullying, anti-harassment, and now weapon. This component also uses restorative practices

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
Cultivate a sense of belonging and trust	All staff meeting at beginning of year/rallies	TUPE funding	Administrator/Counselor /Saff	Disciplinary referrals
Establish a culture of collaboration	Assemblies/guest speakers/team activities	TUPE, ELOP	Administrator/Counselor /Business Manager/Staff	Number of assemblies/guest speakers/field trips
Use restorative practices	Administrator	Time, incentives, restorative practices	Administrator	Disciplinary referrals and assigned restorative practices.

Component:
Prevention and Intervention

Element:
Substance Abuse programs

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
Proactively address risks	Counselor/Psychologist/ Staff	Time of Counselor, Psychologist, Staff	Counselor/Psychologist	Minimal referrals and minimal restorative practice
provide early intervention	Counselor/Psychologist/ Staff & agencies	Time Counselor/Psychologist/ Staff & agencies	Counselor/Psychologist	Number of interventions
Equip students with coping skills	Counselor/Psychologist/ Staff & agencies	Time Counselor/Psychologist/ Staff & agencies	Counselor/Psychologist	Data on CA Dashboard suspension/expulsion

Component:
Emergency Preparedness and Response

Element:
Disaster Procedures

Opportunity for Improvement:
Reflect and discuss how each procedure went

Objectives	Action Steps	Resources	Lead Person	Evaluation
Fire Procedures	Administrator/Business Manager/staff	Administrator/Business Manager/staff	Administrator/Business Manager	Fire drill monthly documentation
Earthquake Procedures/other disasters	Administrator/Business Manager/staff	Administrator/Business Manager/staff	Administrator/Business Manager	Earthquake and other documentation
Communication and Order during disaster	Administrator/Business Manager/staff	Administrator/Business Manager/staff	Administrator/Business Manager	Communication of drills to staff/students/parents

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Cuyama Joint Unified School District Student Conduct Code
District handbook for students and parents addresses the school discipline rules and consequences.

Conduct Code Procedures
Code Procedures are on the parent/student handbook and the school rules are addressed at the beginning of the school year.

(K) Hate Crime Reporting Procedures and Policies
School District policies prohibit harassment, intimidation, and bullying based on protected characteristics. Students, parents, and staff can file an incident report which then is investigated, outline appropriate actions based on the investigation findings, and provide counseling, remedy any harm, stop the harm by appropriate addressing the findings.

(J) Procedures to Prepare for Active Shooters
School District will hold at least one Active Shooter drill at each school site to prepare and reflect on the drill.

Procedures for Preventing Acts of Bullying and Cyber-bullying
District will follow BP and AR policy in regards to bullying and cyber bullying. The consequences of bullying and cyber bullying are on in the student and parent handbook.

Opioid Prevention and Life-Saving Response Procedures
The school district will have access to opioid overdose kits at each school. Staff will be shown a video annually at the beginning of each school year through our online safety Workers Comp platform.

Response Procedures for Dangerous, Violent, or Unlawful Activities
The school district will work with staff and local deputies (law) to prevent unlawful activities at the school sites. Safety plan will address lockdown procedures.

Instructional Continuity Plan
Introduction

Natural disasters, pandemics, and other unforeseen disruptions can cause extended closures of schools, jeopardizing the continuity of education for students. The instructional continuity plan (ICP) is an essential component of the comprehensive school safety plan, ensuring that, even in the event of a disaster or major disruption, students' education is not interrupted. The plan addresses strategies for continuing learning, whether through remote methods or other alternative instructional models, while also maintaining the safety, well-being, and mental health of all stakeholders. The following key elements of the Cuyama Joint Unified School District Instructional Continuity Plan is designed to ensure that learning can continue during extended school closures.

1. Purpose and Scope of the Instructional Continuity Plan

The primary goal of the Cuyama Joint Unified School District ICP is to ensure that learning continues in a meaningful and accessible way when physical school attendance is disrupted. This document serves as the guide for the superintendent, teachers, students, and families to navigate educational continuity during times of crisis, including natural disasters (e.g., hurricanes, wildfires, earthquakes) or other emergencies (e.g., pandemics, infrastructure failure). The scope of this plan includes:

- Remote Learning Models: Alternatives to in-person learning such as online, hybrid (is available), and digital resources.
- Communication Protocols: Ensuring clear, consistent communication with students, families, and staff.
- Support Systems: Addressing student well-being and academic support during times of disruption.
- Infrastructure and Resource Management: Ensuring that students have the necessary tools (e.g., devices, internet) for continued learning.
- Assessment and Monitoring: Evaluating student progress and adjusting learning plans as necessary.

2. Key Components of the Plan

A. Communication Strategies

Effective communication is crucial for keeping all stakeholders informed during a crisis. The ICP outlines the following communication protocols:

- Emergency Notifications: The Cuyama Joint Unified School District will utilize a variety of channels, such as text messages, emails, social media, and automated phone calls (Messenger), to inform families of school closures or shifts to remote learning.
- Ongoing Updates: Regular updates will be shared regarding the status of the crisis, school re-opening plans, and instructional methods. These updates will also address changes in academic schedules and grading.
- Teacher-Parent-Student Communication: Teachers will utilize communication platforms such as Google Classroom, Zoom, Microsoft Teams, or other district-approved tools to maintain consistent contact with students and families.
- Language Accessibility: Information will be provided in English and Spanish non-English-speaking families, as needed.

B. Instructional Delivery Models

During extended closures, Cuyama district schools will pivot to alternative instructional methods. The ICP provides flexibility in delivery models based on available resources and the severity of the disruption.

- Remote Learning: This may include live instruction via video conferencing tools, asynchronous lessons, recorded lectures, and digital resources. Teachers will deliver lessons according to established schedules, and students will be expected to engage with assignments and assessments remotely.
- Hybrid Learning: For areas where some students can attend in person and others cannot, hybrid models allow a mix of remote and in-person instruction. This hybrid learning model will be explored as a possible option as we only have two school facilities.
- Blended Learning: A combination of in-person and online learning methods, which can be utilized once schools reopen with limited capacity or in situations where a limited number of students are able to attend physically.

C. Curriculum and Instructional Adjustments

Instructional continuity will also require modifications to ensure that the curriculum remains aligned with essential learning outcomes while considering the limitations of remote learning. Key considerations staff will focus on include:

- Prioritizing Essential Standards: The curriculum will focus on the most critical learning standards and concepts, ensuring that essential skills are taught.
- Flexible Pacing: To accommodate the challenges of remote learning, pacing guides will be adjusted to allow for more flexible timelines and to ensure that students are not overwhelmed.
- Differentiation and Support: Teachers will differentiate instruction to meet the needs of all students, including those with special needs (district teachers will collaborate with SBCEO special education staff), English learners, and those requiring remediation or enrichment.

D. Student and Family Support Systems

Support for students' emotional and academic well-being is is a huge focus during disruptions. This ICP includes strategies to address students' diverse needs:

- Mental Health Support: District Counselor, SBCEO counseling support, and outside agencies, as as approved by the district, will provide virtual or phone-based counseling sessions. District will also ensure access to crisis intervention services if necessary.
- Academic Support as available: tutors will be sought, special education staff with the support of SBCEO, ASES staff, and teachers will provide virtual support to students who require additional help. Online resources such as instructional videos, discussion forums may be available.
- Access to Technology: The district will ensure that all students have access to necessary technology, including laptops or tablets, and internet connections. Where needed, the district will facilitate the distribution of hotspots or other means to provide internet access.

Introduction and Purpose of the Instructional Continuity Plan (ICP)

Information about the Instructional Continuity Plan (ICP) requirements, revision and adoption dates.

This Instructional Continuity Plan (ICP) was last revised on January 16, 2025 and adopted by Cuyama Joint Unified School District on January 16, 2025 to ensure all students have access to instruction during a natural disaster or emergency, as mandated by Senate Bill 153, Chapter 38, Statutes of 2024 (SB 153), which adds a provision to California Education Code (EC) Section 32282.

This ICP will be included in the LEA's Comprehensive School Safety Plan (CSSP) by July 1, 2025. Inclusion of this ICP in the CSSP will be required to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27. This plan is intended to minimize disruptions to instruction and provide support for pupils' social-emotional, mental health, and academic needs.

Engagement with Pupils and Families

Protocol for Engagement

Protocol for engagement with pupils and their families.

As required, Cuyama Joint Unified School District will engage with pupils and their families as soon as practicable, but **no later than five calendar days** following an emergency.

Methods of Two-Way Communication

Methods for two-way engagement.

The protocol for engagement with pupils and their families is designed to establish two-way communication. Current existing methods include:

Short messaging service (SMS)
Phone Calls
Email
School Portal
Social Media
Flyers
Flyers sent home to provide written direction

Plans for Unforeseen Events

Plans to address unforeseen events such as power outages and damage to infrastructure and how they may impact methods for two-way communication.

The district plans to address unforeseen power outages and damage to infrastructure through our safety plan teams. For power outages, our maintenance team will assess and cal PG and E for further support. Fire department and Sherriff Office will be contacted depending on the severity. Cell phones will be used to call 911 if necessary.

Support for Unique Needs

Plans designed to identify and provide support for pupils' social-emotional, mental health, and academic needs.

The School Adminisrator, School Counselor, Special Education teachers and other resource staff will meet to determine what social-emotional, mental health, and academic needs each student needs while the school is closed to make sure that our students continue to receive the individual services each student Neds.

Access to Instruction

Timeline for Access to Instruction

Timeline for access to instruction no more than 10 instructional days following the emergency.

As required, Cuyama Joint Unified School District will provide access to in-person or remote instruction as soon as practicable, but **no more than 10 instructional days** following the emergency.

Conditions for Resuming Access to In-Person Instruction

Conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery.

Outlined below are conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery, including:

- Evacuation orders lifted
- Power and utilities functioning
- Healthy air quality
- Access to safe and clean water
- Campus free from debris and hazards
- Internet fiber lines connected and functioning
- Sufficient staff available
- Kitchens operational for meals

Remote Instruction

Plans for remote instruction.

As required, Cuyama Joint Unified School District remote instruction will align with EC sections 51747 and 51749.5, governing Independent Study instruction modalities. Remote instruction will be designed to meet instructional standards that are, at minimum, equivalent to those applicable in independent study programs.

Access to Instructional Materials

Methods for distributing digital and non-digital materials.

As required, remote instruction offered will align with expectations of access and equity.

Access to Schoolwork

Platforms and processes for accessing and submitting schoolwork.

As required, remote instruction offered will align with expectations of access and equity.

Temporary Reassignment

Procedures and agreements for temporary reassignment with neighboring LEAs.

Cuyama Joint Unified School District provides support to pupils and families to enroll in or be temporarily reassigned to another site, school district, county office of education, or charter school if an emergency or natural disaster disrupts in-person learning:

Instructional Continuity

Communication Protocols

Communication protocols for families, students, staff and faculty, including how information will be made available and with what frequency including methods and timelines.

Communication with families, students, staff and faculty will be made available through email, school messenger, flyers, phone calls, and texts each day to keep everyone informed. If the closure will last several weeks or more, then communication may be sent out every week as deemed appropriate.

Technological Readiness

Technology readiness for educators and students to support a pivot from in-person to remote learning through independent study including early access to independent study program written agreements, online access to assignments and academic resources, assignment of devices, online instructional platform and access to internet and devices.

Every student and staff member in the Cuyama Joint Unified will have a laptop to take home for remote learning through independent study and Zoom classes each day. Teachers will create their Zoom classes and the login will be provided to each student. Mobile hot spots will be provided for students who need them during the prolonged school closure.

Instruction and Assessment

Prioritization of essential learning, making standards-aligned learning objectives, methods for monitoring progress and additional support whenever possible, including tutoring, check-ins, virtual office hours or other methods.

Prioritization of essential learning and making standards-aligned objectives will be a priority to make sure students do not fall behind. Student progress will be monitored by classroom participation and work during the Zoom daily classroom. Additional Zoom virtual hours will be available for struggling students.

Access (Equity, Accessibility, and Inclusion)

Equity, Accessibility, and Inclusion

How all students, including those with disabilities, those experiencing homelessness, foster youth, or English learner (EL) students will continue to have equal access to instructional resources.

All homeless, foster youth, ell students, special education students and all students will receive a laptop and hot spot as needed. ELD instructional will be a component of the Zoom instruction for elementary and Jr. High and ELD period provided to ELL learners

during the online instruction via Zoom. Special Education teachers will have an IEP meeting with teachers and the parents of each special education student to determine the best course of action for each student to receive access to the instructional resources. In addition, speech services and counseling services will also be provided.

Individualized Education Plans (IEP)

How will IEPs continue to be provided and maintained.

IEP's will be provided via Zoom and possibly in-person as needed and as the IEP team decides.

English Leaners (EL)

How will EL students continue to be supported in alignment with the California English Learner Roadmap Policy.

The ELL students will continue to receive their ELD block of time via Zoom each day and the high school students will continue to receive ELD via Zoom as well.

Professional Learning

Professional learning opportunities and resources utilized to if the need to pivot to remote instruction and assessment arises.

Professional learning opportunities will be provided to staff on best practices to teach a rigorous Zoom online program to be effective. Use of Zoom and other online instructional programs will be provided to staff.

Well-Being and Support Services

How the LEA will provide access to physical and mental health professionals, including those who speak languages other than English.

The Psychologist, counselor, and other mental health organizations will support students who need access to physical and mental health. In addition, Spanish language agency employees will be contracted to support the Spanish speaking students.

Plans to provide access back-up, water and medicines in the event of an emergency.

Access backup will be provided at one site if only one site is down, water will be delivered to the sites, school has a well that filters all the water, and medicines will be transported to each of the student that has their medications at the school sites. Lunches will be offered at key locations to all students.

Plans to ensure continuity of other support services, including special education, counseling, after-school programs, and access to kitchens and food services, adapting these services to the online or hybrid environment when necessary.

The district plans to use the kitchens to offer school meals to all students, special education services will be provided to all special education students. IEP meeting will be held as practicable to make sure student needs are being met.

Site-Based Collaboration

How administrators, faculty, information technology staff, students, and parents will collaborate in the development and implementation of this ICP.

Staff will be provided a draft of this Instructional Continuity Plan and administration will seek feedback from teachers, classified staff, sheriff's office, fire department chief, and parents and community members. Staff is aware that we would go back to Zoom instruction if school closures were to be implemented for an unforeseen reason.

Return to Site-Based Learning

Conditions that must be met prior to returning from disruption including reopening sites.

All safety conditions must be met prior to reopening the sites. The Fire Department, Sheriff's Office, PG and E electricity and gas must be operating in a safe manner after they utilities and building have been deemed safe to operate.

Integration with Comprehensive School Safety Plan (CSSP)

Integration of this Instructional Continuity Plan (ICP) into Cuyama Joint Unified School District's Comprehensive School Safety Plan (CSSP).

This Instructional Continuity Plan (ICP) will be included as an integral component of Cuyama Joint Unified School District's Comprehensive School Safety Plan (CSSP) by July 1, 2025, as required by SB 153. The information in this ICP will be considered in relation to other aspects of the existing safety plan. A locally-adopted CSSP must include this ICP to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27.

Review and Updates of this Instructional Continuity Plan (ICP)

Frequency of review and update of this ICP.

This Instructional Continuity Plan will be reviewed and updated in collaboration with Educational Partners, considering feedback and lessons learned on the following basis:

Safety Plan Review, Evaluation and Amendment Procedures

Instructional Continuity Plan will be reviewed, revised, and update as needed each school year.

Safety Plan Appendices

Emergency Contact Numbers

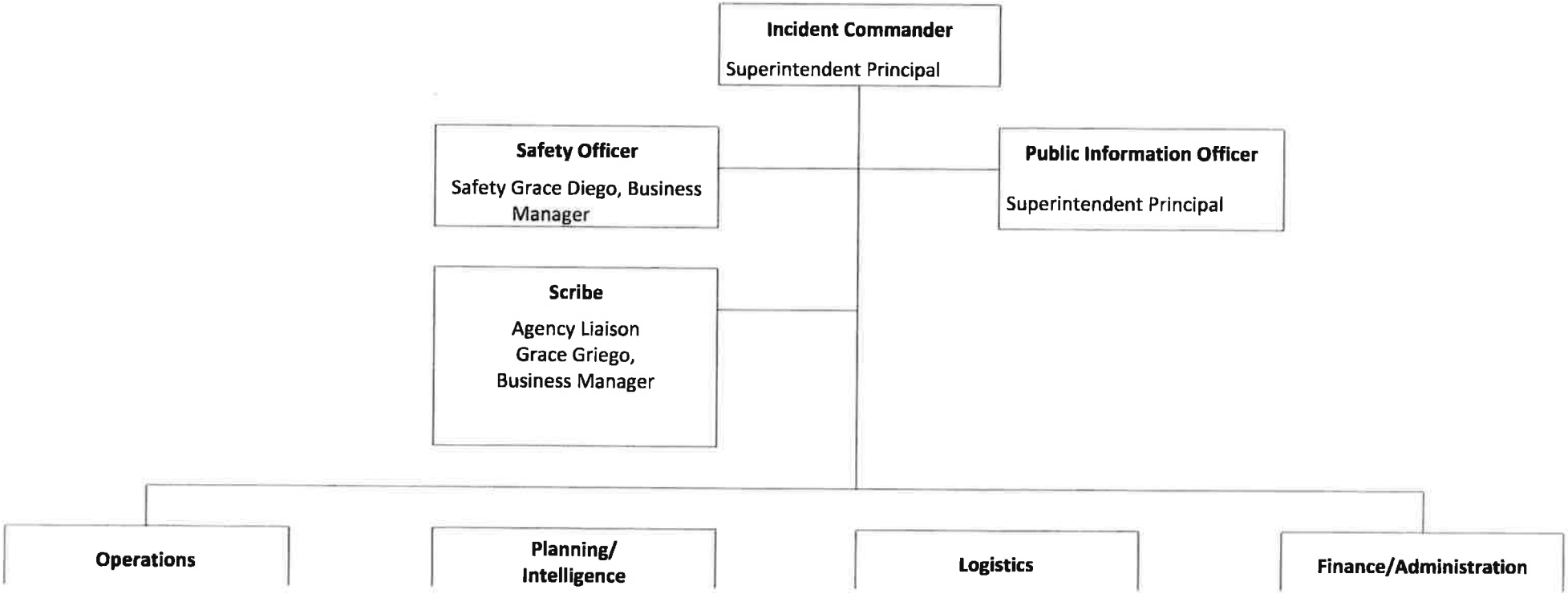
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
	Air Pollution Control District	805-961-8800	
	California Highway Patrol	800-835-5247	
	County Department of Health Services	805-681-5100	
	Gas Company - PG&E	800-743-5000	
	Electric Company - PG&E	800-743-5000	
	Local HospitalLocal HospitalLocal HospitalLocal Hospital	805-739-3000 / 805-682-7111	Marian Medical Center Santa Maria Cottage Hospital Santa Barbara
	Local Police/Sheriff Dept	661-766-2310	Santa Barbara Sheriff Department
	Water Company	661-766-2780	Cuyama Valley Service District
	Poison Control Center	800-222-1222	
	Industrial Injuries	800-121-8379	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	**Date and Time**	**Attached Document** (description and location)
The plan will be provided to all staff in January of 2026 to review	January 12, 2026	Via Email and will be posted in school school site office
Provided to Deputy Sheriff Office for input	January 2026	Visit the Deputy Sheriff office - January 2026
Provided to Fire Department in Cuyama	Januar 2026	Visit the Cuyama Fire - January 2026

Cuyama Joint Unified School District Incident Command System



Damage/ Utilities
Eric Callaway
Justin Nickols

Crisis Management
Tosha Romandia
David Montez

Site Security
Alberto Panchi
Nette Fonseca
Rosemary Funkhouser
Yenica Rodriguez
Noelle Brunelle
Jessica Barboza

Documentation
Angel Cannon
Amy Sullivan

Communication
Nicole Furstenfeld
Carlos Diaz

Supply & Equipment
Dori Haslam
Wynette Nuno

Food / Water
Maria De los Santos
Angelica Mora
Pam Mitzel

Sanitation / Shelter
Liz Alarcon
Lillian Hernandez

Supervision
Bertha Godoy (Pre & K)
Theresa King (5th-8th)
Bonnie R. (TK-4th)
Rachel Leyland (HS)

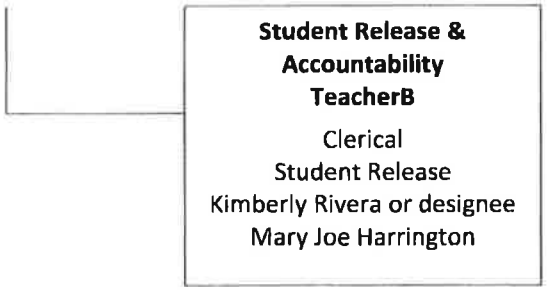
Operations & Maintenance
Eric Callaway
Justin Nickols

First Aid & Search
Teacher A

Medical /First Aid
Judy Barnes
Magali Rodriguez
Erin Smith
Linda Furness
Nancy Castro
Emily Carrillo

Search / Rescue
Kevin Lebsack
Khalil Reed
Teresa Arrieta
Kylie Bratcher

150


Student Release &
Accountability
TeacherB
Clerical
Student Release
Kimberly Rivera or designee
Mary Joe Harrington

Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

EMERGENCY PLANNING WITH SEMS

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the multiple agencies often participating in response to an emergency. SEMS consists of the following five functions: Management; Planning / Intelligence; Operations; Logistics; and Finance/Administration.

Management

During an emergency, the Incident Commander is responsible for directing response actions from a designated Command Post. To effectively direct response actions, the Incident Commander must constantly assess the situation and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. In emergencies involving more than one school site, each site will have their own Incident Commander. This function is typically directed by the Principal, as the Incident Commander. The Principal/Superintendent may be assisted in carrying out this function by the District Safety Coordinator, or a designated representative.

Planning / Intelligence

Under the CJUSD Plan, two staff members will be assigned to assist the Incident Commander during an emergency. These employees will assist in the gathering of information, documentation and communication. One will be involved with "Documentation" and the other with "Communication". During an emergency, both of these positions will report directly to the Incident Commander, unless otherwise directed.

Operations

Under SEMS, all emergency response actions are implemented under the Operations function, under the direct control of the Incident Commander. In the CJUSD Plan, numerous teams will be designated, trained and supplied to perform the necessary emergency response. Teams may consist of one or more individuals. Due to limited staffing some employees may be on more than one team. The Incident Commander has the prerogative, based on circumstances, to utilize the teams needed to provide an appropriate response to the emergency. Under the CJUSD Plan, the following emergency response teams have been established: First Aid / Medical Team; Damage Assessment / Utilities Team; Clerical / Student Release Team; Crisis Management / Counseling Team; Sanitation Team / Search and Rescue Team / Food and Water Team; Shelter Team.

Logistics

The Logistics function of SEMS supports emergency operations by coordinating personnel, assembling and deploying volunteer teams, providing supplies, equipment and services, and facilitating communications among emergency responders. Within the Cuyama Unified School District Plan, site logistical needs are met through the pre-positioning of supplies and equipment in the site Emergency Bins. Release of materials from each bin is carried out by the Emergency Bin Person, under the direction and control of the Incident Commander. Following the emergency, Emergency Bin Personnel will also return all emergency equipment and prepare an inventory of items in need of replacement. Long Term Emergencies may require logistical support from the Santa Barbara County Office of Education.

Finance/Administration

The Finance/Administration function of SEMS involves the purchasing of all necessary materials, tracking financial records, and recovering school records following an emergency. Within CJUSD, these functions will be carried out at the District Office (DO), by personnel normally assigned to those tasks.

(Refer to the DO Emergency Response Section of this Document)

4. INCIDENT COMMAND TEAM

The Incident Command Team is responsible for directing school emergency response activities.

Assignments
The Incident Command Team is led by the Incident Commander and also includes the school's Public Information Officer, the Safety Coordinator and the Agency Liaison. In the CJUSD Plan, the Incident Commander will normally assume all three Incident Command Team assignments. The Incident commander may also delegate any of the assignments based on availability of personnel.
Incident Commander: Alfonso Gamino, Superintendent
Public Information Officer: Alfonso Gamino, Superintendent
District Safety Coordinator: Theresa King, Business Manager

Agency Liaison: Theresa King, Business Manager

Roles and Responsibilities
Incident Commander
The Incident Commander is responsible for directing emergency operations and shall remain at the Command Post to observe and direct all operations. Specific duties of the Incident Commander may include:

- Periodically assessing the situation.
- Directing the Incident Command Team and all other emergency teams.
- Determining the need for, and requesting, outside assistance.
- Periodically communicating with Emergency teams and outside agencies.

Public Information Officer
The CJUSD Superintendent will act as Public Information Officer (PIO). Superintendent is the official spokesperson for the district and is responsible for communicating with the media and delivering public announcements. The Superintendent may elect to delegate this responsibility to any other employee. However, no employee of CJUSD may speak to the media, or make public statements on behalf of the district, without authorization from the Superintendent, or their designee.
Specific duties of the Public Information Officer may include:

- Periodically receiving updates and official statements from the Incident Commander.
- Maintaining a log of PIO actions and all communications.
- Periodically interacting with the media and District Communications.
- Preparing statements for dissemination to the public.
- Ensuring announcements and other public information are translated into other languages as needed.
- Monitoring news broadcasts about the incident and correcting any misinformation.

Safety Coordinator
In the CJUSD plan, the safety coordinator responsibilities are carried out by the District Safety and Disaster Coordinator. They are responsible for ensuring that all emergency activities are conducted in as safe a manner, and that CJUSD emergency procedures are being followed. Specific duties of the Safety Coordinator may include:

- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Monitoring drills, exercises, and emergency response activities for safety.
- Identifying safety hazards.
- Ensuring that responders use appropriate safety equipment.

Agency Liaison
The District Liaison is responsible for coordinating the efforts of outside agencies such as police and fire by ensuring the proper flow of information between Incident Command and the agencies. Specific duties of the Agency Liaison may include:

- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Briefing agency representatives on current situation, priorities and planned actions.

Incident Command Team / Supplies and Equipment
The Principal is responsible for ensuring the following supplies are located inside the school's Emergency Supply Bin:

- Copy of the school's Emergency Procedures
- Campus map
- Bullhorn

- Battery-operated AM/FM radio.
- Clipboard, Paper, Pens
- Hard Hat
- Vest or position identifier

Supplies Brought from Office:
- Master Key Set
- Staff and Student Roster
- Emergency and Site Radios
- Cell Phone

Team Assembly Location
Inside: Elementary or High School Office
Outside: Flag poles

Documentation Position
The Documentation Position is responsible for maintaining a log of all emergency developments and response actions, including financial expenditures, timekeeping, and other necessary documentation. The Documentation Position works under the direct supervision of the Incident Commander.

Assignments
Documentation Staff Member: Angelique Cannon (HS) and Amy Sullivan (ES) and Debbie Hedlund (ES)

Roles and Responsibilities
The Documentation Staff Members will maintain a log of the incident, noting all actions and reports, and filing them for reference.
Specific duties may include:
- Periodically communicating with the Incident Commander for status updates.
- Documenting all communications with the District Office and outside agencies.
- Record all data related to missing persons, site damage, utility problems and medical needs.
- Ensuring that accurate records are kept of all staff members, indicating hours worked.
- Supporting the Incident Commander as necessary.
- Filing, maintaining and securing all emergency documentation.

Supplies and Equipment
Clerical Supplies

Assembly Location
The Documentation Staff Member will report to the Command Post.

COMMUNICATIONS POSITION
The Communications position is responsible for coordinating all communication within the site, and between the Command Post and the District Office, Outside Agencies, etc.

Assignments
Communications Staff Members: HS Carlos Diaz, ES Nicole Furstenfeld, Gloria Morales (District Office)

Roles and Responsibilities
Specific duties may include:
- Coordinating telephone communications.
- Coordinating Emergency Radio Communications.
- Coordinating Site Radio Communications.
- Relaying requests or information to the Incident Commander (Principal).
- Recording all pertinent communication and passing the information to the Documentation Position.
- Coordinate use of messengers, or other forms of communication as needed.

Supplies and Equipment

- Emergency radios and portable radios
- Site radio, extra battery, battery charger
- Backup power supplies.
- Clerical supplies
- Emergency telephone numbers

Assembly Location
The Communications Staff Members will report to the Command Post.

5. RESPONSE TEAMS

FIRST AID / MEDICAL TEAM

The First Aid / Medical Team is responsible for ensuring that first aid supplies are available and properly administered during an emergency.

If the event does not require the evacuation of the Health Office, the First Aid / Medical Team will assemble and initiate operations from there. The Health Aide normally assigned to each school, will ensure that the Health Office is stocked with necessary supplies. Additional supplies, and a mobile response bag, are available in the Emergency Supply Bin.

If the emergency dictates evacuation of the Health Office, the First Aid / Medical Team will assemble at the designated outdoor location. The First Aid / Medical Team Leader will designate members to draw supplies and equipment from the Emergency Supply Bin.

The First Aid / Medical Team is a high priority team, and along with the search teams, have priority access to their supplies.

Assignments
First Aid / Medical Team Leader: Judy Barnes (Elem.) and Jennifer Stancliff (HS)
Alternate Team Leader: Yenica Rodriguez (Elem.) and Waynette Nuno (HS)
First Aid / Medical Team Member: Leah Bourgeois, Michaela Muniz
First Aid / Medical Team Member: Nancy Castro, Linda Furness
School Nurse: Linda Furness

FIRST AID / MEDICAL TEAM CONTINUED
Roles and Responsibilities

First Aid/Medical Team Leader
The First Aid/Medical Team Leader is responsible for directing team activities by periodically interacting with the Incident Commander and District Nurse, to determine medical needs and planned actions. Specific duties of the First Aid/Medical Team Leader may include:

- Assigning First Aid personnel and assessing available inventory of supplies & equipment.
- Designating and setting up First Aid/Medical treatment areas, with access to emergency vehicles.
- Determining the need for skilled medical assistance, and overseeing care, treatment, and assessment of patients.
- Periodically keeping the Incident Commander informed of overall status.
- Completing the Injury and Missing Person's Report.

First Aid/Medical Team Members
The members of the First Aid/Medical Team are responsible for assessing injuries and administering necessary first aid and medical treatment as indicated during an emergency. Specific duties of the members of the First Aid / Medical Team may include:

- Setting up a first aid area, triage and / or temporary morgue.
- Keeping accurate records of care given and tagging each of the injured with name, address, injury and any treatment rendered.
- Reporting deaths immediately to the First Aid/Medical Team Leader.

If a morgue is needed, it should be established in a location which is out of sight of students and the general public. All bodies placed into the morgue, should be covered if possible.

Do not move any deceased individuals to a morgue, until it is cleared by the Incident Commander. If the death is the result of a criminal act, it will be necessary to preserve the crime scene.
No deceased individuals will be released without authorization from the Incident Commander.

Team Assembly Location
Inside: High School and Elementary Office
Outside: Outside each office access door
Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.
First Aid/Medical Team Supplies and Equipment
There are 2 primary sources of First Aid / Medical supplies available to the First Aid / Medical Team. The first cache of supplies is located in the school's Health Office, and is maintained by the Health Clerk, and the District Nurse. A second collection of supplies is located in the school's Emergency Response Bin.
The Medical section of the Emergency Bin contains a large first aid kit, and equipment which can be used to set up an emergency first aid / medical treatment area. Additional supply items are also stored there.
In the event the Health Office is evacuated, the Health Aid, or designated individual, will take a collection of medication and supplies with them. The items in the supply will be based on the predetermined medical needs of students and staff. These items should include all prescription medication, insulin, inhalers, etc. Since many of these medications are controlled substances, supervision of these items must be maintained at all times.

CRISIS COUNSELING TEAM
The Crisis Counseling Team is responsible for the caring and safety of all students on campus during an emergency. It also provides psychological first aid as needed during and immediately after an emergency.

Assignments
Crisis Counseling Team Leader: Tosha Romandia/Schools Comm. Coord. TBD
Alternate Team Leader/Counseling Team Member: Leila Page- SBCEO
Roles and Responsibilities
Crisis Counseling Team Leader
The Crisis Counseling Team Leader is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Crisis Counseling Team Leader is also responsible for assigning personnel as needed.

Crisis Counseling Team Members
The members of the Crisis Counseling Team are responsible for monitoring the safety and well-being of the students and staff in the Assembly Area. The Crisis Counseling Team will direct all external requests for information to the Public Information Officer.

CRISIS COUNSELING TEAM CONTINUED

Specific duties of the members of the Crisis Counseling Team may include:

- Administering minor first aid and psychological first aid as needed
- Supporting the Release Gate Team as needed.
- Coordinating with the Incident Commander to provide water and food to students and staff when necessary.
- Providing reassurance to students.
- Updating records of the number of students and staff.

Team Assembly Location
Inside: Library
Outside: Outside libraries entrances
Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside

location.
Supplies and Equipment

- Vest or position identifier, or district ID tag
- Emergency radio, and or site radio
- Other supplies or equipment identified by the Team Leader

SEARCH AND RESCUE TEAM
The Search and Rescue Team (SAR) is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue Teams. The Principal at each site may assign more or less teams, based on staffing and the number of available personnel.
Whenever possible, the Incident Commander should assign a separate Search Team, or Teams. After victim(s) are located, the Incident Commander will assign a Rescue Team to assist victim(s). Once all the buildings have been searched, the teams initially assigned to searching, may be assigned to rescue or perform other functions at the discretion of the Incident Commander.
Assignments
SAR Team 1 Leader: Kevin Lebsack
SAR Team 1 Members: Jovani Ojeda

SAR Team 2 Leader: Russ Barnes
SAR Team 2 Members: Jessica Barboza, Jennifer Quesada
Search and Rescue Team Roles and Responsibilities
Search and Rescue Team Leader
The Search and Rescue Team Leader is responsible for directing team activities and keeping the Incident Commander informed of overall status. Specific duties of the Search and Rescue Team Leader may include:

- Obtain assignments for the team from the Incident Commander.
- Coordinate team response, including distribution of equipment and supplies.
- Remain outside the building where the team is working. Provide record keeping, and communication for the team.
- Communicate with the First Aid / Medical Team as necessary.

Search and Rescue Team Members
The members of the Search and Rescue Team are responsible for performing search and rescue operations during an emergency. Specific duties of the members of the Search and Rescue Team may include:

- Searching assigned area, reporting gas leaks, fires, or structural damage to Team Leader upon discovery.
- Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium and other rooms.
- Periodically reporting to the Team Leader on location, number, and condition of injured.
- Marking location of trapped, victims
- If necessary, perform rescue and removal of trapped or severely injured victims.
- Sealing off and posting areas where hazardous conditions exist.
- Provide initial first aid as necessary.
- Any other tasks directed by the Incident Commander.

Team Assembly Location
Inside: ES & HS office
Outside: HS: tennis courts and ES: outside library
Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Search and Rescue Team Supplies and Equipment
TBA
Search and Rescue Team Procedures
The following procedures are a basic guideline, to assist Search and Rescue Teams during an emergency response. CJUSD personnel will not be involved as Search and Rescue responders, except in those rare emergency situations, when we cannot expect outside assistance for an extended period of time. Examples would be major earthquakes, massive fires, or other incidents affecting a large area.
If possible, the Search function should be kept separate from the Rescue function. If not, the Search Team will begin to rescue the

first victims they locate, and other victims may not be located in a timely manner. After victims are located and evaluated by the Search Team, a Rescue Team will be dispatched to provide assistance to the victim. The Search Team will continue to search until all areas have been checked for victims.

Search and Rescue Team Procedures continued

The guiding precepts of Search / Rescue procedures are:

1. SEARCH: Locate and evaluate victims. Notify Rescue Team
2. RESCUE: Remove and triage victims.
3. TREAT: Provide first aid for all victims removed

Each Search and/or Rescue Team will include 3 Team Members and 1 Team Leader. The Team Leader provides material support and a communication lifeline to the Team Members who are actively searching and/or rescuing.

Search Team Leader

- The Team Leader will remain outside the structure being searched.
- The Team Leader will provide additional equipment to the Team Members from the Team Backpack.
- The Team Leader will be in charge of communication between the Team and the Command Post. They will make requests for a Rescue Team, or for medical assistance.
- The Team Leader will be responsible for documenting locations of victims, as well as buildings searched. This will include marking buildings in the following manner:

A. When the Team enters a building, mark the wall on the doorknob side with a large single slash.

B. When everyone on the Team exits the building, cross the first slash with a second slash, forming a large X.

Search Team Member

- Search for victims under the direction of the Search Team Leader.
- Act as Rescue Team Member as directed.
- Assist as directed by the Incident Commander.

Search and Rescue Team Procedures continued

Rescue Team Leader

- The Team Leader will remain outside the structure being searched.
- The Team Leader will provide additional equipment to the Team Members from the Team Backpack, or mobile supply bin.
- The Team Leader will be in charge of communication between the Team and the Command Post. They will make requests for a Rescue Team, or for medical assistance.
- The Team Leader will be responsible for documenting locations of victims, as well as buildings searched. This will include marking buildings in the following manner:

A. When the Team enters a building, mark the wall on the doorknob side with a large single slash.

B. When everyone on the Team exits the building, cross the first slash with a second slash, forming a large X.

C. Use the X to record the following information.

Search and Rescue Team Procedures continued

Rescue Team Member

- Rescue trapped and immobile for victims under the direction of the Search Team Leader.
- Triage injured victims as necessary
- Provide first aid during the rescue process.
- Act as Search Team Member as directed.
- Assist as directed by the Incident Commander.

DAMAGE / UTILITIES TEAM

The Damage / Utilities Team will coordinate activities with the Incident Commander as required. They are responsible for the identifying damage to the school site, the identification of non-functioning or broken utilities, and minimizing their impact. The effective response of the Damage / Utilities Team includes shutting down facility air handling systems, and gas, power or water supplies when necessary. They will coordinate with the Incident Commander, and Maintenance Director, to ensure the proper authorities are notified in the event utility service is lost or interrupted by damage. The Damage / Utility Team may be assigned to security or other tasks as designated by the Incident Commander.

Assignments
Damage / Utilities Team Leader: Cesar Uribe (Elementary School), Daniel Cortes, and Eric Callaway (High School)
Roles and Responsibilities

Damage / Utilities Team Leader
The Damage / Utilities Team Leader is responsible for directing team activities and interacting with the Incident Command to identify problems and report status. Predetermine the location of utility shut offs, identify the procedure to turn them off in a safe manner, and obtain the tools needed to perform the task.
Damage / Utilities Team Members
The members of the Damage / Utilities Team are responsible for conducting a survey of damage, as well as surveying all utilities and taking appropriate actions to shut-off gas, water and electricity. Specific duties of the members of the Security/Utilities Team may include:

- Assessing damage to school facilities. Creating a list of any damage and passing the information to the Incident Commander.
- If necessary, turn off water lines, electrical power and gas service. Coordinate with the Maintenance Director if possible before turning off service. Create a list of services turned off, include date and time turned off, and name of person who actually turned off the service.
- Turn off air conditioning systems during "Shelter in Place".
- Perform other tasks as directed by the Incident Commander.

DAMAGE / UTILITIES TEAM ASSEMBLY LOCATION
Inside: Boardroom of District Office
Outside: Outside by Flagpole
Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location. The team will advise the Incident Commander of any damage they located during their response to the assembly location.
Supplies and Equipment
TBA

SUPPLY / EQUIPMENT POSITION

The Supply/Equipment Person is responsible for ensuring the orderly distribution and control of supplies and equipment from the school site's Emergency Supply Bin.
Assignments
Supply / Equipment Person: Dori Haslam (Elem.) & Alicia Muniz (HS)

Roles and Responsibilities
Specific duties of the Supply / Equipment Person may include:

- Opening the Emergency Supply Bin.
- Ensuring an orderly distribution of supplies and maintaining record of recording who drew what supplies from the bin.
- Reporting equipment and supply needs to the Incident Commander.
- Assisting other teams as directed by the Incident Commander.

Team Assembly Location
Inside: HS and ES office
Outside: Outside by flagpole
Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Supplies and Equipment
TBA

CLERICAL / STUDENT RELEASE TEAM
The Clerical / Student Release Team is responsible for continuing the normal school functions of accounting for and releasing students, during an emergency situation, or natural disaster. The team is also responsible for accounting for staff and visitors on campus during an emergency or disaster.

School Officials are legally responsible for the safe release of students to authorized individuals. That responsibility continues even during an emergency or disaster. Failure to adequately fulfill this function results in a loss of confidence in the community, as well as opening the district to civil litigation.
Without proper training of personnel involved who will be expected to perform duties during a crisis, the Emergency Release / Family Reunification process, will fail to work properly. The Principal at each site should make certain that organized training sessions are conducted on a regular basis, to ensure the Emergency Release / Family Reunification process works well during an actual emergency.

The Clerical / Student Release Team is made up of the school's Office Manager and Clerical Staff. Additional members may be added by the Incident Commander.

Assignments
Clerical / Student Release Team Leader: Alleigh Cortes (CVHS)
Mary Jo Harrington (Elem.)

Clerical / Student Release Team continued
Roles and Responsibilities

Clerical / Student Release Team Leader
The Assembly Area Team Leader is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Assembly Area Team Leader is responsible for the process of accounting for and releasing students, during an emergency situation or natural disaster. The Assembly Area Team Leader is also responsible for accounting for staff and visitors on campus during an emergency or disaster.

Clerical / Student Release Team Members
The members of the Clerical / Student Release Team are responsible for accounting for students, staff and visitors, during an emergency situation. They are also responsible for releasing students in an orderly, organized manner after an emergency release has been authorized by the Incident Commander. Specific duties of Team members may include:

- Obtaining reports of missing students from teachers or other personnel.
- Gathering Injury and Missing Persons Reports from each teacher and submitting them to the Clerical / Student Release Team Leader.
- Greeting and directing parents, guardians, or designees to the counselors as appropriate.
- Providing reassurance to parents, guardians, or designees and maintaining order.
- Ensuring students are released to authorized persons.
- Ensuring that appropriate records are maintained, and that each child is recorded as missing, present, released, transported, or deceased.
- Assist other teams as directed by the Incident Commander.

Clerical / Student Release Team continued
Supplies and Equipment
The Principal will ensure that prior to an emergency, clerical staff and other designed members of the Clerical / Student Release Team prepare the evacuation cart described below.
Evacuation Cart

A box will be pre-positioned in the office of each school site. That box will be used to transport items necessary to release students and fulfill other operational responsibilities from a remote location. The following items are to be loaded into the box in the event an office evacuation is ordered:

- File Boxes Containing Student and Staff Emergency Cards
- Updated Roll Sheet
- Emergency Radio, Extra Battery
- School Site Radio, and Extra Battery
- Box of Designated (Site) Radios and Batteries
- Visitor Sign in Book
- Student Check Out Book

- Attendance Records
- Digital Camera, Extra Battery, Extra Memory Chip (Recommended)

Additional Supplies are stored in the Emergency Bin, located at each school site. Those Supplies include tables, barricades, bulletin boards, and other items necessary to establish a command post and emergency student release area.

Team Assembly Location
Inside: School Office
Outside: School (main entrance)
Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Food and Water Team
The Food and Water Team is responsible for emergency food and water supplies and distribution. Emergency food and water are stored in each school's Emergency Supply Bin. Additional emergency water is stored in some classrooms at each school.
Assignments
Food & Water Team Leader: Maria De Los Santos & Angelica Mora
Food & Water Team Member: Pam Mitzel (Both) & Tatyay Navarro (Elem)
Roles and Responsibilities

Food & Water Team Leader: Maria De Los Santos
Specific duties of the Food & Water Team Leader may include:

- Ensuring an orderly distribution of supplies, and maintaining record of what supplies have been used, and what supplies remain.
- Reporting shortages to the Incident Commander.

Specific duties of the Food & Water Team Member may include:

- Utilizing emergency supplies, set up stations where food and water rations will be distributed.
- Distribute emergency rations of food and water in an organized, orderly manner.
- Assisting other teams as directed by the Incident Commander.

Team Assembly Location
Inside: Boardroom (Elem.) and Cafeteria (HS)
Outside: Outside by Flagpole (Elem. & HS)
Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Food and Water Team continued
Supplies and Equipment
The Incident Commander may adjust the size of the Team to meet the circumstances.
Sanitation / Shelter Team Leader:
Water: TBA

Food:

For extended emergencies, our primary source of food will be storage in our cafeteria storage areas, located at each site. In the event one or more food storage areas are inaccessible, we can bring supplies to that site from our other locations.

Note: In the event of prolonged power loss, a plan will be in place to utilize perishable food items first.
In preparation for the unlikely event all food storage areas are inaccessible, we will store sufficient "high energy" food bars to provide 10 servings to each student and staff member. This ration will be stored in each site's emergency bin, inside, sealed, rodent proof storage tubs. To prevent spoiling, a rotation program will be implemented. At the end of each school year, the bars can be used in the lunch program, and replaced with fresh rations.

Water coolers and disposable drinking cups are also stored inside each Emergency Supply Bin.

SANITATION / SHELTER TEAM
The Sanitation / Shelter Team is responsible for setting up sanitation areas, which consist of portable privacy shelters, portable toilets, and hand washing facilities. They will also be responsible for distributing emergency blankets, and other items to provide shelter from the elements. If portable shelters are available, they will coordinate the distribution and set up of the shelters. Supplies for the Sanitation Shelter Teams are located in each school's emergency Supply Bin.

Assignments
The Incident Commander may adjust the size of the team to meet the circumstances.
Sanitation / Shelter Team Leader Elem.): Liz Alarcon
Sanitation / Shelter Team Leader (HS): Lillian Hernandez
Sanitation / Shelter Team Member:
Roles and Responsibilities

Food & Water Team Leader
Specific duties of the Sanitation / Shelter Team Leader may include:

- Organizing distribution of sanitation and shelter supplies from the Emergency Supply Bin, to members of the team.
- Supervising the set-up of male and female sanitation areas.
- Supervising the set-up of a hand washing station adjacent to the sanitation area.
- Designation of an area where used waste bags will be stored.
- As necessary, supervise the distribution of emergency blankets, and other items to provide shelter from the elements.
- Coordinate with the Incident Commander to ensure sanitation requirements are being met.

Sanitation / Shelter Team continued
Specific duties of the Sanitation / Shelter Team member may include:

- Assist with the distribution of sanitation and shelter supplies from the Emergency Supply Bin.
- Set up male and female sanitation areas, under the direction of the Sanitation / Shelter Team Leader.
- Set up of a hand washing station adjacent to the sanitation area.
- As needed, move used waste bags to the designated storage area.
- As instructed, distribute emergency blankets, and other items to provide shelter from the elements.

Team Assembly Location
Inside:
Outside:
Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.
Supplies and Equipment
Supplies and equipment are stored in the Emergency Response Bins. Additional sanitation supplies are stored in each classroom.

SITE SECURITY TEAM
The Site Security Team is responsible for ensuring security of the District Office as directed by the Incident Commander. Traffic Control and other security concerns which develop off CJUSD property, should be referred to the Santa Barbara County Sheriff's Department.
In the event the Site Emergency Team cannot provide the necessary level of security, assistance should be requested from the Santa Barbara Police Department.
During an emergency response, additional personnel are available from the District Office.

Assignments
Site Security Team Leader: Alberto Panchi (HS) & Selina Martinez (Elem.)
Site Security Team Member: Nette Fonseca, Rosemay Funkhouser
Site Security Team Member: Yenica Rodriguez
Site Security Team Member: Kimberly Rivera (ES & HS)

Roles and Responsibilities
Specific duties of the Site Security Team Leader may include:

- Coordinating with the Incident Commander to develop a security response.
- Coordinating communication between the team and the command post.
- Coordinating distribution of supplies and equipment.
- Coordinating Team activities with law enforcement.
- Assigning duties to Site Security Team Members.

Site Security Team (continued)

Specific duties of the Site Security Team Leader may include:

- Responding to security requirements as directed by the Incident Commander, Team Leader, or Law Enforcement Official.
- Greet and direct parents.
- Remove campus intruders.
- Assist other teams as directed by the Incident Commander.
- Report all criminal activity to law enforcement, "Be a good witness".

Team Assembly Location
Inside: District Office
Outside: Entrance Gate
Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.
Supplies and Equipment

- Site Radios
- Colored Vests
- Photo I.D. Badge
- Whistle
- Pen and writing pad

Recommended Items:

- Cell Phone
- Flashlight
- Traffic Cones
- Traffic Barricades
- Bull Horn
- Barrier Tape

Management
During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence
Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations
All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics
Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration
Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency
Superintendent and Business Manager and/or designee identify the type of emergency

Step Two: Identify the Level of Emergency
Superintendent and Business Manager and/or designee identify the type of emergency

Step Three: Determine the Immediate Response Action
Superintendent and Business Manager determine the immediate response action to take

Step Four: Communicate the Appropriate Response Action
Superintendent as incident command and safety office (Business Manager) immediately take action to communicate with staff, students, law enforcement, fire department, and community based on the type emergency.

Types of Emergencies & Specific Procedures

Aircraft Crash
This procedure should be implemented when the there is an aircraft crash, etc.

Procedure
1. The Incident Commander (Principal) will initiate appropriate Emergency Response Actions, which may include LOCK DOWN, SECURE IN PLACE, or EVACUATE BUILDING.
2. If the Incident Commander issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Emergency Assembly Area. If it is unsafe to remain on campus, the Incident Commander will initiate an OFF-SITE EVACUATION.
3. In the event of an evacuation, teachers will bring their Emergency Backpacks, which include their student roster. Once in the Emergency Assembly Area, they will take roll to account for students. Teachers will notify the Command Post of missing or injured students.
4. If additional outside assistance is needed, the Incident Commander will call "911" and provide the location of the animal and nature of emergency. The 911Operator will forward the call to the appropriate agency.
5. If the incident is significant, the Incident Commander will contact the District Office and advise them of the situation. If appropriate, the Incident Commander should request a Connect-Ed message be sent advising parents of the nature of the emergency and advising them not to come to the school.
6. Advise the Command Post of any student or staff injuries. First aid will be provided by the Medical Team. In the event the injuries require additional treatment, the command Post will be advised, they will contact 911, and request appropriate medical attention. Be prepared to give the exact location of the victim(s) their approximate ages and the nature of the injury(s).
7. The Incident Commander or their designee will call the District Office and provide periodic updates.

Animal Disturbance
This procedure should be implemented when the presence of any animal, wild or domestic, which threatens the safety of students or staff. Examples are dogs, coyotes, mountain lions, bees etc.

Procedure
1. The Incident Commander (Principal) will initiate appropriate Emergency Response Actions, which may include LOCK DOWN, SECURE IN PLACE, or EVACUATE BUILDING.
2. If the Incident Commander issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Emergency Assembly Area. If it is unsafe to remain on campus, the Incident Commander will initiate an OFF-SITE EVACUATION.
3. In the event of an evacuation, teachers will bring their Emergency Backpacks, which include their student roster. Once in the Emergency Assembly Area, they will take roll to account for students. Teachers will notify the Command Post of missing or injured students.
4. Upon discovery of an animal, staff members will attempt to isolate the animal from students if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. Close doors or gates if it assists in segregating the animal.
5. If additional outside assistance is needed, the Incident Commander will call "911" and provide the location of the animal and nature of emergency. The 911Operator will forward the call to the appropriate agency. Do not call Animal Control or the Department of Fish and Game directly.
6. If the incident is significant, the Incident Commander will contact the District Office and advise them of the situation. If appropriate, the Incident Commander should request a Connect-Ed message be sent advising parents of the nature of the emergency and advising them not to come to the school.
7. Advise the Command Post of any student or staff injuries. First aid will be provided by the Medical Team. In the event the injuries require additional treatment, the command Post will be advised, they will contact 911, and request appropriate medical attention. Be prepared to give the exact location of the victim(s) their approximate ages and the nature of the injury(s).
8. The Incident Commander or their designee will call the District Office and provide periodic updates.

Armed Assault on Campus

An Assault on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and / or staff. Such an incident may involve unarmed individuals, individuals actually possessing weapons such as a gun, a knife or other harmful devices, or persons simulating a weapon.

Procedure
1. Upon first indication of an assault, personnel should immediately notify the Incident Commander (Principal).
2. The Incident Commander will initiate the appropriate Emergency Response Action(s), which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
3. The Incident Commander will call "911" and provide the exact location and nature of the incident. The Incident Commander should designate a person to remain online with 911 if safe to do so.
4. As soon as possible, use established procedures to account for students and staff. If it is determined that someone is unaccounted for, the campus will be searched in an effort to locate that individual. If there is imminent danger, i.e., an intruder is on campus, law enforcement will be advised of the missing person, and will conduct the search. In that case, no district personnel will leave a secured area to search. If there is no imminent danger, the principal and other designated staff, not involved in active student supervision, will sweep the campus in an effort to locate the missing person.
5. The Medical Team will provide first aid and if necessary, work with local authorities to ensure injured students and staff, receive medical attention.
6. As soon as possible, the Incident Commander will contact the district office and advise them of the situation. If appropriate, the Incident Commander should request a Connect-Ed message be sent advising parents of the nature of the emergency and advising them not to come to the school.
7. The Incident Commander or their designee will call the District Office and provide periodic updates. Those updates will include a verified list of casualties, and the locations to which they were transported. The Incident Commander will utilize district personnel and equipment and other resources as needed.
8. All media inquiries will be referred to the designated Public Information Officer.
9. The Incident Commander will debrief staff.

Biological or Chemical Release
A Biological or Chemical Release is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Such releases may be intentional or unintentional. The source may be located on school grounds such as discharge of acid in a school laboratory or may originate off the school site such as an accident involving hazardous materials in proximity of the school, or an explosion at a nearby oil refinery, truck release or agricultural incident.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance released outdoors and localized; and Scenario 3 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures.

Some agents may be in a gaseous state, some a powder, and some may be liquid. Some gases are visible and some invisible. Some gasses are heavier than air and some lighter than air. All these factors need to be taken into account when determining an appropriate course of action.

Principals should determine ahead of time if there are any obvious chemical hazards near their School. If chemicals are stored or manufactured nearby, determine ahead of time what the chemicals are, the characteristics of the chemicals, their effects on humans, and treatment protocols in the event of exposure. Having such information in advance may save valuable time in the event of a release.

Scenario 1: Substance Released Inside a Room or Building
1. The Teacher or Employee who discovers the substance will order the evacuation of that area immediately affected by the contamination. As soon as possible they need to notify the Principal (Incident Commander). The Incident Commander will initiate

the appropriate Emergency Response Action. They may include SHELTER IN PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION. In the event of evacuation, staff will use designated routes or alternative safe routes, to the Emergency Assembly Area. The area should be located upwind of the affected room or building.
2. The Incident Commander or their designee will call "911", and provide the exact location (e.g., building, room, area) and nature of emergency.
3. As soon as possible, the Incident Commander will notify the District Office, and advise them of the situation. They will request initiation of the CJUSD phone system, in order to notify parents of the nature of the situation, and to advise them not to come to the school.
4. The Incident Commander will instruct the Search and Rescue Team isolate and restrict access to potentially contaminated areas. A Team Member should be designated to guide Emergency Responders to both the contaminated area and location of those who were exposed.
5. The Custodian will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air conditioning system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the Medical Team should assess the need for medical attention.
7. The Command Post will compile a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. This information must be passed on to any emergency responders. The School Administrator will complete the Biological and Chemical Release Response Checklist.
8. If necessary, the incident commander will request the Psychological First Aid Team, who will convene onsite and begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the Santa Barbara County Fire Department, appropriate agencies, or the Incident Commander provides clearance.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED
1. The Incident Commander will immediately direct staff to remove students from the affected areas to an area upwind from the release. The Incident Commander will initiate the appropriate Emergency Response Action. They may include SHELTER IN PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION. In the event of evacuation, staff will use designated routes or alternative safe routes, to the On or Off Site, Emergency Assembly Area. The area should be located upwind of the affected area.
2. The Incident Commander or their designee will call "911", and provide the exact location (e.g., building, room, area) and nature of emergency.
3. As soon as possible, the Incident Commander will notify the District Office, and advise them of the situation. They will request initiation of the CJUSD phone system, in order to notify parents of the nature of the situation, and to advise them not to come to the school.
4. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
5. The Command Post will compile a list of all people who have been affected by the substance, or otherwise contaminated. This information must be passed on to any emergency responders. The School Administrator will complete the Biological and Chemical Release Response Checklist.
6. If necessary, the incident commander will request the Psychological First Aid Team, who will convene onsite and begin the process of counseling and recovery.
7. Any affected areas will not be reopened until the Santa Barbara County Fire Department, appropriate agencies, or the Incident Commander provides clearance.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY
1. If the Incident Commander or local authorities determine a potentially toxic substance has been released to the atmosphere, the Incident Commander will initiate the appropriate Emergency Response Action. They may include SHELTER IN PLACE, or OFF-SITE EVACUATION. In the event of evacuation, staff will use designated routes or alternative safe routes, to the On or Off Site, Emergency Assembly Area. The area should be located upwind of the affected area.
2. The Incident Commander or their designee will call "911", and provide the exact location (e.g., building, room, area) and nature of emergency.

3. As soon as possible, the Incident Commander will notify the District Office, and advise them of the situation. They will request initiation of the CJUSD phone system, in order to notify parents of the nature of the situation, and to advise them not to come to the school.
4. The school will remain in a SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION condition until appropriate agency, or the Incident Commander provides clearance.

Bomb Threat/ Threat Of violence
This protocol is initiated by receipt of a bomb threat, or discovery of a suspicious device. The threat can be received by telephone, note, e-mail, personal delivery, or from police or fire personnel.

Bomb threats are much more common than either actual explosive devices, or explosions. In general, threats or advanced warnings are not given when a bomb is actually going to explode. Statistically, when a bomb explodes, there is no warning, and conversely, when threats are made there is normally no explosion.

Threats can be used for various purposes, including creating fear, and disrupting normal activities, or calling attention to an individual or group. A phone threat can be received at any number and may be found on an answering machine at the beginning of the day.

Normally, a threat requires some additional factor to make it "credible". Determining the credibility of the threat is best left to the professionals, however the Incident Commander or other District Administrator may be asked to make the call, or to provide input. Factors contributing to credibility are age of the caller. Specificity of the threat stated motive, description of the device, or apparent explosives knowledge.

Threats made by students, absent any corroborative facts are normally considered non credible. Non credible threats call for lesser response than either credible threats, or when a suspicious device is actually discovered.

A series of false Bomb Threats create the possibility that the perpetrator is "patterning" the schools response to the threats. By placing the false threats, the perpetrator learns both evacuation routes and emergency assembly areas. If multiple threats are received, it is important that officials recognize the pattern of threats and utilize different evacuation routes and assembly areas.

Routinely examine evacuation areas. Look for evidence of recent digging. Remove trash cans, dumpsters, or other items which could be used to conceal an explosive device. Be suspicious of piles of trash or other debris which appear in an assembly area. Improvised Explosive Devices, or I.E.D.'s is routinely concealed in such items.

Procedure
1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" – Tell the operator, "This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number]."
2. The person answering the threat call should follow the procedures on the Bomb Threat Checklist. A checklist should be located underneath each phone capable of receiving an outside call. If no checklist is available, try to obtain the following information:

- When is the bomb going to explode?
- Where is the bomb right now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb? Why?
- What number can I call you back at?
- What is your address?
- What is your name?

3. After receiving the telephoned threat, the person who answered the call should immediately notify the Principal (Incident Commander). As soon as practical, the Incident Commander, or their designee will notify the district office and advise them of the situation.

4. If the threat is received through other means, the person receiving the threat will notify the Principal, (Incident Commander). The Incident Commander will notify the Santa Paula Police Department via "911" and pass along all information regarding the incident. Attempt to preserve the evidence, i.e., note, or e-mail, by which the threat was conveyed. If it was delivered in person, attempt to gain as much information as possible about the informant. If the informant is cooperative, have them wait for police.
5. If a specific location is identified in the threat, the Incident Commander should evacuate the area, as well as the area surrounding the reported location of the explosive. Use evacuation routes that do not place students or staff in close proximity to the location of a suspected device.
6. While in the area under threat, all cell phones, beepers and hand-held radios should be turned off since many explosive devices can be triggered by radio transmissions. Bomb threat experts recommend no radio transmission within 500 feet of a device, or suspected location of a device. Use of any electronic device within the 500' restriction zone must be cleared in advance with the Incident Commander.
7. If a suspicious object is identified, notify the Incident Commander immediately. No attempt should be made to investigate or examine the object. Evacuate the area near the device.
8. If no suspicious device(s) are found, and the threat appears to be unfounded, the Incident Commander (Principal) will make the determination as to when to resume normal operations.

9. Based on the search results, the Incident Commander will determine the appropriate Immediate Response Action, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 7.0.
10. The Incident Commander shall update the district office and request necessary assistance. If Police respond, or if students are evacuated from their classrooms, the SwiftK12 system should be initiated.
11. If a device is found, or if police determine the threat to be credible, they will assume command. Once command is shifted to the police department, the Incident Commander will assume a support function, and must obey all lawful orders issued by the on-scene Law Enforcement Personnel. Do not interfere with the Police.
12. The Incident Commander should ensure that the physical needs of the students and staff are being met. Keep in mind that there are supplies in the Emergency Bin, and that additional supplies or manpower can be brought in from other campuses. Students can also be walked to a nearby campus, where it may be easier to provide services such as food, or shelter.
13. If requested by the Incident Commander, the Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
14. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. At the conclusion of the incident, the Incident Commander will take the appropriate actions based on the circumstances.
15. After the incident is over, the Incident Commander will complete the Bomb Threat Report.

Bus Disaster
These procedures are for use in the event of an earthquake, serious bus accident, or other emergency, that occurs while students are traveling on a bus.

The vehicle driver is responsible for the safe, and lawful operation of the vehicle. Do not interfere with the driver's responsibilities. In the event the driver is not operating the vehicle in a safe manner, do not hesitate to take action, up to, and including telephoning for assistance.

The district employee in charge of the event will account for all students in their vehicle. They will also be responsible for ensuring the students receive necessary food, water, and medical treatment. They will also be responsible for the behavior of the students in their charge.

Procedure
1. In the event of an earthquake, the driver should instruct the passengers to DUCK AND COVER. In the event the driver does not, any other adult on board, may make the announcement.
1. After the shaking stops, check for injuries and provide first aid as appropriate.
2. If the bus is disabled, stay in place until help arrives.
3. Contact the Principal, as soon as possible, and report the location and condition of students and staff.
4. The Principal will determine what additional appropriate notification(s) should be made and will brief the office of the Superintendent.
5. If conditions permit, the driver should be instructed to continue to the original destination.

6. If it is impossible to continue to the original destination, attempt to return to school. If it is not possible to safely return to school, proceed to the nearest designated shelter, or safe area. Upon arriving, notify the Principal. Adults should remain with the children until further instructions are received from the Principal.

1. In the event the bus is involved in an accident, follow the instructions of the driver. Evacuate only in the event of fire, or another life-threatening emergency situation.
2. As soon as possible, call "911". Provide the exact location of the bus and wait for arrival of emergency responders. Police must respond to any accident involving a school bus. Do not allow the driver to leave the scene of the accident before the arrival of Police.
3. If students are evacuated from the bus, ensure that they remain out of traffic. Move them as far from the roadside as practical.
7. Check for injuries and provide appropriate first aid.
8. Contact the Principal, as soon as possible, and report the location and condition of students and staff.
9. The Principal will determine what additional appropriate notification(s) should be made and will brief the office of the Superintendent.
10. If conditions permit, the driver should be instructed to continue to the original destination.
11. If it is impossible to continue to the original destination, attempt to return to school. If it is not possible to safely return to school, proceed to the nearest designated shelter, or safe area. Upon arriving, notify the Principal. Adults should remain with the children until further instructions are received from the Principal

Disorderly Conduct

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to the section Armed Assault on Campus.

Procedure
1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff. This action should only be attempted if it is safe to do so.
2. Staff will immediately notify the Principal.
3. The Principal will assume Incident Commander responsibilities, and will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
4. If appropriate, the Incident Commander will ensure that Police are notified via 911. The caller should be prepared to provide the exact location and nature of the incident. Circumstances requiring Police notification include any violent act, threatened, or actual criminal action. If in doubt, notify Police.
5. If an immediate threat is not clearly evident, the Incident Commander (Principal) or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. Be prepared to take appropriate action if the incident escalates.
7. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
8. As soon as possible, The Incident Commander will notify the district office of the situation.
9. After the incident is resolved, the Incident Commander will notify the district office.
10. An ALL CLEAR can be given, and normal operations resumed as soon as it is safe to do so.

Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, interruption of utilities and communication, as well as injuries, or death. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedure
Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

Earthquake During School Hours

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER. Do not wait for a P.A. Announcement.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. If appropriate based on the degree of shaking, the Principal will initiate the EVACUATE BUILDING action when the shaking stops. If the event is large enough to do visible damage, or knock items over, evacuation should be undertaken. Staff and students will evacuate the buildings using prescribed evacuation routes. If the prescribed routes are unsafe, use alternate safe routes to the Emergency Assembly Area.
4. In the event of fire, or serious injury, the Incident Commander will call for assistance via 911. If 911 is unavailable, other means of communication may be used, including emergency radios.
5. In the event of an evacuation, Teachers will bring their classroom Emergency Backpacks with them to the Emergency Assembly Area.
6. Use established procedures to account for students and staff.
7. The district office will contact each site to determine whether all students and staff have been accounted for. The Incident Commander is responsible for notifying the Superintendent of any pertinent information, including damage to district property, or loss of utilities.
8. The CJUSD phone system may be used to keep parents informed and give them instructions if necessary.
9. The Incident Commander will utilize emergency response teams as necessary, to account for students, staff and visitors. Provide first aid for the injured. Ensure that any deceased persons are blocked from view, by covering them with blankets. Provide for the food, water and sanitation and shelter needs of students and staff. Locate hazards and turn off utilities only if necessary.
10. If injuries have occurred, the Incident Commander will activate the First Aid/Medical Team. They will establish an aid station and provide appropriate first aid to the injured.
11. If everyone is accounted for, and it appears safe to do so, the Incident Commander may activate one or more Search Teams. They can be used to make an initial inspection of school buildings to identify any significant hazard or damage. They will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
12. If it is determined that anyone is unaccounted for, and it appears safe to do so, the Incident Commander will activate one or more Search Teams. They will perform a search of buildings and grounds, in an effort to locate the missing person, or persons.
13. Before reoccupying any evacuated building. The Incident Commander will confer with the District Superintendent.
14. The Incident Commander will remain flexible to changing conditions and has the option to order an OFF-SITE EVACUATION, or other actions as warranted by circumstances. Conditions which might result in OFF SITE EVACUATION, include threat of fire, or hazardous material release.
15. After consultation with the District Superintendent, the Incident Commander may conclude the incident by initiating the appropriate action. Those may include ALL CLEAR, or implementation of the Emergency Student Release Procedures.

- Depending on the severity of the earthquake, some students may not be picked up after release. The Incident Commander will utilize personnel and supplies, to provide for the security and material needs of those students.

Earthquake During Non- School Hours:
1. If an earthquake occurs during non-school hours, the Principal from each site, will contact the Maintenance & Operations Director, and the Food Services Director. They will determine if the event was of sufficient magnitude to warrant a site inspection. If they determine a site inspection is warranted, they will coordinate it, and insure it is completed before any buildings are occupied.
2. The Food Services Director will inspect food service facilities, and equipment, at each site, in order to evaluate whether they will be able to provide food service. The food Service Director will report the results of their Inspection to both the site Principal, and the District Superintendent.
3. In the event the inspection determines there is no structural damage, or the damage is judged to be superficial, the Principal should confer with the District Superintendent on identified damages to determine if the school should be closed.
4. If there is visible structural damage, or if there is any question about the structural integrity of any building, the Maintenance Director will coordinate with the Office of the State Architect. The State Architect will physically inspect the buildings and determine whether they can be safely occupied.
5. The State Architect may authorize the use of outside engineers during large earthquake events. In the event outside engineers are used, the Maintenance Director will coordinate the inspections, and ensure the District Superintendent is apprised of the findings, and that all necessary reports are forwarded to the Office of the State Architect.

Explosion or Risk Of Explosion
This section addresses four possible scenarios involving an Explosion / Risk of Explosion:

- Scenario 1 - Explosion on school property

- Scenario 2 – Risk of explosion on school property
- Scenario 3 - Explosion or risk of explosion in a surrounding area, and
- Scenario 4 – Nuclear blast or explosion involving radioactive materials.

[A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.].

It is necessary to first determine which scenario applies and then implement the appropriate response procedures.

Procedure
SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY
1. In the event of an explosion, all persons should initiate DUCK AND COVER. Do not wait for an announcement.
2. The Principal should consider the possibility of another imminent explosion and take appropriate action.
3. As soon as possible, the Incident Commander, Principal), will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter, based on circumstances.
4. The Incident Commander will call for assistance via 911. If 911 is unavailable, other means of communication may be used, including emergency radios.
5. In the event of an evacuation, Teachers will bring their classroom Emergency Backpacks with them to the Emergency Assembly Area.
6. Use established procedures to account for students and staff.
7. As soon as possible, the Incident Commander will contact the District Office, and advise them of the situation at their site.
8. The CJUSD phone system may be used to keep parents informed and give them instructions if necessary.
9. The Incident Commander will utilize emergency response teams as necessary, to account for students, staff and visitors. Provide first aid for the injured. Ensure that any deceased persons are blocked from view, by covering them with blankets. Provide for the food, water and sanitation and shelter needs of students and staff. Locate hazards and turn off utilities only if necessary.
10. If injuries have occurred, the Incident Commander will activate the First Aid/Medical Team. They will establish an aid station and provide appropriate first aid to the injured.
11. If everyone is accounted for, and it appears safe to do so, the Incident Commander may activate one or more Search Teams. They can be used to make an initial inspection of school buildings to identify any significant hazard or damage. They will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
12. If it is determined that anyone is unaccounted for, and it appears safe to do so, the Incident Commander will activate one or more Search Teams. They will perform a search of buildings and grounds, in an effort to locate the missing person, or persons.
13. Before reoccupying any building with visible damage, The Incident Commander will confer with the Director of Maintenance and Operations and the District Superintendent.
14. The Incident Commander will remain flexible to changing conditions and has the option to order an OFF-SITE EVACUATION, or other actions as warranted by circumstances. Conditions which might result in OFF SITE EVACUATION, include secondary explosions, fire, hazardous material release, or smoke.
15. After consultation with the District Superintendent, the Incident Commander may conclude the incident by initiating the appropriate action. Those may include ALL CLEAR, or implementation of the Emergency Student Release Procedures.

SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY
1. The Principal (Incident Commander) will utilize all available information and resources, to determine the nature of the risk, and best course of action. Based on their evaluation, the Incident Commander may elect to initiate an Immediate Response Action. Potential actions may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If an explosion does occur, follow the procedures outlined in the Explosion on School Property section of this document.
3. If an explosion does not occur, the Incident Commander will gather all available information and confer with Police, Fire, and other appropriate outside agencies, as well as the District Superintendent. The Incident Commander will determine the current risk level, and take appropriate action based on information and circumstances available to them.
The appropriate actions may include ALL CLEAR, and a resumption of normal operations, or the Incident Commander may elect to cancel the remainder of the school day and initiate an Emergency Student Release. Regardless of the direction chosen, the Incident Commander should ensure that instructions are given in a clear, concise and calm manner, and that an orderly transition occurs.

SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY
1. The Principal (Incident Commander) will utilize all available information and resources, to determine the nature of the risk, and best course of action. Based on their evaluation, the Incident Commander may elect to initiate an Immediate Response Action.

Potential actions may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If an explosion does occur, follow the procedures outlined in the Explosion on School Property section of this document.
3. If an explosion does not occur, the Incident Commander will gather all available information and confer with Police, Fire, and other appropriate outside agencies, as well as the District Superintendent. The Incident Commander will determine the current risk level, and take appropriate action based on information and circumstances available to them.
The appropriate actions may include ALL CLEAR, and a resumption of normal operations, or the Incident Commander may elect to cancel the remainder of the school day and initiate an Emergency Student Release. Regardless of the direction chosen, the Incident Commander should ensure that instructions are given in a clear, concise and calm manner, and that can orderly transition occurs.

SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS
1. The School Administrator will initiate the SHELTER-IN-PLACE response action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g., concrete walls, metal doors) between themselves and the source of the blast or explosion and should avoid sheltering near exterior windows.
3. The Incident Commander (Principal) will ensure that "911" is called. If unable to make "911" contact, utilize other means of communications, including emergency radios. Provide details on the area and personnel affected at the school.
4. After the initial blast, it is not necessary to keep students on the floor. Remove students from rooms with broken windows, extinguish fires, provide first aid, and move students to safe external rallying stations.
5. If safe to do so, the Incident Commander will direct the Utilities Shut Off Team to turn off the school's main gas supply, local fans and air conditioning systems. Employees will close and lock doors and windows and attempt to seal gaps under doors and windows with wet towels or duct tape, seal vents with aluminum foil or plastic wrap, if available.
6. The Incident Commander will use appropriate means to communicate with the District Office and provide information about the circumstances at their site. If appropriate, the District Office may elect to initiate the CJUSD phone system, in order to inform and instruct parents about the situation.
7. The Incident Commander should monitor radio or television announcements and initiate further actions as appropriate.
8. Utilize classroom emergency supplies including portable toilets and water as needed. The Incident Commander is responsible for providing for the physical needs of students and staff. If safe to do so, they may choose to designate personnel to distribute emergency supplies from the Emergency Supply Bins.
9. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the Incident Commander issues further instructions.

Fire in Surrounding Area
This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school. Wind direction and smoke must also be taken into account.

Procedure
1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
2. The Incident Commander (Principal) will ensure that "911" is notified. The caller must be able to provide the location and nature of emergency.
3. The Incident Commander will contact the Santa Barbara county Fire Department and will work with them, to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
4. If the Incident Commander issues the EVACUATE BUILDING, or OFF-SITE EVACUATION action, staff and students will evacuate the affected building(s) using prescribed routes or other safe routes to the designated evacuation site.
5. In the event of a building evacuation, Teachers will bring Classroom Emergency Backpacks to the Emergency Assembly Area, or the Off-Site EVACUATION Area.
6. As soon as possible, the Clerical / Release Team will account for all students and staff.
7. In the event someone is determined to be missing, the Incident Commander will advise both Santa Barbara County Sheriffs and Fire Departments. Be prepared to provide the name, description and last known location of the missing person.
If safe to do so, the Incident Commander may utilize Search and or Rescue Teams to search for the missing person(s).
8. The Incident Commander will use appropriate means to communicate with the District Office and provide information about the circumstances at their site. If appropriate, the District Office may elect to initiate the CJUSD phone system, in order to inform and instruct parents about the situation.

9. Utilize classroom emergency supplies including portable toilets and water as needed. The Incident Commander is responsible for providing for the physical needs of students and staff. If safe to do so, they may choose to designate personnel to distribute emergency supplies from the Emergency Supply Bins.
10. Do not resume normal operations, until the appropriate agency provides clearance, and the Incident Commander issues further instructions.

Fire on School Grounds
This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure
1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building to evacuate to the Emergency Assembly Area. They will signal the fire alarm and report the fire to the Principal.
2. The Incident Commander (Principal) will immediately initiate the EVACUATE BUILDING action. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Emergency Assembly Area.
3. The Incident Commander will call "911" and provide the exact location (e.g., building, room, area) of the fire.
4. In the event of a building evacuation, Teachers will bring Classroom Emergency Backpacks to the Emergency Assembly Area, or the Off-Site EVACUATION Area.
5. As soon as possible, the Clerical / Release Team, will account for all students and staff.
6. In the event someone is determined to be missing, the Incident Commander will advise both Santa Barbara County Sheriff and Fire Departments. Be prepared to provide the name, description, and last known location of the missing person.
If safe to do so, the Incident Commander may utilize Search and or Rescue Teams to search for the missing person(s).
7. The Incident Commander will use appropriate means to communicate with the District Office and provide information about the circumstances at their site. If appropriate, the District Office may elect to initiate the CJUSD phone system, in order to inform and instruct parents about the situation.
8. Utilize classroom emergency supplies including portable toilets and water as needed. The Incident Commander is responsible for providing for the physical needs of students and staff. If safe to do so, they may choose to designate personnel to distribute emergency supplies from the Emergency Supply Bins.
9. The Incident Commander may utilize the Search and or Rescue Teams, to secure the area, to prevent unauthorized entry, and keep access roads clear for emergency vehicles.
The Incident Commander will maintain an open line of communication with the Santa Barbara County Fire Department, and the Santa Barbara County Sheriff's Office.
11. When safe to do so, the Incident Commander will activate the Utility Shutoff Team. They will examine the site, log any utility issues, shutting off any which pose a hazard. Following the survey, the Information will be passed on to the Incident Commander, who will ensure that the appropriate utility company is notified.
12. Do not resume normal operations, until the appropriate agency provides clearance and the Incident Commander issues further instructions.
13. For fires during non-school hours, the Principal from the affected site, will contact the Maintenance & Operations Director, and the Food Services Director. They will determine if the event warranted a site inspection. If they determine a site inspection is warranted, they will coordinate it, and insure it is completed before any buildings are occupied.
14. The Food Services Director will inspect food service facilities, and equipment, at each site, in order to evaluate whether they will be able to provide food service. The food Service Director will report the results of their Inspection to both the site Principal, and the District Superintendent.
15. In the event the inspection determines there is no structural damage, or the damage is judged to be superficial, the Principal should confer with the District Superintendent on identified damages to determine if the school should be closed.
16. If there is visible structural damage, or if there is any question about the structural integrity of any building, the Maintenance Director will coordinate with the Office of the State Architect. The State Architect will physically inspect the buildings and determine whether they can be safely occupied.
17. The State Architect may authorize the use of outside engineers during large earthquake events. In the event outside engineers are used, the Maintenance Director will coordinate the inspections, and ensure the District Superintendent is apprised of the findings, and that all necessary reports are forwarded to the Office of the State Architect.
18. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department. Be sure the caller is clear that the "fire is out."

Flooding

This procedure applies whenever storm water or other sources of water damage, inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or flash flooding in nearby streams or rivers.

Procedure

A. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.

2. The Incident Commander will call "911" and describe the nature and extent of the flooding.

3. In the event of a building evacuation, Teachers will bring Classroom Emergency Backpacks to the Emergency Assembly Area, or the Off-Site EVACUATION Area.

4. If the School Administrator issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.

5. As soon as possible, the Clerical / Release Team, will account for all students and staff.

6. In the event someone is determined to be missing, the Incident Commander will advise both Santa Barbara County Sheriffs and Fire Departments. Be prepared to provide the name, description, and last known location of the missing person.

7. If safe to do so, the Incident Commander may utilize Search and or Rescue Teams to search for the missing person(s).

8. The Incident Commander will use appropriate means to communicate with the District Office and provide information about the circumstances at their site. If appropriate, the District Office may elect to initiate the CJUSD phone system, in order to inform and instruct parents about the situation.

9. Utilize classroom emergency supplies including portable toilets and water as needed. The Incident Commander is responsible for providing for the physical needs of students and staff. If safe to do so, they may choose to designate personnel to distribute emergency supplies from the Emergency Supply Bins.

10. The Incident Commander may utilize the Search and or Rescue Teams, to secure the area, to prevent unauthorized entry, and keep access roads clear for emergency vehicles.

11. The Incident Commander will maintain an open line of communication with the Santa Barbara County Fire Department, and the Santa Barbara County Sheriff's Office.

12. When safe to do so, the Incident Commander will activate the Utility Shutoff Team. They will examine the site, log any utility issues, shutting off any which pose a hazard. Following the survey, the Information will be passed on to the Incident Commander, who will ensure that the appropriate utility company is notified.

13. At the conclusion of the emergency, the Incident Commander will utilize the appropriate actions described in these procedures, to ensure an orderly transition to the next phase of activity, whether it be normal operations, emergency release etc.

14. The Incident Commander will contact the District Office, and provide parental instructions, or other information to be disseminated via the CJUSD system.

15. For flooding during non-school hours, the Principal from the affected site, will contact the Maintenance & Operations Director, and the Food Services Director. They will determine if the event warranted a site inspection. If they determine a site inspection is warranted, they will coordinate it, and insure it is completed before any buildings are occupied.

16. The Food Services Director will inspect food service facilities, and equipment, at each site, in order to evaluate whether they will be able to provide food service. The food Service Director will report the results of their Inspection to both the site Principal, and the District Superintendent.

17. In the event the inspection determines there is no structural damage, or the damage is judged to be superficial, the Principal should confer with the District Superintendent on identified damages to determine if the school should be closed.

18. If there is visible structural damage, or if there is any question about the structural integrity of any building, the Maintenance Director will coordinate with the Office of the State Architect. The State Architect will physically inspect the buildings and determine whether they can be safely occupied.

19. The State Architect may authorize the use of outside engineers during large earthquake events. In the event outside engineers are used, the Maintenance Director will coordinate the inspections, and ensure the District Superintendent is apprised of the findings, and that all necessary reports are forwarded to the Office of the State Architect.

Loss or Failure Of Utilities

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Broken Water Line / Sewer Line

1. If flooding is discovered, notify the (Principal) Incident Commander. Provide as much information as possible, including the location of the flooding, and any identifiable cause.
2. If a leak in a charged water line is identified, the Incident Commander should notify the Maintenance Director and determine if maintenance personnel or the Utility Shutoff Team will be used to shut off the line.
If necessary, the Incident Commander will activate the Utility Shutoff Team. They will be directed to turn off water, at a main valve located above the leak.
3. If necessary, the Incident Commander may initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
4. As soon as possible, the Incident Commander will notify the Maintenance & Operations Director, and the District Office of the broken line.
5. The Incident Commander and the Maintenance Director will determine the appropriate course of action.
6. The Maintenance Director will contact the affected utility company, notify them of the problem, determine whether their assistance is required, and the potential length of time service will be interrupted.
7. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.

Downed Electrical Line

1. If downed electrical lines are located, establish a perimeter around the downed line. Do not allow anyone to go near the line. Notify the Incident Commander, (Principal) as soon as possible.
2. The Incident Commander will ensure that "911" is notified. The caller should be prepared to provide detailed information about the incident, including the nature of the emergency, exact location, and number and type of any known injuries.
3. If necessary, the Incident Commander may initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
4. As soon as possible, the Incident Commander will notify the Maintenance & Operations Director, and the District Office of the loss of utility service.
5. The Incident Commander and the Maintenance Director will determine if electrical service will be shut off, and whether the Utility Shutoff Team or maintenance personnel will perform the shutoff.
6. The Maintenance Director will contact the affected utility company, notify them of the problem, determine whether their assistance is required, and the potential length of time service will be interrupted.
7. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.

Natural Gas Leak

1. If a natural gas leak is detected, refer to the Explosion / Risk of Explosion section of this document.
2. Once the leak is detected, establish a perimeter around the leak. Do not allow anyone to go near the line. Notify the Incident Commander, (Principal) as soon as possible.
3. The Incident Commander will ensure that "911" is notified. The caller should be prepared to provide detailed information about the incident, including the nature of the emergency, exact location, and number and type of any known injuries.
4. If necessary, the Incident Commander may initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
5. As soon as possible, the Incident Commander will notify the Maintenance & Operations Director, and the district office of the loss of utility service.
6. The Incident Commander and the Maintenance Director will determine if natural gas service will be shut off, and whether the Utility Shutoff Team or maintenance personnel will perform the shutoff.
7. The Maintenance Director will contact the affected utility company, notify them of the problem, determine whether their assistance is required, and the potential length of time service will be interrupted.
8. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.

The Incident Commander is responsible to see that the basic needs of Students and Staff are addressed during a loss of utility, or another emergency situation.

Plan for a Loss of Water:

Toilets: Many classrooms are equipped with portable toilets, and privacy screens, for use during Shelter in Place, or Lockdowns. Additional portable toilets, privacy screens and supplies are located in each school's Emergency Supply Bin.

Drinking Water: Many classrooms are equipped with individual drinking water rations, for use during Shelter in Place, or Lockdowns. Additional water is located in each school's Emergency Supply Bin.

Food Service: In the event food service is interrupted at one site, prepared food can be brought from another site. This accommodation must be coordinated through the Food Services Manager.

Additional food is stored in each school's Emergency Supply Bin. A supply of high energy food bars is stored inside rodent proof plastic containers. The total number of bars in storage should be 10 bars per student.

Plan for a Loss of Electricity:
Ventilation: Open windows and doors.

Emergency Light: Open window and doors.

Communication: Emergency Radios will have a charged extra battery available in the event of electricity loss. In the event the electrical interruption outlasts the life of the extra radio battery, a car charge cord accompanies each radio. This will allow a vehicle cigarette lighter to be used to recharge the radio batteries.

Emergency radio base stations have battery backup, which is expected to last up to 3 days, in the event of power failure.

The emergency radio system "repeater" is equipped with battery backup, which is expected to last up to 3 days, in the event of power failure.

Plan for a loss of Natural Gas:

Food Service: In the event food service is interrupted at one site, prepared food can be brought from another site. This accommodation must be coordinated through the Food Services Manager.

Additional food is stored in each school's Emergency Supply Bin. A supply of high energy food bars is stored inside rodent proof plastic containers. The total number of bars in storage should be 10 bars per student.

Heating: Emergency Blankets are stored in each school's Emergency Supply Bin.

Plan for a loss of Communication:

Telephone Service: In the event telephone service is interrupted there are radios that can be used to communicate between schools and the buses. A localized additional radio option needs to be developed to ensure continuity of communication.

Cellular phones will continue to function during some emergencies and their use is encouraged. Even when cell phone coverage is problematic text messaging services are still likely to function.

Any other means of communication available during an emergency are approved for use. Those devices include but are not limited to walkie talkies, internet, text messaging, and hand delivered messages.

Motor Vehicle Crash
This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to school property. If a crash result in a fuel or chemical spill on school property, refer to the Biological or Chemical Release Section. If a crash result in a utility interruption, refer to the Loss or Failure of Utilities Section.

Procedure
1. Upon discovery of a Motor Vehicle Crash, Teachers or staff will direct all students away from the accident site, to an area of safety. They will report the accident to the Principal, including location, number and type of vehicles involved (automobile, delivery truck, bus etc.) as well as the number of injured, and whether medical assistance is required.

2. After the safety of students has been addressed, employees may choose to assist crash victims, whether vehicle occupants, or pedestrians.
3. The Incident Commander will evaluate the available information and if deemed necessary, the Incident Commander (Principal) will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
4. The Incident Commander will ensure that "911" is notified. The caller should provide location, number and type of vehicles involved (automobile, delivery truck, bus etc.) as well as the number of injured, and whether medical assistance is required.
5. If evacuation is initiated, staff and students will evacuate buildings using the prescribed routes, or other safe routes to the Emergency Assembly Area.
6. In the event of a building evacuation, Teachers will bring Classroom Emergency Backpacks to the Emergency Assembly Area, or the OFF-SITE EVACUATION Area.
7. As soon as possible, the Clerical / Release Team, will account for all students and staff.
8. In the event someone is determined to be missing, the Incident Commander will advise both Santa Barbara Sheriff and Fire Departments. Be prepared to provide the name, description, and last known location of the missing person.
9. If safe to do so, the Incident Commander may utilize Search and or Rescue Teams to search for the missing person(s).
10. The Incident Commander will use appropriate means to communicate with the District Office and provide information about the incident at their site. If appropriate, the District Office may elect to initiate the SwiftK12 system, in order to inform and instruct parents about the situation.
11. The Incident Commander may utilize the Search and or Rescue Teams, to secure the area, to prevent unauthorized entry, and keep access roads clear for emergency vehicles.
12. The Incident Commander will maintain an open line of communication with the Santa Barbara County Fire Department, and the Santa Barbara County Sheriff's Office.
13. For accidents resulting in damage to a structure on school property, the Principal from the affected site, will contact the Maintenance & Operations Director, and if applicable, the Food Services Director. They will determine if the event warranted a site inspection. If they determine a site inspection is warranted, they will coordinate it, and insure it is completed before any buildings are occupied.
14. The Food Services Director will inspect food service facilities, and equipment, at each site, in order to evaluate whether they will be able to provide food service. The food Service Director will report the results of their Inspection to both the site Principal, and the District Superintendent.
15. In the event the inspection determines there is no structural damage, or the damage is judged to be superficial, the Principal should confer with the District Superintendent on identified damages to determine if the school should be closed.
16. If there is visible structural damage, or if there is any question about the structural integrity of any building, the Maintenance Director will coordinate with the Office of the State Architect. The State Architect will physically inspect the buildings and determine whether they can be safely occupied.
17. The State Architect may authorize the use of outside engineers during large earthquake events. In the event outside engineers are used, the Maintenance Director will coordinate the inspections, and ensure the District Superintendent is apprised of the findings, and that all necessary reports are forwarded to the Office of the State Architect.
18. All accidents involving district vehicles, on duty employees, or causing injuries must be reported to both Santa Barbara County Fire Department, and the Santa Barbara County Sheriff's Office.

Pandemic
This procedure should be implemented in a case of a pandemic.

Procedure
1. The Incident Commander (Principal) will initiate appropriate Emergency Response Actions, which may include LOCK DOWN, SECURE IN PLACE, or EVACUATE BUILDING.
2. If the Incident Commander issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Emergency Assembly Area. If it is unsafe to remain on campus, the Incident Commander will initiate an OFF-SITE EVACUATION.
3. In the event of an evacuation, teachers will bring their Emergency Backpacks, which include their student roster. Once in the Emergency Assembly Area, they will take roll to account for students. Teachers will notify the Command Post of missing or injured students.
4. If additional outside assistance is needed, the Incident Commander will call "911" and Santa Barbara Public Health for further assistance.

5. If the incident is significant, the Incident Commander will contact the District Office and advise them of the situation. If appropriate, the Incident Commander should request a Connect-Ed message be sent advising parents of the nature of the emergency regarding the pandemic and advising them on steps to take based on the severity of the pandemic.
6. Advise the Command Post of any student or staff injuries. First aid will be provided by the Medical Team. In the event the injuries require additional treatment, the command Post will be advised, they will contact 911, and request appropriate medical attention. Be prepared to give the exact location of the victim(s) their approximate ages and the nature of the injury(s).
7. The Incident Commander or their designee will call the District Office and provide periodic updates.

Psychological Trauma
CJUSD recognizes that many situations which result in an emergency response, have varying degrees of psychological impact on students and staff. Incidents such as an act of violence; the death of a student or staff member; an earthquake, natural disaster; a serious environmental problem, or ethnic and racial tensions may result in one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff. We need a point of contact for crisis intervention, possibly Cindy or some other county official.

Procedure
1. The School Administrator will establish a Crisis Counseling Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Crisis Counseling Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Crisis Counseling Team will provide direct intervention services.
4. If there is a need for additional assistance, the School Administrator will notify the District Superintendent.
5. The Crisis Counseling Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, the Crisis Counseling Team members will limit exposure to scenes of trauma, injury and death.
7. The Crisis Counseling Team will provide ongoing assessment of needs and follow-ups services as required.

Suspected Contamination of Food or Water
This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple persons with unexplained nausea, vomiting, or other illnesses.

Procedure
1. The Incident Commander (Principal) will isolate the suspected contaminated food/water to prevent consumption and will restrict access to the area.
2. If the incident results in injury or illness, the Incident Commander will ensure that the following notifications are made:

- "911" Santa Barbara County Fire Department, and the Santa Barbara County Sheriff's Office.
- Santa Barbara County Department of Health Services. Emergency Medical Services (805) 681-5100

The caller should be prepared to provide detailed information about the nature of the contamination, number and extent of any illnesses or injuries.
3. The Incident Commander will make a list of all potentially affected students and staff and will provide the list to responding authorities.
4. The Medical Team will assess the need for medical attention and provide first aid as appropriate. If outside medical assistance is required, the "911" request will be initiated by the Incident Commander.
5. The Incident Commander will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. As soon as possible, the Incident Commander will notify the District Office of the situation. They will confer with the

Superintendent to determine necessary follow-up actions including the need to notify other potentially affected district facilities. They will also determine whether to implement the CJUSD phone system, in order to inform parents, and disseminate special instructions.

7. The Incident Commander and the District Superintendent will confer with the Santa Barbara Department of Health Services, before resuming operations.

Tactical Responses to Criminal Incidents

Threat of Violence

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call. They may also be passed on by Law Enforcement Officials, who come across such information in the course of their duties. The Principal of the affected school, and the District Superintendent, should ensure all threats are properly assessed in accordance with district policies and procedures

Procedure

1. The Incident Commander Principal) will identify the type of threat and the source.
2. If the threat is imminent, the Incident Commander should notify the Santa Barbara Sheriff's Department via "911". The caller should be prepared to provide as much information as possible, including the description and last known location of any suspect.
3. If the threat is not specific, or if the threat is not imminent the Incident Commander will contact the District Superintendent rather than "911". The District Threat Assessment Team will conduct the threat assessment in accordance with established board policy. A representative of the Santa Barbara Sheriff's Department may be asked to participate in this process.
4. The District Threat Assessment Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk:

Category 1 – High violence potential; qualifies for arrest or hospitalization.
Category 2 – High violence potential; does not qualify for arrest or hospitalization.
Category 3 – Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.
Category 4 – Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.
Category 5 – Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.

5. In categorizing the risk, the District Threat Assessment Team will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
6. The District Threat Assessment Team will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
7. The School Threat Assessment Team will recommend appropriate action to the Principal at the affected site.
8. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.

Unlawful Demonstration or Walkout

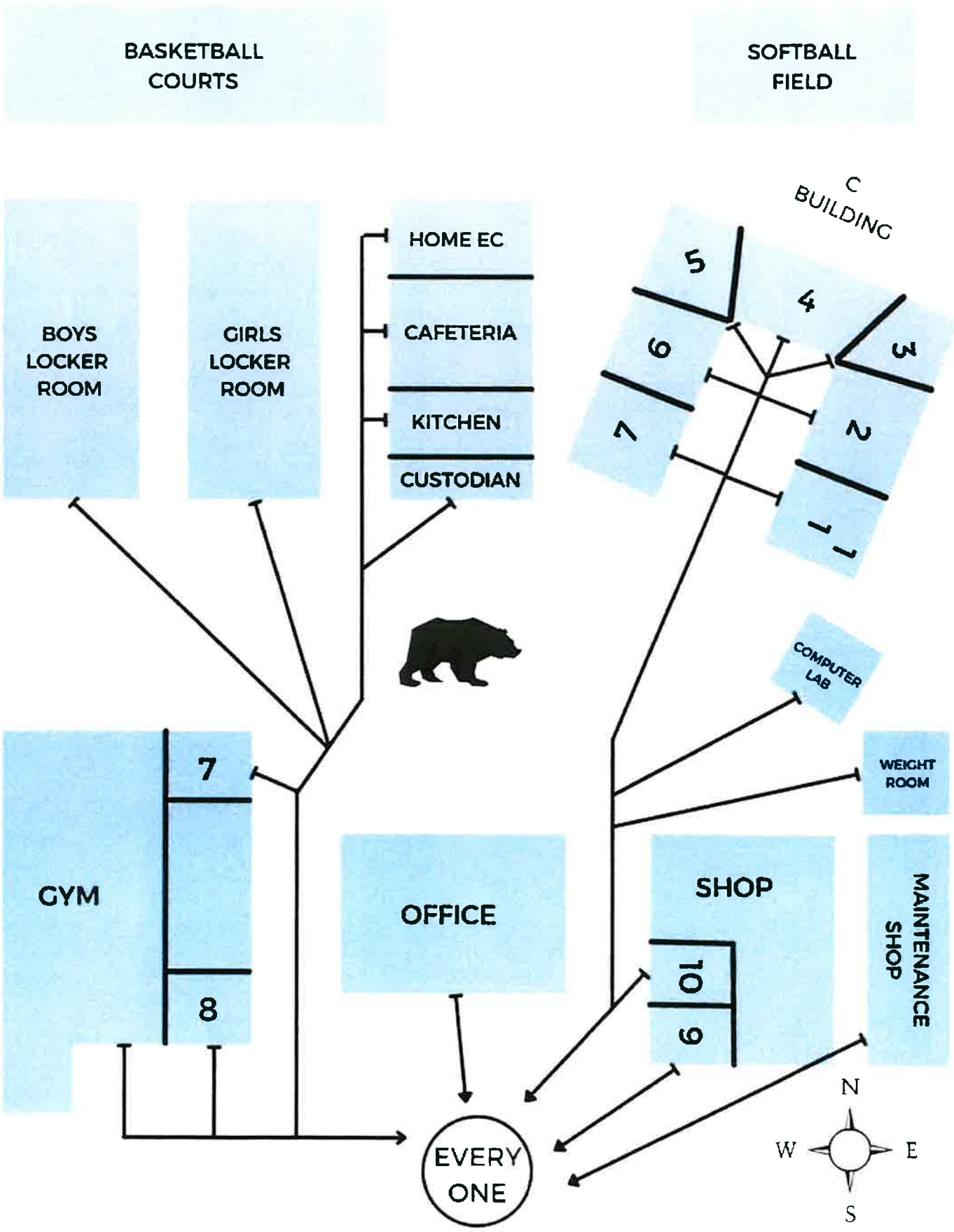
An Unlawful Demonstration / Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the Principal.
2. The School Administrator should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
3. The (Principal), Incident Commander, will initiate appropriate Immediate Response Actions, which may include LOCKDOWN / or SHELTER-IN-PLACE.
4. The School Administrator will notify the District Office and advise them of the exact location and nature of emergency. The SwiftK12 system may be utilized to advise parents of the emergency, and to disseminate special instructions.
5. The Incident Commander will utilize emergency response teams as necessary to maintain the orderly operation of the facility. In the event the incident is beyond the ability of school staff to control, the Incident Commander may request assistance from other

sources, including other school sites, ESC, or BASS, or the Santa Barbara Sheriff's Department. It is recommended that any request for outside assistance be discussed with the Superintendent.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice. Teachers will close and lock classroom doors. Teachers should make reasonable efforts to prevent students from participating in the event. If unable to do so, teachers should attempt to record the names of students who violated their direction and became involved in the incident. These names will be forwarded to the Incident Commander at the conclusion of the incident.
7. The Incident Commander will ensure that an accurate record of events, conversations and actions is maintained.
8. All media inquiries will be referred to the District Superintendent.

Emergency Evacuation Map


BASKETBALL COURTS
SOFTBALL FIELD
C BUILDING
5
4
3
6
2
7
1
BOYS LOCKER ROOM
GIRLS LOCKER ROOM
HOME EC
CAFETERIA
KITCHEN
CUSTODIAN
COMPUTER LAB
WEIGHT ROOM
7
GYM
8
OFFICE
SHOP
10
9
MAINTENANCE SHOP
EVERY ONE
N
W
E
S

CSBA POLICY GUIDE SHEET
January 2026

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes and minor revisions have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 0450 - Comprehensive Safety Plan

Policy updated in conjunction with the accompanying administrative regulation.

Administrative Regulation 0450 - Comprehensive Safety Plan

Regulation updated to reflect **NEW LAW (SB 848, 2025)** which (1) expands the list of persons who may cooperate in the review of the comprehensive school safety plan (CSSP) to include the district's public entity risk pool joint powers authority or insurance provider, (2) adds child neglect to the reporting procedures required to be included in the CSSP, (3) requires, when the CSSP is next reviewed and updated, or by no later than July 1, 2026, that the CSSP includes procedures specifically designed to address the supervision and protection of children from child abuse or neglect or sex offenses, (4) adds a sex offense that has occurred on campus to acts that the principal is authorized to notify parents/guardians and employees of, and (5) expands the definition of "violent crime." Additionally, regulation updated to reflect **NEW LAW (SB 98, 2025)**, which requires, when a CSPP is next reviewed and updated, but no later than March 1, 2026, to include procedures specifically designed to notify parents/guardians and district staff when the school confirms the presence of immigration enforcement on a school site. In addition, regulation updated to reflect **NEW LAW (AB 962, 2025)** which authorizes districts to prohibit a student from possessing or using a smartphone in the case of an emergency or in response to a perceived threat of danger, if the prohibition is explicitly addressed in the district's CSSP.

Board Policy 1340 - Access to District Records

Policy reviewed in conjunction with the accompanying administrative regulation.

Administrative Regulation 1340 - Access to District Records

Regulation updated to reflect **NEW LAW (AB 1004, 2025)** which provides that any record that contains financial information provided by an Indian tribe to a public agency as a condition of or requirement for receiving financial assistance is confidential, not considered to be a public record, and not be open to public inspection. Additionally, regulation updated to provide that an individual's immigration status may only be disclosed in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement. In addition, regulation updated to reflect **NEW LAW (AB 370, 2025)** which includes, in the definition of "unusual circumstances" whereby the Superintendent or designee may extend the 10-day limit to initially respond to a request for public records, (1) the inability to access electronic servers or systems due to a cyberattack, but only until the district regains its ability to search for and obtain electronic records, and (2) the need to search for, collect, and examine records when a state of emergency, in addition to currently affecting the district's ability to timely respond, directly affects this ability.

NEW - Board Policy 1445 - Response to Immigration Enforcement

New policy includes a significant amount of material that was formerly in Board Policy/Administrative Regulation 5145.13 - Response to Immigration Enforcement, and addresses a district's response to immigration enforcement including **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes." Additionally, new policy includes list of actions that district staff are prohibited from undertaking, unless an exception applies, related to (1) citizenship or immigration status of a student or the student's family members, (2) education records of or any information about a student or a student's family or household, (3) personnel records, personal information, or any other confidential information of an employee, and (4) permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus or other transportation provided by the district, a nonpublic

area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring. In addition, new policy reiterates the prohibition against obstructing, interfering with, or otherwise impeding an officer or employee of an agency conducting immigration enforcement who nonetheless enters district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring. New policy also includes that (1) the Superintendent or designee is required to report to the Governing Board any requests by an officer or employee of an agency conducting certain immigration enforcement actions, (2) students may not be denied equal rights and opportunities, or be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status, (3) resources and data collected by the district are prohibited from being used to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination, and (4) the Superintendent or designee is required to provide parents/guardians with specified information and notifications related to immigration status or religious beliefs and their rights related to immigration enforcement. Additionally, new policy provides that complaints alleging discrimination, harassment, intimidation, and bullying based on actual or perceived immigration status be filed in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures and that the Superintendent or designee provide to the California Department of Education copies of this policy, any associated administrative regulation, and any other Board policies and administrative regulations required by Education Code 234.7.

NEW - Administrative Regulation 1445 - Response to Immigration Enforcement

New regulation includes a significant amount of material that was formerly in Board Policy/Administrative Regulation 5145.13 - Response to Immigration Enforcement, and addresses a district's response to immigration enforcement including **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes." Additionally, new regulation provides direction on responding to (1) requests by an officer or employee of an agency conducting immigration enforcement for information about a student, a student's family or household, or a district employee, (2) requests by an officer or employee of an agency conducting immigration enforcement for access to a student or permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, (3) immigration enforcement when any officer or employee of an agency conducting immigration enforcement is actually or imminently present on district property, and (4) instances when a student's parent/guardian has been detained by an agency conducting immigration enforcement or deported.

Board Policy 5125 - Student Records

Policy updated to provide that an individual's immigration status may only be disclosed in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement, with applicable material from this policy moved to/already contained within Board Policy/Administrative Regulation 1445.

Administrative Regulation 5125 - Student Records

Regulation updated to define "district officials and employees," and, for accuracy, to use this term, rather than "school officials and employees." Additionally, regulation updated to reference **NEW LAW (AB 495, 2025)** which (1) requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," and (2) changes the definition of "relative", for purposes of a Caregiver's Authorization Affidavit, to include any adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including all stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand." In addition, regulation updated to (1) add that a request for student records by an officer or employee of an agency conducting immigration enforcement be denied except in accordance with Board

Policy/Administrative Regulation 1445 - Response to Immigration Enforcement, and (2) clarify that the annual parent/guardian notification includes a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will only be released in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Board Policy 5125.1 - Release of Directory Information

Policy reviewed due to **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes."

Administrative Regulation 5125.1 - Release of Directory Information

Regulation reviewed due to **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes." Additionally, regulation updated to reflect **NEW LAW (AB 677, 2025)** which provides an exception to the consent requirement for release of directory information for a student experiencing homelessness by authorizing disclosure to facilitate an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by a school, unless consent is not given to the physical examination.

Exhibit(1) 5125.1 - Release of Directory Information

Exhibit updated due to **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes."

DELETE - Board Policy 5145.13 - Response to Immigration Enforcement

Policy deleted, as being too narrowly focused on students given **NEW LAW (AB 495, 2025)** which expands requirement to develop policies in response to immigration enforce to encompass protections for staff, with significant amount of material added to new Board Policy 1445 - Response to Immigration Enforcement.

DELETE - Administrative Regulation 5145.13 - Response to Immigration Enforcement

Regulation deleted, as being too narrowly focused on students given **NEW LAW (AB 495, 2025)** which expands requirement to develop policies in response to immigration enforce to encompass protections for staff, with significant amount of material added to new Administrative Regulation 1445 - Response to Immigration Enforcement.

CSBA UPDATE CHECKLIST – January 2026

District Name: Cuyama Joint Unified School District

Contact Name: Alfonso Gamino Phone: 661-766-2642 Email: cgamino@cuyamaunified.org

POLICY	TITLE	OPTIONS/BLANKS	ADOPTION DATE	MANDATED
BP 0450	Comprehensive Safety Plan	**OPTION 1:** ☐ **OPTION 2:** ☑		
AR 0450	Comprehensive Safety Plan			
BP 1340	Access to District Records			
AR 1340	Access to District Records			
BP 1445	Response To Immigration Enforcement	**NEW POLICY**		**M**
AR 1445	Response To Immigration Enforcement	**NEW REGULATION**		**M**
BP 5125	Student Records			**M and C**
AR 5125	Student Records			**M**
BP 5125.1	Release of Directory Information			**M**
AR 5125.1	Release of Directory Information			**M and C**
E(1) 5125.1	Release of Directory Information	**Fill in Blanks** ~~Date~~ District Date		
BP 5145.13	Response to Immigration Enforcement	~~**Delete BP**~~ ☑Yes ☐No / Addressed in BP & AR 1445 above		
AR 5145.13	Response to Immigration Enforcement	~~**Delete AR**~~ ☑Yes ☐No		

Policy 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** ~~06/~~01/~~2025~~01/2026 | **Last Reviewed Date:** ~~06/~~01/~~2025~~01/2026

CSBA NOTE: The following policy is optional and may be revised to reflect district practice. Pursuant to Education Code 32280-32289.5, districts are responsible for ensuring that a comprehensive school safety plan (CSSP) with specified components is in place for each district school. As required by Education Code 32282 and 32288, the California Department of Education (CDE) has posted on its website a compliance checklist for developing CSSPs and best practices for reviewing and approving the plans. CSSPs are reviewed through the annual audits required by Education Code 41020 to ensure that they are updated and approved by March 1 of each year.

Additionally, Education Code 32280.5~~, as added by AB 960 (Ch. 528, Statutes of 2024),~~ encourages each school with an enrollment of 100 students or more to, on or before, July 1, 2030, implement a web-based or app-based school safety program that includes specified components.

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for staff and student conduct, responsible behavior, and respect for others.

CSBA NOTE: Pursuant to Education Code 32281 and 32286, each school is required to adopt a CSSP (Option 1 below). However, districts with an average daily attendance (ADA) of 2,500 or less are authorized by Education Code 32281 to develop a districtwide comprehensive safety plan in lieu of developing school plans; thus, those districts may select either Option 1 or 2 to reflect district practice. Any district may choose to develop both district and school plans.

OPTION 1: (Districts with more than 2,500 ADA, and districts with 2,500 or less ADA that choose to develop school site plans)

The school site council at each district school shall develop a comprehensive school safety plan (CSSP) relevant to the needs and resources of that particular school. New school campuses shall develop a CSSP within one year of initiating operations. (Education Code 32281, 32286)

The CSSP shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the school site.

OPTION 1 ENDS HERE

OPTION 2: (Districts with 2,500 or less ADA that choose to develop a districtwide plan)

The Superintendent or designee shall be responsible for the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)

OPTION 2 ENDS HERE

CSBA NOTE: The following two paragraphs apply to all districts. Education Code 32286 requires that the school site council review and update the CSSP by March 1 of each year. In districts with ADA of 2,500 or less that choose to develop a districtwide plan in accordance with Option 2 above, the Superintendent or designee may conduct the annual review.

~~Pursuant to~~ Education Code 32288~~,~~ requires the updated plan(s) ~~must~~to be submitted to the Governing Board for approval. The Board may choose to delegate to the Superintendent or designee the responsibility to review and approve the updated plans, but the Board remains responsible for ensuring compliance with the law.

The CSSP(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

CSBA NOTE: Pursuant to Education Code 32282, the annual evaluation of the CSSP is required to include ensuring that the plan provides appropriate adaptations for students with disabilities.

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

CSBA NOTE: The following paragraph is optional and may be revised to reflect district practice. Education Code 32280 states the legislative intent that all school staff be trained on the CSSP.

As necessary, the Superintendent or designee shall provide ~~CSSP~~ training on the CSSP to all school staff.

CSBA NOTE: Education Code 32288 requires that districts notify CDE if a school has not complied with the CSSP requirements. In the event that the Superintendent of Public Instruction determines that there has been a willful failure by a district to make any report required by Education Code 32280-32289, Education Code 32287 provides that the district may be fined up to $2,000.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

CSBA NOTE: The following section is optional. Pursuant to Education Code 32281, the Board may, after consulting with law enforcement officials, elect to have the district, rather than the school site council, develop those portions of the CSSP that include tactical responses to criminal incidents that may result in death or serious bodily injury.

Notwithstanding the process described above, any portion of a CSSP that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to safeguard students and staff, secure affected school premises, and apprehend criminal perpetrator(s), shall be developed by the Superintendent or designee in accordance with Education Code 32281. In developing such strategies, the Superintendent or designee shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Safety Plan(s) Access and Reporting

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the CSSP that include tactical responses to criminal incidents need not be publicly disclosed.

The Superintendent or designee shall share the CSSPs and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

CSBA NOTE: Pursuant to Education Code 32289.5, the district is required to provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools, as specified.

~~The~~Additionally, the Superintendent or designee shall ~~also~~ provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

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

State	Description
5 CCR 11987-11987.7	School Community Violence Prevention Program requirements
5 CCR 11992-11993	Persistently dangerous schools; definition
CA Constitution Article 1, Section 28	Right to ~~safe schools~~Safe Schools
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32260-32262	Interagency School Safety Demonstration Act of 1985
Ed. Code 32270	School safety cadre
Ed. Code 32280-32289.5	School safety plans
Ed. Code 32290	Safety devices
Ed. Code 35147	School site councils and advisory committees
Ed. Code 35183	School dress code; uniforms

Ed. Code 35266	Reporting of cyberattacks
Ed. Code 35291	Rules
Ed. Code 35291.5	School-adopted discipline rules
Ed. Code 41020	Requirement for annual audit
Ed. Code 44010	Sex offense; definition
Ed. Code 48900-48927	Suspension and expulsion
Ed. Code 48950	Speech and other communication
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48901.7	Smartphone limitation or prohibition
Ed. Code 49079	Notification to teacher; student act constituting grounds for suspension or expulsion
Ed. Code 49390-49395	Homicide threats
Ed. Code 49414.35	Emergency treatment for opioid overdose
Ed. Code 49414.6	Student possession of opioid antagonist
Ed. Code 67381	Availability of information regarding crimes
Gov. Code 11549.3	Independent security assessment
Gov. Code 54957	Closed session meetings for threats to security
Gov. Code 8586.5	California Cybersecurity Integration Center
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act
Pen. Code 1192.7	Criminal procedures
Pen. Code 422.55	Definition of hate crime
Pen. Code 626.8	Disruptions
Pen. Code 667.5	Violent felony; definition

Federal	**Description**
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 7111-7122	Student support and academic enrichment grants
20 USC 7912	Transfers from persistently dangerous schools
29 USC 794	Rehabilitation Act of 1973; Section 504
42 USC 12101-12213	Americans with Disabilities Act
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources	**Description**
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools

	in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025 (https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
California Department of Education	Instructional Continuity Plan Guidance
CSBA Publication	Comprehensive School Safety Plans, July 2024
CSBA Publication	School Safety: Firearm Safety and Storage, May 2023
CSBA Publication	Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010
~~CSBA Publication~~	~~Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014~~
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
~~CSBA Publication~~	~~Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022~~
Federal Bureau of Investigation Publication	Uniform Crime Reporting Handbook, 2004
National Association of Secondary School Principals Publication	The NASSP Principal Recovery Network Guide to Recovery (https://www.nassp.org/wp-content/uploads/2022/08/PRN-Guide-FINAL.pdf)
U.S. Department of Education Publication	Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007
U.S. Department of Homeland Security Publication	Behavioral Threat Assessment and Management in Practice 2024
Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)
Website	California Department of Education, School Safety Elements and Resources
Website	California Department of Education, Language Services Policy and Process
Website	Schoolsafety.gov
Website	California Department of Education, Safe Schools Planning
Website	California Military Department
Website	California Department of Technology, Independent Security Assessment

Website	California Department of Education, Resources to Include Immigrant Families (https://www.cde.ca.gov/ls/pf/if/immigration-toolkit.asp)
Website	U.S. Department of Homeland Security, Fusion Centers
Website	California State Threat Assessment System
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Secret Service, National Threat Assessment Center
Website	Centers for Disease Control and Prevention
Website	Federal Bureau of Investigation
Website	National Center for Crisis Management
Website	National School Safety Center
Website	California Department of Education, Safe Schools
Website	California Governor's Office of Emergency Services
Website	California Healthy Kids Survey
Website	U.S. Department of Education
Website	CSBA

Cross References

Code	Description
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
0510	School Accountability Report Card
0510	School Accountability Report Card
1100	Communication With The Public
1112	Media Relations
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites

1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1313	Civility
1330	Use Of School Facilities
1330	Use Of School Facilities
1330.1	Joint Use Agreements
1340	Access To District Records
1340	Access To District Records
1400	Relations Between Other Governmental Agencies And The Schools
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
2210	Administrative Discretion Regarding Board Policy
3510	Green School Operations
3511	Energy And Water Management
3511	Energy And Water Management
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3515	Campus Security
3515	Campus Security
3515.2	Disruptions
3515.2	Disruptions
3515.3	District Police/Security Department

3515.3	District Police/Security Department
3515.31	School Resource Officers
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.1	Fire Drills And Fires
3516.2	Bomb Threats
3516.3	Earthquake Emergency Procedure System
3516.5	Emergency Schedules
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3543	Transportation Safety And Emergencies
4112.41	Employee Drug Testing
4112.41	Employee Drug Testing
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4140	Bargaining Units
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4157	Employee Safety
4157	Employee Safety
4158	Employee Security
4158	Employee Security
4212.41	Employee Drug Testing
4212.41	Employee Drug Testing

4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4240	Bargaining Units
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4257	Employee Safety
4257	Employee Safety
4258	Employee Security
4258	Employee Security
4312.41	Employee Drug Testing
4312.41	Employee Drug Testing
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4340	Bargaining Units
4357	Employee Safety
4357	Employee Safety
4358	Employee Security
4358	Employee Security
~~5000~~	~~Concepts And Roles~~
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5112.5	Open/Closed Campus
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy

5113.1	Chronic Absence And Truancy
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
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5131.2	Bullying
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5131.4	Student Disturbances
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5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
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5131.63	Steroids
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5131.7	Weapons And Dangerous Instruments
5131.8	Mobile Communication Devices
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5132	Dress And Grooming
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5138	Conflict Resolution/Peer Mediation
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention

5141.52	Suicide Prevention
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5142.2	Safe Routes To School Program
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
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5145.12	Search And Seizure
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5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
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5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.9	Hate-Motivated Behavior
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5148.2	Before/After School Programs
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6020	Parent Involvement
6141.2	Recognition Of Religious Beliefs And Customs
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6142.4	Service Learning/Community Service Classes
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
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6153	School-Sponsored Trips

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6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6164.2	Guidance/Counseling Services
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
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6184	Continuation Education
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7214	General Obligation Bonds
9010	Public Statements
9011	Disclosure Of Confidential/Privileged Information
9320	Meetings And Notices
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Regulation 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** ~~06/~~01/~~2025~~01/2026 | **Last Reviewed Date:** ~~06/~~01/~~2025~~01/2026

CSBA NOTE: The following optional administrative regulation should be revised to reflect district practice.

Pursuant to Education Code 234.5, the California Department of Education (CDE) has posted on its website a list of statewide resources for youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying, and youth affected by gangs, gun violence, and psychological trauma caused by violence at home, at school, and in the community.

Additionally, schoolsafety.gov, a website developed by the federal government, provides schools with actionable recommendations to create safe and supportive learning environments and includes the Federal Clearinghouse on School Safety Evidence-Based Practices, required by 6 USC 665k, to serve as a resource to identify and publish online evidence-based practices and recommendations to improve school safety.

Development and Review of Comprehensive School Safety Plan

CSBA NOTE: The following section reflects requirements for the development of site-level comprehensive school safety plans (CSSP) pursuant to Education Code 32280-32289 and is for use by districts that selected Option 1 in the accompanying Board policy. Districts with an average daily attendance of 2,500 or less that selected Option 2 in the accompanying Board policy (i.e., that have developed a districtwide comprehensive safety plan applicable to all school sites in lieu of individual site plans, as authorized by Education Code 32281) should omit this section.

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan (CSSP). When practical, the school site council shall also consult with other school site councils and safety planning committees. (Education Code 32281, 32282)

CSBA NOTE: The following paragraph is optional. ~~Pursuant to~~ Education Code 32280~~, as amended by AB 2887 (Ch. 419, Statutes of 2024), it is the intent of the Legislature that~~ encourages districts to develop the CSSP in cooperation with ~~local emergency medical services personnel and other~~ persons ~~who may be interested~~involved in protecting the health and safety of students and the prevention of campus crime and violence~~.~~, including, as amended by SB 848 (Ch. 460, Statutes of 2025), the district's public entity risk pool joint powers authority or insurance provider.

Additionally, the school site council may invite community leaders, local emergency medical services personnel, the district's public entity risk pool joint powers authority or insurance provider, and other persons who may be interested in the health and safety of students and the prevention of campus crime and violence to participate in the planning process. (Education Code 32280)

The school site council may delegate the responsibility for developing a CSSP to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee

2. One teacher who is a representative of the recognized certificated employee organization

3. One parent/guardian whose child attends the school

4. One classified employee who is a representative of the recognized classified employee organization

CSBA NOTE: Item #5 below may be modified to specify other groups or individuals who will be represented on the committee. For example, the committee might include representatives of social service agencies, other city or county agencies, health care and emergency service providers, community-based organizations, and/or students.

5. Other members, if desired

Before adopting the CSSP, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting, if available: (Education Code 32288)

1. The local mayor

2. A representative of the local school employee organization

3. A representative of each parent/guardian organization at the school, including the parent teacher association and parent teacher clubs

4. A representative of each teacher organization at the school

5. A representative of the school's student body government

6. All persons who have indicated that they want to be notified

~~In addition~~Additionally, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations

2. Local civic leaders

3. Local business organizations

After the first evaluation or review is conducted, and after each annual evaluation or review, a school employee, a student's parent/guardian or educational rights holder, or a student may bring concerns about an individual student's ability to access disaster safety procedures described in the CSSP to the principal. (Education Code 32282)

If the principal determines there is merit to a concern, the principal shall direct the school site council or school safety planning committee to make appropriate modifications to the CSSP during the evaluation of the CSSP. The principal may direct the school site council or the school safety planning committee to make such modifications before the evaluation, as appropriate. (Education Code 32282)

Content of the Comprehensive Safety Plan

CSBA NOTE: Education Code 32282, as amended by SB 848, requires districts to assess the current status of crime committed on school campuses and at school related functions in the CSSP.

Each CSSP shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. In assessing the current status of ~~school~~ crime as required by Education Code 32282, districts may contract with a consultant, work with local law enforcement, develop their own local assessment, and/or use available instruments such as the, "California Healthy Kids Survey," or the Centers for Disease Control and Prevention's, "Youth Risk Behavior Survey."

The assessment may include, but not be limited to, ~~reports of~~law enforcement crime data, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

CSBA NOTE: Education Code 32282 requires that the following components be included in the districtwide and/or school site comprehensive safety plan. The district may expand this list to require other components at its discretion.

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

CSBA NOTE: Education Code 32282, as amended by SB 848, adds child neglect to the child abuse reporting procedures required to be included in the CSSP and requires that, by July 1, 2026, the CSSP be updated to include procedures for the supervision and protection of children from child abuse or neglect or sex offenses, as specified below.]

1. Child abuse or neglect reporting procedures consistent with Penal Code 11164-11174.3, including procedures specifically designed to address the supervision and protection of children from child abuse or neglect or sex offenses

2. Routine and emergency disaster procedures including, but not limited to:

   a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973

CSBA NOTE: Education Code 32282 requires districts to incorporate earthquake emergency procedures into the CSSP, as specified in Items #2b and #2c below. ~~See~~For further details about required components of these procedures, see BP/AR 3516 - Emergencies and Disaster Preparedness Plan and AR 3516.3 - Earthquake Emergency Procedure System ~~for further details about required components of these procedures~~.

   b. An earthquake emergency procedure system as specified

   c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

CSBA NOTE: Beginning with the 2026-27 fiscal year, Education Code 32282~~, as amended by AB 2968 (Ch. 582, Statutes of 2024), adds requirements for each school in a high-risk zone to coordinate with the fire department~~ requires the district to develop a procedure to identify appropriate refuge shelters for all students and staff to be used in the event of a ~~shelter-in-place~~ an evacuation order by local authorities and notify the ~~fire department to prioritize~~ local authorities of the ~~defense of that structure in the event of a fire.~~identified refuge. Additionally, Education Code 32282~~, as amended by AB 2968, also~~ requires each school serving more than 50 students in a high or very high-~~risk zone~~ fire hazard severity zone to coordinate the procedure to identify appropriate refuge shelters with local authorities, and, as part of the CSSP, to develop a communication and evacuation plan~~,~~ which can be used in the event of an early notice evacuation warning, allowing enough time to evacuate all students and staff.

~~In addition, Education Code 32282, as amended by AB 2968, requires schools serving more than 50 students in a high or very high fire hazard severity zone, to coordinate such procedure with state emergency services organizations, and as a part of the CSSP to develop a communication and evacuation plan to be used in the event of an early notice evacuation warning.~~

   d. Commencing with the 2026-27 school year, a procedure to identify appropriate refuge shelter for all students and staff to be used in the event of an evacuation order and, for any school in a high or very high fire hazard severity zone, a communication and evacuation plan to be used in the event of an early notice evacuation warning that allows enough time to evacuate all students and staff

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

CSBA NOTE: Education Code 234.1 requires the Governing Board to adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics and requires school personnel who witness such acts to take immediate steps to intervene when safe to do so. ~~See~~For more information regarding the prohibition of discrimination, harassment, intimidation, and bullying, see BP 0410 - Nondiscrimination in District Programs and Activities and BP 5145.3 - Nondiscrimination/Harassment. Additionally, the district's complaint process ~~must~~is required to include a timeline for investigating and resolving complaints and an appeals process; see BP/AR 1312.3 - Uniform Complaint Procedures.

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

8. A safe and orderly school environment conducive to learning

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

CSBA NOTE: Pursuant to Education Code 32282, schools are required to include in their CSSPs procedures for conducting tactical responses to criminal incidents, as specified in Item #10. Such procedures ~~must~~are required to be based on the specific needs and context of each school and community.

Pursuant to Education Code 32281, the Board may elect to have district administrators, rather than the school site council, develop those portions of the CSSP that include tactical responses to criminal incidents that may result in death or serious bodily injury~~;~~. For more information regarding tactical response plans, see the accompanying Board policy.

10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Pursuant to Education Code 32282, if the district's CSSP includes procedures to prepare for active shooters or other armed assailants by conducting a drill, the district is required to comply with the requirements specified in Item #11, below.

11. If procedures to prepare for active shooters or other armed assailants by conducting a drill are included in the CSSP, the CSSP shall specify that:

a. The school will not conduct a high-intensity drill, as defined in Education Code 32282

b. Real weapons, gunfire blanks, or explosions will not be used in the conducting of the drill

c. A trauma-informed approach as specified in Education Code 32282 will be used in the design and execution of any drill

12. Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school

CSBA NOTE: Pursuant to Education Code 32282~~, as amended by AB 2887~~, the CSSP is required to include procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds.

13. Procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds

CSBA NOTE: Pursuant to Education Code 32282, as amended by SB 98 (Ch. 124, Statutes of 2025), the CSSP is, by March 1, 2026, required to include procedures specifically designed to notify parents/guardians and district staff when the school confirms the presence of immigration enforcement on the school site. Districts may consult with CSBA's District and County Office of Education Legal Services or district legal counsel when developing notification procedures. For more information regarding response to immigration enforcement, see BP/AR 1445 –Response to Immigration Enforcement.

14. Procedures specifically designed to notify parents/guardians and district staff when the school confirms that an officer or employee of an agency conducting immigration enforcement is on school grounds as specified in Education Code 32282

CSBA NOTE: Item #~~13~~15 is for districts that serve students in middle school, junior high school, high school, or adult school and should be modified to reflect the students served by the district.

~~14.~~ 15. For schools that serve students in any of grades 7-12, a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose

CSBA NOTE: Pursuant to Education Code 32282, ~~as amended by SB 153 (Ch. 38, Statutes of 2024),~~ the CSSP is required to include an instructional continuity plan to establish communication and provide instruction to students when in-person instruction is disrupted due to an emergency. For more information regarding instructional continuity plans, see CDE's, "Instructional Continuity Plan Guidance," available on its website.

~~15.~~ 16. An instructional continuity plan to establish communication with students and their families and provide instruction to students when in-person instruction is disrupted due to an emergency, as specified in Education Code 32282

CSBA NOTE: Pursuant to Education Code 48901.7, as amended by AB 962 (Ch. 284, Statutes of 2025), a student may not be prohibited from possessing or using a smartphone in the case of an emergency or in response to a perceived threat of danger, unless explicitly addressed in the CSSP. Item #17 is for use by districts that that have prohibited student use of smartphones during emergencies or in response to a perceived threat of danger in BP 5131.8 – Mobile Communication Devices.

17. Explicit procedures to prohibit the use of smartphones in the case of an emergency or in response to a perceived threat of danger if such use is prohibited in Board Policy 5131.8 – Mobile Communication Devices (Education Code 48901.7)

CSBA NOTE: The following list reflects material previously listed on CDE's website related to Safe Schools Planning. The components are optional and should be revised to reflect district practice.

Among the strategies for providing a safe environment, the CSSP may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

CSBA NOTE: Education Code 32261 and 32282 encourage, but do not require, all CSSPs to include policies and procedures aimed at the prevention of bullying, as defined in Education Code 48900(r).

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

CSBA NOTE: Education Code 32261 encourages, but does not require, CSSPs to include Item #3, below.

3. Strategies aimed at preventing potential incidents involving crime and violence on school campuses, including vandalism, drug and alcohol abuse, gang membership and violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including sexual harassment

4. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

5. Parent/guardian and community involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

CSBA NOTE: When providing parents/guardians with school safety materials and emergency communications, CDE encourages districts to do so in language(s) understandable to parents/guardians, as appropriate for the school site.

6. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians

CSBA NOTE: CSBA's Research and Policy Fact Sheet, "School Safety: Firearm Safety and Storage," provides guidance and best practices related to the safe storage of firearms.

7. Annual notification to parents/guardians related to the safe storage of firearms

8. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

9. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

10. District policy prohibiting the possession of firearms and ammunition on school grounds

11. Measures to prevent or minimize the influence of gangs on campus

CSBA NOTE: Education Code 32281, as amended by SB 848, authorizes the principal, upon receiving verification from law enforcement, to notify parents/guardians and employees in writing that a violent crime or sex offense has occurred on the school site. ~~A~~Pursuant to Education Code 32281, as amended by SB 848, a "violent crime" is (1) any act for which a student could be expelled and which meets the definition listed in Education Code 67381, including willful homicide, forcible rape, robbery, and aggravated assault, as defined in the, "Federal Bureau of Investigation's Uniform Crime Reporting Handbook~~,~~" (2) a violent felony listed in Penal Code 667.5, and (3) a serious felony listed in Penal Code 1192.7. "Sex offense" means any offense listed in Education Code 44010. Education Code 32281 encourages that the notice be sent no later than the second workday after receiving verification from law enforcement.

20 USC 7912 requires that all students attending a "persistently dangerous" school be provided notice of the designation and an option to transfer to a different school within the district. See BP/AR 5116.1 - Intradistrict Open Enrollment.

12. Procedures for receiving verification from law enforcement when a violent crime or sex offense has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

13. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content

14. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

CSBA NOTE: Pursuant to Government Code 8586.5, the California Cybersecurity Integration Center (CSIC) serves as the central organizing hub of the state government's cybersecurity preparedness

and response activities and coordinates cyber intelligence and information sharing, and is required to coordinate information sharing, including cyber threat information, with school districts. Government Code 11549.3 authorizes districts, at district expense, to request the Military Department, in consultation with CSIC, to perform an independent security assessment of the district or individual district school. Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information see OES' website.

Pursuant to Education Code 35266 districts that experience a cyberattack, as defined, which impacts more than 500 students or personnel, are required to report such cyberattack to CSIC.

15. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity

CSBA NOTE: Education Code 32282.1 does not require, but encourages, that CSSPs include the strategies described in Item #16 below, to the extent the district uses the listed professionals. CDE's, "The Comprehensive School Safety Plan: Recommended Components," available on its website, includes athletic coaches in the list of professionals and specifies that community intervention professionals include those who speak languages other than English.

16. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses

    Guidelines may include, but are not limited to, the following:

    a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement

    b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support

    c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

17. Strategies for suicide prevention and intervention

CSBA NOTE: Policies and/or plans for maintaining a safe school environment during a pandemic, as described in Item #18 below, may be included in the district's comprehensive safety plan. Such policies may include BP 3516.5 - Emergency Schedules, BP 4113.5 - Working Remotely, BP 4119.41 - Employees with Infectious Disease, BP/AR 5141.22 - Infectious Diseases, and BP/AR 6158 - Independent Study.

18. District policy and/or plan related to pandemics

CSBA NOTE: Penal Code 626.8 provides that a person may be guilty of a misdemeanor for infringing with or disrupting a school activity, remaining on campus after having been asked to leave, reentering within seven days of being asked to leave, establishing a continued pattern of unauthorized entry, or willfully or knowingly creating a disruption with the intent to threaten the immediate physical safety of a student in preschool or grades K-8 who is arriving at, attending, or leaving school; see BP/AR 3515.2 - Disruptions.

19. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

20. Crisis prevention and intervention strategies, which may include the following:

    a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

    b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)

    c. Assignment of staff members responsible for each identified task and procedure

    d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

    e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

    f. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders

    g. Development of a method for the reporting of violent incidents

    h. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

CSBA NOTE: Education Code 49390 and 49393 require certificated and classified employees of the district, or other school officials such as Board members, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, to immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. "Threat or perceived threat" means any writing or action of a student that creates a reasonable suspicion that the student is preparing

to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent/guardian, student, or other individual.

21. Training on assessment and reporting of potential threats, violence prevention, and intervention techniques

    Such training shall include preparation to implement the elements of the CSSP

CSBA NOTE: Pursuant to Education Code 32284, the CSSP may, at the discretion of the Board, include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school. No state funds may be used for this purpose.

22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible

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

State	**Description**
5 CCR 11987-11987.7	School Community Violence Prevention Program requirements
5 CCR 11992-11993	Persistently dangerous schools; definition
CA Constitution Article 1, Section 28	Right to ~~safe schools~~Safe Schools
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32260-32262	Interagency School Safety Demonstration Act of 1985
Ed. Code 32270	School safety cadre
Ed. Code 32280-32289.5	School safety plans
Ed. Code 32290	Safety devices
Ed. Code 35147	School site councils and advisory committees
Ed. Code 35183	School dress code; uniforms
Ed. Code 35266	Reporting of cyberattacks

Ed. Code 35291	Rules
Ed. Code 35291.5	School-adopted discipline rules
Ed. Code 41020	Requirement for annual audit
Ed. Code 44010	Sex offense; definition
Ed. Code 48900-48927	Suspension and expulsion
Ed. Code 48950	Speech and other communication
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48901.7	Smartphone limitation or prohibition
Ed. Code 49079	Notification to teacher; student act constituting grounds for suspension or expulsion
Ed. Code 49390-49395	Homicide threats
Ed. Code 49414.35	Emergency treatment for opioid overdose
Ed. Code 49414.6	Student possession of opioid antagonist
Ed. Code 67381	Availability of information regarding crimes
Gov. Code 11549.3	Independent security assessment
Gov. Code 54957	Closed session meetings for threats to security
Gov. Code 8586.5	California Cybersecurity Integration Center
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act
Pen. Code 1192.7	Criminal procedures
Pen. Code 422.55	Definition of hate crime
Pen. Code 626.8	Disruptions
Pen. Code 667.5	Violent felony; definition

Federal	**Description**
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 7111-7122	Student support and academic enrichment grants
20 USC 7912	Transfers from persistently dangerous schools
29 USC 794	Rehabilitation Act of 1973; Section 504
42 USC 12101-12213	Americans with Disabilities Act
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources	**Description**
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools

	in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025 (https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
California Department of Education	Instructional Continuity Plan Guidance
CSBA Publication	Comprehensive School Safety Plans, July 2024
CSBA Publication	School Safety: Firearm Safety and Storage, May 2023
CSBA Publication	Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010
~~CSBA Publication~~	~~Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014~~
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
~~CSBA Publication~~	~~Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022~~
Federal Bureau of Investigation Publication	Uniform Crime Reporting Handbook, 2004
National Association of Secondary School Principals Publication	The NASSP Principal Recovery Network Guide to Recovery (https://www.nassp.org/wp-content/uploads/2022/08/PRN-Guide-FINAL.pdf)
U.S. Department of Education Publication	Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007
U.S. Department of Homeland Security Publication	Behavioral Threat Assessment and Management in Practice 2024
Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)
Website	California Department of Education, School Safety Elements and Resources
Website	California Department of Education, Language Services Policy and Process
Website	Schoolsafety.gov
Website	California Department of Education, Safe Schools Planning
Website	California Military Department
Website	California Department of Technology, Independent Security Assessment

Website	California Department of Education, Resources to Include Immigrant Families (https://www.cde.ca.gov/ls/pf/if/immigration-toolkit.asp)
Website	U.S. Department of Homeland Security, Fusion Centers
Website	California State Threat Assessment System
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Secret Service, National Threat Assessment Center
Website	Centers for Disease Control and Prevention
Website	Federal Bureau of Investigation
Website	National Center for Crisis Management
Website	National School Safety Center
Website	California Department of Education, Safe Schools
Website	California Governor's Office of Emergency Services
Website	California Healthy Kids Survey
Website	U.S. Department of Education
Website	CSBA

Cross References

Code	Description
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0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
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0460	Local Control And Accountability Plan
0500	Accountability
0510	School Accountability Report Card
0510	School Accountability Report Card
1100	Communication With The Public
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1312.3-E(2)	Uniform Complaint Procedures
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3530	Risk Management/Insurance
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4140	Bargaining Units
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7214	General Obligation Bonds
9010	Public Statements
9011	Disclosure Of Confidential/Privileged Information
9320	Meetings And Notices
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Policy 1340: Access To District Records

Status: ADOPTED

Original Adopted Date: 02/01/1999 | **Last Revised Date:** ~~03/~~01/~~2025~~01/2026 | **Last Reviewed Date:** ~~03/~~01/~~2025~~01/2026

CSBA NOTE: The following optional policy and accompanying administrative regulation reflect requirements of the California Public Records Act (CPRA) (Government Code 7920.000 - 7930.215) pertaining to public access to public records of the district. "Public records," as defined by Government Code 7920.530, include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics; see "Definitions" in the accompanying administrative regulation. For information regarding retention of records, see BP/AR 3580 - District Records, AR 4112.6/4212.6/4312.6 - Personnel Files, and BP/AR 5125 - Student Records.

Because the rules and regulations surrounding CPRA disclosures are complex, it is recommended that districts with questions about an appropriate response to a CPRA request consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The Governing Board recognizes the right of members of the public to have access to public records of the district. The district shall provide any ~~person~~ member of the public reasonable access to the public records of the ~~schools and~~ district during normal business hours and within the requirements of law. Public access shall not be given to records ~~listed as~~that are exempt from public disclosure ~~in~~pursuant to the California Public Records Act ~~and~~or other state or federal law.

CSBA NOTE: In *City of San Jose v. Superior Court*, the California Supreme Court held that communications regarding public business that have been sent, received, or stored by public officials on a personal account or device are not categorically exempt from disclosure under the CPRA. The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public official's or employee's personal device, regardless of whether they were transmitted through district servers. Such searches need not be extraordinarily extensive or intrusive. For further information, see CSBA's, "Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications." Also see AR 3580 - District Records, BP 4040 - Employee Use of Technology, and BB 9012 - Board Member Electronic Communications.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

The district may charge for copies of public records or other materials requested by individuals or groups, in accordance with law and as specified in the accompanying administrative regulation.

CSBA NOTE: The following paragraph is optional.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

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

State	Description
5 CCR 430-438	Individual student records
CA Constitution Article 1, Section 3	Right of access to governmental information
Civil Code 1798.3	Personal information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 35145	Public meetings
Ed. Code 35170	Authority to secure copyrights
Ed. Code 35250	Duty to keep certain records and reports
Ed. Code 35266	Cybersecurity
Ed. Code 41020	Requirement for annual audit
Ed. Code 42103	Budget notification
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 44839	Medical certificates; periodic medical examination
Ed. Code 49060-49079	Student records
Ed. Code 49091.10	Parental review of curriculum and instruction
Gov. Code 11549.3	Office of Information Security
Gov. Code 3547	Proposals relating to representation
Gov. Code 53262	Employment contracts
Gov. Code 54957.2	Minute book record of closed sessions
Gov. Code 54957.5	Agendas and other writings distributed for discussion or consideration
Gov. Code 6205-6210	Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse

Gov. Code 6215-6216	Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence
Gov. Code 7920.000-7930.215	California Public Records Act
Gov. Code 81008	Political Reform Act, public records; inspection and reproduction
Gov. Code 8310.3	California Religious Freedom Act
Gov. Code 8450	Tribal financial information
Gov. Code 8550-8669.7	California Emergency Services Act
Gov. Code 8586.5	Office of Emergency Services; California Cybersecurity Information Center

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act

Management Resources	**Description**
Attorney General Opinion	64 Ops.Cal.Atty.Gen. 186 (1981)
Attorney General Opinion	71 Ops.Cal.Atty.Gen. 235 (1988)
CA Office of the Attorney General Publication	~~Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, December 2024~~Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025 (https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
CA Office of the Attorney General Publication	Summary of the California Public Records Act, August 2004
CA Office of the Attorney General Publication	California Department of Justice Guidelines for Access to Public Records, October 2017
Court Decision	National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward (2020) 9 Cal.5th 488
Court Decision	Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440
Court Decision	Fairley v. Superior Court (1998) 66 Cal.App. 4th 1414
Court Decision	International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County (2007) 42 Cal.4th 319

Court Decision	Kleitman v. Superior Court (1999) 74 Cal.App. 4th 324
Court Decision	Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282
Court Decision	Los Angeles Times v. Alameda Corridor Transportation Authority (2001) 88 Cal.App.4th 1381
Court Decision	North County Parents Organization for Children with Special Needs v. Department of Education (1994) 23 Cal.App. 4th 144
Court Decision	City of San Jose v. Superior Court (2017) 2 Cal.5th 608
CSBA Publication	Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017
League of California Cities Publication	The People's Business: A Guide to the California Public Records Act, rev. April 2017
Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)
Website	California Department of Education, Resources to Include Immigrant Families (Resources to Include Immigrant Families - Including Immigrant Families (CA Dept of Education))
Website	California Office of Emergency Services
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	State Bar of California
Website	California Office of the Attorney General
Website	CSBA

Cross References

Code	Description
0400	Comprehensive Plans
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0440	District Technology Plan
0441	Artificial Intelligence

0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1112	Media Relations
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
2121	Superintendent's Contract
3100	Budget
3100	Budget
3230	Federal Grant Funds
3230	Federal Grant Funds
3311	Bids
3311	Bids
3312	Contracts
3320	Claims And Actions Against The District
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability

3514.2	Integrated Pest Management
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3543	Transportation Safety And Emergencies
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3580	District Records
3580	District Records
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4113.5	Working Remotely
4117.5	Termination Agreements
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4140	Bargaining Units
4141	Collective Bargaining Agreement
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check

4212.6	Personnel Files
4213.5	Working Remotely
4217.5	Termination Agreements
4219.23	Unauthorized Release Of Confidential/Privileged Information
4219.42	Exposure Control Plan For Bloodborne Pathogens
4219.42	Exposure Control Plan For Bloodborne Pathogens
4219.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4240	Bargaining Units
4241	Collective Bargaining Agreement
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4312.1	Contracts
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4313.5	Working Remotely
4317.5	Termination Agreements
4319.23	Unauthorized Release Of Confidential/Privileged Information
4319.42	Exposure Control Plan For Bloodborne Pathogens
4319.42	Exposure Control Plan For Bloodborne Pathogens
4319.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4340	Bargaining Units
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information

5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5125.3	Challenging Student Records
5141.6	School Health Services
5141.6	School Health Services
~~5145.13~~	~~Response To Immigration Enforcement~~
~~5145.13~~	~~Response To Immigration Enforcement~~
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6143	Courses Of Study
6143	Courses Of Study
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6163.1	Library Media Centers
7110	Facilities Master Plan
7214	General Obligation Bonds
7214	General Obligation Bonds
9010	Public Statements
9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9124	Attorney
9200	Limits Of Board Member Authority
9223	Filling Vacancies
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest

9310	Board Policies
9320	Meetings And Notices
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9322	Agenda/Meeting Materials
9324	Minutes And Recordings

Regulation 1340: Access To District Records

Status: ADOPTED

Original Adopted Date: 03/01/2019 | **Last Revised Date:** ~~03/~~01/~~2025~~01/2026 | **Last Reviewed Date:** ~~03/~~01/~~2025~~01/2026

CSBA NOTE: Article 1, Section 3 of the California Constitution grants any person the right to access information concerning meetings and writings of state and local government bodies, officials, and agencies as long as the constitutional rights of privacy and due process are protected. Courts broadly interpret rules or laws granting access and narrowly interpret those denying access; thus, the burden is on the district to demonstrate the need for restricting access to public records.

The following optional administrative regulation lists those records defined as public and, in contrast, those defined as exempt and/or confidential, to which there is no public access.

This administrative regulation is a non-exhaustive list of records that may be defined as either public or exempt and/or confidential. Other records which fall into these definitions may exist and may be identified in the future.

Definitions

CSBA NOTE: Pursuant to Government Code 7920.530, a "public record" includes any writing that relates to district business as defined below.

Emails and other electronic communications related in a substantive manner to district business are considered public records. Furthermore, in *City of San Jose v. Superior Court*, the California Supreme Court held that using a personal account or personal device to send, receive, or store communications regarding public business does not categorically exclude those records from disclosure upon request under the California Public Records Act (CPRA) (Government Code 7920.000 - 7930.215). The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public employee's or official's personal device or account. Such searches need not be extraordinarily extensive or intrusive. For further information, see CSBA's, "Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications." Also see the accompanying Board policy, AR 3580 - District Records, BP 4040 - Employee Use of Technology, and BB 9012 - Board Member Electronic Communications.

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 7920.530)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 7920.545)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 7920.515)

Public Records

CSBA NOTE: While not specifically enumerated in Government Code 7920.530, Items #1-15 below are items which fall within the definition of "public records."

Unless otherwise exempt from disclosure, public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)
2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)
6. Meeting agendas (Government Code 54957.5)
7. Official communications between the district and other government agencies

CSBA NOTE: District and school plans ~~(e.g.,~~ such as the district's local control and accountability plan, school ~~plan~~plans for student achievement, and comprehensive school safety plan~~)~~ ~~must~~ , are required to generally be accessible to the public. However, pursuant to Education Code 32281, the Governing Board may choose to prohibit disclosure of those portions of the comprehensive safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site. See BP 0450 - Comprehensive Safety Plan.

8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law
9. Initial proposals of exclusive employee representatives and of the district, once presented at a district Governing Board meeting (Government Code 3547)

CSBA NOTE: Government Code 7927.200 exempts from disclosure those records pertaining to pending litigation until the pending litigation or claim has been finally adjudicated or otherwise settled. However, the Attorney General opined in 71 Ops.Cal.Atty.Gen. 235 (1988) that certain records predating the filing of a lawsuit are subject to disclosure. In *Fairley v. Superior Court*, a California Court of Appeal concurred and held that documents were exempted only if they were prepared for use in litigation. See Item #2 in "Exempt and Confidential Public Records~~",~~," below. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel with questions regarding disclosure of documents related to litigation.

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 7927.200, 7927.205)

11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

CSBA NOTE: Generally, the names and salaries of public employees are subject to disclosure under the CPRA. In *Sacramento County Employees Retirement System v. Superior Court*, a California Court of Appeal held that the names and corresponding pension benefits of members of a county retirement system are subject to disclosure and are not considered "individual records of members" protected by Government Code 31532. However, in *International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County*, the California Supreme Court recognized that, in some instances, the salaries of certain employees might be exempt from disclosure, depending on the facts and circumstances. It is recommended that districts with questions about the disclosure of employee information consult CSBA's District and County Office of Education Legal Services or district legal counsel.

12. Documents containing names, salaries, and pension benefits of district employees

13. Employment contracts and settlement agreements (Government Code 53262)

14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

CSBA NOTE: Pursuant to Government Code 7928.801, any executed contract for the purchase of goods or services by the district, including the price and terms of payment, is a public record subject to disclosure under the CPRA. It is recommended that districts with questions about contracting with entities for goods or services outside of California, or pursuant to federal law, consult CSBA's District and County Office of Education Legal Services or district legal counsel.

15. Executed contracts for the purchase of goods or services, even if the contract contains provisions specifying that the contract is confidential or a proprietary record of the vendor (Government Code 7928.801)

Access to public records of the district shall be granted to Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 7921.305, 7921.310)

Exempt and Confidential Public Records

Records exempt from disclosure under the California Public Records Act (CPRA) include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 7927.500)

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or

beyond, if the records are protected by some other provision of law (Government Code 7927.200, 7927.205)

CSBA NOTE: The Safe at Home address confidentiality program has been in existence pursuant to Government Code 6205-6210 and 6215-6216 to protect victims of domestic violence, sexual assault, stalking, human trafficking, and elder or dependent adult abuse, and members of their households, as well as district employees who face threats of violence, or violence or harassment from the public because of the employee's work for the district. This type of protection has been extended to district employees and Board members who face threats of violence, or violence or harassment from the public because of the employee's work for the district, and, pursuant to Government Code 6205-6210, to victims of child abduction and members of their households. Government Code 6207 provides that, when creating a public record, the district may not include actual residences of students, parents/guardians, or employees when a substitute address is designated through the Safe at Home program. Districts are required to accept the program participation card issued by the Secretary of State and to substitute a post office box as the participant's address.

3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 7927.700)

   The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees shall only be disclosed as follows: (Government Code 7928.300)

   a. To an agent or a family member of the employee

   b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties

   c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

   d. Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, personal email address, or birth date, and the district shall remove the home address, home telephone number, and personal cell phone number from any mailing list of the district except a list used exclusively to contact the employee

   e. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

CSBA NOTE: Pursuant to Government Code 7928.205, ~~as amended by AB 1785 (Ch. 551, Statutes of 2024),~~ the district is prohibited from publicly posting online the information specified below of any elected or appointed official, such as a Board member, without first obtaining the written permission of that individual.

4. The home address, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official posted by the district online without first obtaining the written permission of that individual (Government Code

7928.205)

5. Student records, except directory information and other records to the extent permitted by law and district policy (Education Code 49073, 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

6. Test questions, scoring keys, and other examination data except as provided by law (Government Code 7929.605)

7. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 7928.705)

8. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 7925.000)

9. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library; to persons authorized in writing, by the individual to whom the records pertain, to inspect the records; or by court order (Government Code 7927.100, 7927.105)

CSBA NOTE: The following exemption protects attorney-client privileged communications and attorney work product, as well as other work product prepared for use in pending litigation or claims. Pursuant to the Rules of Professional Conduct of the State Bar of California, when an attorney has been hired to represent the district as a whole, this privilege may only be waived by the Board.

In *Los Angeles County Board of Supervisors v. Superior Court*, the California Supreme Court held that invoices for the services of district counsel, or portions of those invoices, may be privileged and therefore exempt from disclosure. It is recommended that districts with questions about disclosable records in response to a CPRA request for legal invoices consult CSBA's District and County Office of Education Legal Services or district legal counsel.

10. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 7927.705)

11. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 7929.200)

CSBA NOTE: Item #12 is related to the information technology security of the district. Government Code 11549.3, authorizes districts, at district expense, to request the Military Department, in consultation with the California Cybersecurity Integration Center, to perform an independent security assessment of the district or individual district school. During the process of conducting an independent security assessment pursuant to Government Code 11549.3, information and records concerning the independent security assessment are confidential and are not disclosable.

12. Information security record if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, an information technology system of the district (Government Code 7929.210)

13. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 7924.110)

14. Minutes of Board meetings held in closed session (Government Code 54957.2)

15. Computer software developed by the district (Government Code 7922.585)

16. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 7926.400, 7930.000-7930.215)

CSBA NOTE: Pursuant to Government Code 7930.205, as amended by AB 1004 (Ch. 132, Statutes of 2025), tribal financial information is exempt from disclosure. Government Code 8450, as added by AB 1004, provides that any record that contains financial information provided by an Indian tribe to a public agency as a condition of or requirement for receiving financial assistance is confidential, not considered to be a public record, and not be open to public inspection.

~~16.~~17. Tribal financial information as a condition of or requirement for receiving financial assistance (Government Code 7930.205, 8450)

~~17.~~18. Any other records listed as exempt from public disclosure in the CPRA or other statutes

CSBA NOTE: Item #~~18~~19 below reflects an exemption often referred to as the "catch-all" or "public interest" exemption pursuant to Government Code 7922.000. This exemption allows a district to withhold a record based on analysis of the specific facts of the situation and in light of the competing public interests. ~~This~~Additionally, this exemption ~~also~~ includes the "deliberative process privilege" which is designed to protect a district's decision-making process in order to encourage candid discussions within the district. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining whether a request for a record falls under this exemption.

~~18.~~19. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 7922.000)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 7922.200, 7928.300)

~~CSBA NOTE: Education Code 234.7 prohibits the collection of information or documents regarding the citizenship or immigration status of students or their family members. If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing that information, as such disclosure is not among the limited exceptions specified in law for which student records may be released without parent/guardian consent or a lawful judicial~~

~~subpoena/warrant. See BP/AR 5125 - Student Records and BP/AR 5145.13 - Response to Immigration Enforcement.~~

~~Additionally, pursuant~~CSBA NOTE: Pursuant to Government Code 8310.3, districts are prohibited from collecting or disclosing to federal government authorities any personal information regarding an individual's religious beliefs, practices, or affiliation for the purpose of compiling a list, registry, or database of individuals based on religious affiliation, national origin, or ethnicity.

Unless otherwise authorized or required by law, information regarding an individual's ~~citizenship or immigration status or~~ religious beliefs, practices, or affiliation shall not be disclosed. ~~(Education Code 234.7;~~ (Government Code 8310.3)

CSBA NOTE: Unless an exception applies, Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), prohibits district staff, to the extent practicable, from disclosing or providing in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement most student records and personnel records. For more information regarding the prohibition against disclosing student and personnel records as it relates to immigration enforcement, and limited exceptions, see BP/AR 1445 - Response to Immigration Enforcement and BP/AR 5125 - Student Records.

Additionally, an individual's immigration status shall only be disclosed in accordance with Board Policy/Administrative Regulation 1445 – Response to Immigration Enforcement.

Inspection of Records, Requests for Copies, and Recovery of Costs

CSBA NOTE: In *Los Angeles Times v. Alameda Corridor Transportation Authority*, a California Court of Appeal held that the CPRA does not require written requests and therefore a public record request may be made orally, by phone, or in writing, including by email, fax, or hand delivery. The district may ask, but not require, that the person put an oral request in writing.

Any person may request a copy or inspection of any district record that is not exempt from disclosure. (Government Code 7922.530)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code 7922.535)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 7922.535)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request

2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request

3. The need for consultation, which shall be conducted with all practicable speed, with another agency ~~(e.g., such as a state agency or city)~~, having a substantial interest in the determination of the request or among two or more components of the district ~~(e.g., such as two different school sites)~~, with substantial interest in the request

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

CSBA NOTE: ~~In an effort to balance the right of the public to access public records in a timely manner while affording districts adequate opportunity to satisfy information requests during a state of emergency proclaimed pursuant to the California Emergency Services Act (Government Code 8550-8669.7), Government Code 7922.535~~Government Code 7922.535, as amended by ~~SB 1034~~AB 370 (Ch. ~~161~~34, Statutes of ~~2024~~2025), includes~~,~~ in the definition of "unusual circumstances~~,~~"" the need to search for, collect, and examine records during a cyberattack, as specified. However, a district is not relieved of its obligation to comply with a CPRA request when the requested record is maintained in a location other than on the electronic server or system affected by the cyberattack, or maintained in a nonelectronic format.

5. In the case of electronic records, the inability to access its electronic servers or systems due to ~~the state~~a cyberattack in order to search for and obtain a record that the district believes is responsive to a request and is maintained on the servers or systems in an electronic format, and only until the district regains its ability to access its electronic servers or systems and search for and obtain electronic records that may be responsive to a request

CSBA NOTE: Government Code 7922.535 includes in the definition of ~~emergency~~"unusual circumstances" the need to search for, collect, and examine records when the state of emergency currently, and, as amended by AB 370, directly affects, the district's ability to timely respond to a CPRA request.

~~5.~~6. The need to search for, collect, and appropriately examine records during a state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act in the jurisdiction where the district is located when the state of emergency currently and directly affects, due to the state of emergency, the district's ability to timely respond to staffing shortages or closure of facilities where the requested records are located (Government Code 8567)

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 7922.535)

Public records shall be open to inspection at all times during district office hours. If a portion of the requested record(s) is exempt from disclosure, any non-exempt, reasonably segregable portion of the record shall be made available for inspection after deletion of the portions exempted by law. (Government Code 7922.525)

CSBA NOTE: Government Code 7922.530 states that copies of records must be provided "promptly." The term "promptly" is not defined in law, but Government Code 7922.500 also states that a district may not delay or obstruct the inspection or copying of records. Thus, if the records are held in a manner that allows for prompt disclosure, the records generally should not be withheld because of the 10-day response period or the 14-day extension detailed above.

Upon request for a copy that reasonably describes an identifiable, non-exempt record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 7922.530)

If only a portion of the identified record is exempt from disclosure, the record's exempt material shall be redacted prior to disclosure.

CSBA NOTE: The following optional paragraph is for use by districts that charge for copies. ~~See the accompanying Board policy.~~See the accompanying Board policy which authorizes the district to charge for copies of public records or other materials requested by individuals or groups, so long as in accordance with law and as specified in this administrative regulation.

Government Code 7922.530 permits, but does not require, the district to charge a person requesting a physical copy of a record a fee covering the direct costs of duplication; however, no fee may be charged to a person who wishes to inspect but not copy a record. In *North County Parents Organization for Children with Special Needs v. Department of Education*, the court determined that direct costs include only the cost of running the copy machine and possibly the expense of the person operating it. Examples of costs that do not fit this definition include costs associated with searching, reviewing, or redacting the record; assisting the requester in formulating the request; responding to the request; or employee time to sit with the requester during inspection of the record.

Pursuant to Government Code 7922.530, members of the public who request to inspect a disclosable record of the district have the right to use their own equipment on district premises, without being charged any fees or costs, to photograph, copy, or reproduce the record in a manner that does not require the equipment to make physical contact with the record.

Additionally, Government Code 7922.575 allows recovery of direct costs when the district would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals or requires data compilation, extraction, or programming to produce the record. In *National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward*, the California Supreme Court clarified that the term "data extraction" does not include the process of redacting exempt material from otherwise disclosable electronic records and that a public agency may not recover costs for the compilation or redaction of video footage.

Due to the complex nature of cost recovery standards under the CPRA it is recommended that districts with questions regarding the permissibility of fees consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication in accordance with law. Written requests to waive the fee shall be submitted to the Superintendent or designee.

Without charging any fees or costs, the Superintendent or designee shall allow members of the public to use their own equipment on district premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code 7922.530)

1. Do not require the equipment to make physical contact with the record

2. Will not result in damage to the record

3. Will not result in unauthorized access to the district's computer systems or secured networks by using software, equipment, or any other technology capable of accessing, altering, or compromising the district's electronic records

The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the district and its employees. ~~The~~Additionally, the Superintendent or designee may ~~also~~ impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code 7922.530)

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's website and, in response to a public records request, directing the member of the public to the location on the website where the record can be found. However, if the member of the public is unable to access or reproduce the record from the website, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 7922.545)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 7922.570)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 7922.575)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals

2. The request would require data compilation, extraction, or programming to produce the record

Assistance in Identifying Requested Records

CSBA NOTE: Government Code 7922.600 requires the district to assist a person requesting to inspect or obtain a copy of a public record as specified below. Pursuant to Government Code 7922.605, this assistance is not required if the district grants the request and the records are made available or if the request is denied on the grounds that the records are confidential as specified in Government Code 7920.505.

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 7922.600)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

   If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist

3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the CPRA shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 7922.500, 7922.540)

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

State	Description
5 CCR 430-438	Individual student records
CA Constitution Article 1, Section 3	Right of access to governmental information
Civil Code 1798.3	Personal information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 35145	Public meetings
Ed. Code 35170	Authority to secure copyrights
Ed. Code 35250	Duty to keep certain records and reports
Ed. Code 35266	Cybersecurity
Ed. Code 41020	Requirement for annual audit
Ed. Code 42103	Budget notification
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 44839	Medical certificates; periodic medical examination
Ed. Code 49060-49079	Student records
Ed. Code 49091.10	Parental review of curriculum and instruction
Gov. Code 11549.3	Office of Information Security

Gov. Code 3547	Proposals relating to representation
Gov. Code 53262	Employment contracts
Gov. Code 54957.2	Minute book record of closed sessions
Gov. Code 54957.5	Agendas and other writings distributed for discussion or consideration
Gov. Code 6205-6210	Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse
Gov. Code 6215-6216	Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence
Gov. Code 7920.000-7930.215	California Public Records Act
Gov. Code 81008	Political Reform Act, public records; inspection and reproduction
Gov. Code 8310.3	California Religious Freedom Act
Gov. Code 8450	Tribal financial information
Gov. Code 8550-8669.7	California Emergency Services Act
Gov. Code 8586.5	Office of Emergency Services; California Cybersecurity Information Center

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act

Management Resources	**Description**
Attorney General Opinion	64 Ops.Cal.Atty.Gen. 186 (1981)
Attorney General Opinion	71 Ops.Cal.Atty.Gen. 235 (1988)
CA Office of the Attorney General Publication	~~Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, December 2024~~Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025 (https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
CA Office of the Attorney General Publication	Summary of the California Public Records Act, August 2004
CA Office of the Attorney General Publication	California Department of Justice Guidelines for Access to Public Records, October 2017

Court Decision	National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward (2020) 9 Cal.5th 488
Court Decision	Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440
Court Decision	Fairley v. Superior Court (1998) 66 Cal.App. 4th 1414
Court Decision	International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County (2007) 42 Cal.4th 319
Court Decision	Kleitman v. Superior Court (1999) 74 Cal.App. 4th 324
Court Decision	Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282
Court Decision	Los Angeles Times v. Alameda Corridor Transportation Authority (2001) 88 Cal.App.4th 1381
Court Decision	North County Parents Organization for Children with Special Needs v. Department of Education (1994) 23 Cal.App. 4th 144
Court Decision	City of San Jose v. Superior Court (2017) 2 Cal.5th 608
CSBA Publication	Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017
League of California Cities Publication	The People's Business: A Guide to the California Public Records Act, rev. April 2017
Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)
Website	California Department of Education, Resources to Include Immigrant Families (Resources to Include Immigrant Families - Including Immigrant Families (CA Dept of Education))
Website	California Office of Emergency Services
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	State Bar of California
Website	California Office of the Attorney General
Website	CSBA

Cross References

Code	Description
0400	Comprehensive Plans
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0440	District Technology Plan
0441	Artificial Intelligence
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1112	Media Relations
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
2121	Superintendent's Contract
3100	Budget
3100	Budget
3230	Federal Grant Funds

3230	Federal Grant Funds
3311	Bids
3311	Bids
3312	Contracts
3320	Claims And Actions Against The District
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3514.2	Integrated Pest Management
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3543	Transportation Safety And Emergencies
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3580	District Records
3580	District Records
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4113.5	Working Remotely
4117.5	Termination Agreements
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4140	Bargaining Units

4141	Collective Bargaining Agreement
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4213.5	Working Remotely
4217.5	Termination Agreements
4219.23	Unauthorized Release Of Confidential/Privileged Information
4219.42	Exposure Control Plan For Bloodborne Pathogens
4219.42	Exposure Control Plan For Bloodborne Pathogens
4219.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4240	Bargaining Units
4241	Collective Bargaining Agreement
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4312.1	Contracts
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4313.5	Working Remotely
4317.5	Termination Agreements
4319.23	Unauthorized Release Of Confidential/Privileged Information
4319.42	Exposure Control Plan For Bloodborne Pathogens
4319.42	Exposure Control Plan For Bloodborne Pathogens
4319.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4340	Bargaining Units

4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5125.3	Challenging Student Records
5141.6	School Health Services
5141.6	School Health Services
~~5145.13~~	~~Response To Immigration Enforcement~~
~~5145.13~~	~~Response To Immigration Enforcement~~
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6143	Courses Of Study
6143	Courses Of Study
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6163.1	Library Media Centers
7110	Facilities Master Plan
7214	General Obligation Bonds
7214	General Obligation Bonds
9010	Public Statements

9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9124	Attorney
9200	Limits Of Board Member Authority
9223	Filling Vacancies
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9310	Board Policies
9320	Meetings And Notices
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9322	Agenda/Meeting Materials
9324	Minutes And Recordings

Policy 1445: Response To Immigration Enforcement

Status: ADOPTED

Original Adopted Date: 01/01/2026 | **Last Reviewed Date:** 01/01/2026

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), districts are **mandated** to update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," (2025 Guidance) published on December 1, 2025. The 2025 Guidance is available on the Office of the Attorney General's website.

This Board policy and the accompanying administrative regulation alone do not necessarily contain all of the 2025 MPL or its equivalent. For more information regarding response to immigration enforcement, additional language that may be equivalent to the 2025 MPL, and related issues, see the accompanying administrative regulation, BP 0410 - Nondiscrimination in District Programs and Activities, BP/AR 0450 – Comprehensive Safety Plan, BP/AR 1340 – Access to District Records, BP/AR 5111 - Admission, AR 5111.1 - District Residency, BP/AR 5125 - Student Records, AR/E 5125.1 - Release of Directory Information, and BP 5131.2 - Bullying. However, each district will need to determine on its own the collection of policy documents that contain the remainder of the 2025 MPL or its equivalent. Therefore, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining whether other policies should be updated to comply with the March 1, 2026 deadline.

CDE monitors compliance with the requirement to adopt policies in accordance with Education Code 234.7 during its Federal Program Monitoring (FPM) review process. Additionally, pursuant to Education Code 234.7, as amended by AB 495, districts are required to make their policies that include the 2025 MPL or its equivalent available to the California Department of Education (CDE), which has created a webpage to upload them by March 1, 2026.

The Governing Board is committed to the success of all students and to providing a safe and welcoming place for students, their families, and staff irrespective of their citizenship or immigration status.

Unless required by state or federal law, required to administer a state or federally supported educational program, or presented with a valid judicial subpoena, judicial warrant, or court order, district staff shall not do any of the following:

1. Solicit or collect information or documents regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)

2. Seek or require information or documents, to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)

CSBA NOTE: Unless an exception applies, Education Code 234.7, as amended by AB 495, prohibits district staff, to the extent practicable, from disclosing or providing in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement certain information about students or staff. Similarly, unless an exception applies, Government Code 7285.2 prohibits district staff from providing voluntary consent to an immigration enforcement agent to access, review, or obtain employee records.

3. To the extent practicable, disclose or provide in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement:

   a. The education records of or any information about a student or a student's family or household such as personal information as defined in Civil Code 1798.3, information about a student's home, or information about a student's travel schedule without parent/guardian written consent (Education Code 234.7)

   b. The personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information (Education Code 234.7; Government Code 7285.2)

CSBA NOTE: Under the Fourth Amendment to the U.S. Constitution, an officer or employee of an agency conducting immigration enforcement may enter district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring without a valid judicial warrant or court order if an authorized district employee grants permission. Education Code 234.7, as amended by AB 495, removes the authority of any district employee to grant such permission. Specifically, unless an exception applies, district staff are prohibited from granting permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus or other transportation provided by the district, a nonpublic area of a school, or a nonpublic area where any school-sponsored program or activity is occurring.

Education Code 234.7 does not address granting permission to enter district property or facilities that are not district schools, such as a district's administrative offices, or district-sponsored activities that are not school-sponsored activities, such as district-wide professional development. However, Government Code 7285.1 prohibits district staff from providing voluntary consent to an immigration enforcement agent to enter any nonpublic area of a place of labor. Item #4 applies the prohibition to all nonpublic areas of any district property or facility and to all district-sponsored activities and should be modified, along with the applicable portion of the accompanying administrative regulation, to reflect district practice.

4. Grant permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring (Education Code 234.7; Government Code 7285.1)

CSBA NOTE: Due to federal preemption, state law may not require or permit district staff to obstruct, interfere with, or otherwise impede an officer or employee of an agency conducting immigration enforcement who nonetheless enters a school bus, any other transportation provided

by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring. The following paragraph reiterates this caution.

However, district staff shall not obstruct, interfere with, or otherwise impede an officer or employee of an agency conducting immigration enforcement who nonetheless enters district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring.

CSBA NOTE: Education Code 234.7, as amended by AB 495, requires the Superintendent to report to the Governing Board in a timely manner, and in a manner that ensures the confidentiality and privacy of any potentially identifying information, any requests for information or access to any district-provided transportation, a nonpublic area of any school, or a nonpublic area where any school-sponsored program or activity is occurring by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. In light of the scope of Item #4 above, the following paragraph also encompasses requests for access to a nonpublic area of any district property or facilities, or a nonpublic area where any district-sponsored program or activity is occurring.

The Superintendent or designee shall report to the Board in a timely manner any requests by an officer or employee of an agency conducting immigration enforcement for any of the following: (Education Code 234.7)

1. Education records of or any information about a student or a student's family or household

2. Personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information

3. Permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring

Such reports shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

CSBA NOTE: Education Code 234.1 **mandates** that districts adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Education Code 220 and Penal Code 422.55. Education Code 234.1 expressly includes immigration status among the protected categories. For language fulfilling this mandate, see BP 0410 - Nondiscrimination in District Programs and Activities and BP 5145.3 - Nondiscrimination/Harassment.

In accordance with law, Board Policy 0410 - Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 - Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

CSBA NOTE: Government Code 8310.3 prohibits districts from disclosing information about immigration status or religion for use in the compilation of a registry for immigration enforcement or otherwise assisting in the creation of such a registry. The 2025 MPL contains a similar prohibition. For more information regarding the prohibition of disclosing information for use in the compilation of a registry for immigration enforcement purposes, see BP 0410 - Nondiscrimination in District Programs and Activities and BP 5125 - Student Records.

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495, a district is required to provide parents/guardians with specified information regarding their children's right to a free public education regardless of immigration status, and other related information. For more information, see the accompanying administrative regulation.

The Superintendent or designee shall provide parents/guardians with information and notifications as specified in Education Code 234.7, including information regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.

The Superintendent or designee shall develop procedures for, and may provide training to staff on, interactions with an officer or employee of an agency conducting immigration enforcement, including a request for any of the following:

1. Education records of or any information about a student or a student's family or household

2. Personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information

3. Permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring

Complaints alleging discrimination, harassment, intimidation, and bullying based on actual or perceived immigration status shall be filed in accordance with Board Policy/Administrative Regulation 1312.3 – Uniform Complaint Procedures.

The Superintendent or designee shall provide to the California Department of Education, upon request and in the manner requested, copies of this policy, any associated administrative regulation, and any other Board policies and administrative regulations required by Education Code 234.7.

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State	Description

Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 32282	Comprehensive School Safety Plan
Ed. Code 48204.4	Evidence of residency for school enrollment
Ed. Code 48906	Exception to parent/guardian notifications
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardian in language other than English
Civ. Code 1798.3	Information Practices Act of 1977; definitions
Fam. Code 6552	Caregiver's authorization affidavit
Gov. Code 7285-7285.3	Prohibitions on Employer Cooperation with Immigration Enforcement Agents
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 627-627.10	Access to school premises

Federal	**Description**
U.S. Constitution, Fourth Amendment	Unreasonable search and seizure
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.30-99.31	FERPA Regulations

Management Resources	**Description**
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025
Court Decision	Plyler v. Doe (1982) 457 U.S. 202
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Resources to Include Immigrant Families
Website	California Department of Education, LEA Immigration Enforcement Policy Submission

Website	U.S. Immigration and Customs Enforcement, Online Detainee Locator System
Website	California Office of the Attorney General
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	U.S. Immigration and Customs Enforcement
Website	California Department of Education
Website	California Civil Rights Department

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1340	Access To District Records
1340	Access To District Records
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.31	School Resource Officers
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
0450	Comprehensive Safety Plan
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information

5125.1-E(1)	Release Of Directory Information
5131.2	Bullying
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5142	Safety
5142	Safety
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.3	Nondiscrimination/Harassment
6142.3	Civic Education
6143	Courses Of Study
6143	Courses Of Study
6175	Migrant Education Program
6175	Migrant Education Program

Regulation 1445: Response To Immigration Enforcement

Status: ADOPTED

Original Adopted Date: 01/01/2026 | **Last Reviewed Date:** 01/01/2026

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), districts are **mandated** to update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," (2025 Guidance) published on December 1, 2025. The 2025 Guidance is available on the Office of the Attorney General's website.

This administrative regulation and the accompanying Board policy alone do not contain all of the 2025 MPL or its equivalent. For more information regarding response to immigration enforcement, additional language that may be equivalent to the 2025 MPL, and related issues, see the accompanying Board policy, BP 0410 - Nondiscrimination in District Programs and Activities, BP/AR 0450 – Comprehensive Safety Plan, BP/AR 1340 – Access to District Records, BP/AR 5111 - Admission, AR 5111.1 - District Residency, BP/AR 5125 - Student Records, AR/E 5125.1 - Release of Directory Information, and BP 5131.2 - Bullying. However, each district will need to determine on its own the collection of policy documents that contain the remainder of the 2025 MPL or its equivalent. Therefore, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining whether other policies should be updated to comply with the March 1, 2026 deadline.

The 2025 Guidance recommends that, if feasible, districts designate an immigrant affairs liaison to facilitate training programs for staff, help provide non-legal advice to families, and assist in communications with other educational agencies and local and state government stakeholders. The following administrative regulation should be revised to reflect any such position established by the district and its responsibilities.

Responding to Requests for Information or Documents

CSBA NOTE: Unless an exception applies, Education Code 234.7, as amended by AB 495, prohibits district staff, to the extent practicable, from disclosing or providing in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement most student or personnel records.

Upon receiving any request by an officer or employee of an agency conducting immigration enforcement for information about a student, a student's family or household, or a district employee as described in the accompanying Board policy, district staff shall deny the request, to the extent practicable, unless any of the following apply: (Education Code 234.7; 34 CFR 99.30, 34 CFR 99.31)

1. The request is for student directory information

District staff shall respond to the request in accordance with Board Policy/Administrative Regulation 5125.1 - Release of Directory Information.

2. The district is required to release the records or information by state or federal law, in order to administer a state or federally supported educational program, or due to a valid judicial subpoena, judicial warrant, or court order

3. For records or information about a student or a student's family or household, the parent/guardian has provided written consent unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency or, if the student is at least 18 years of age, the student has provided written consent

   Such written consent shall include all of the following: (34 CFR 99.30)

   a. The signature and signature date of the parent/guardian, or student if the student is at least 18 years of age

   b. A description of the records to be disclosed

   c. The reason for the release of information

   d. The parties or class of parties receiving the information

   e. A copy of the records to be released, if requested by the parent/guardian or student

CSBA NOTE: The following list is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice and the applicable collective bargaining agreement.

4. For records or information about a district employee, the employee has provided written consent and the district's human resource department or equivalent has been consulted

   Such written consent shall include all of the following:

   a. The signature and signature date of the employee

   b. A description of the records to be disclosed

   c. The reason for the release of information

   d. The parties or class of parties receiving the information

   e. A copy of the records to be released, if requested by the employee

CSBA NOTE: The following list is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice and, for Item #3, the applicable collective bargaining agreement.

Regardless of whether the district discloses the requested records or information, district staff shall do all of the following when such a request has been received:

1. Make a copy of the request and notify the Superintendent or designee

2. For requests regarding student information, provide the student's parent/guardian, or the student, if the student is at least 18 years of age, with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency

3. For requests regarding district employee information, provide the employee with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order

In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a valid judicial subpoena, judicial warrant or court order.

Responding to Requests for Access to Students or for Access to District-Provided Transportation, Nonpublic Area of District Property or Facility, or Nonpublic Area in which District-Sponsored Activity is Occurring

CSBA NOTE: Under the Fourth Amendment to the U.S. Constitution, an officer or employee of an agency conducting immigration enforcement may enter district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring without a valid judicial warrant or court order if an authorized district employee gives permission. Education Code 234.7, as amended by AB 495, removes the authority of any district employee to give such permission. Specifically, unless an exception applies, district staff are prohibited from granting permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus, or other transportation provided by the district, a nonpublic area of a school, or a nonpublic area in a which school-sponsored program or activity is occurring.

Education Code 234.7 does not address granting permission to enter district property or facilities that are not district schools, such as a district's administrative offices, or district-sponsored activities that are not school-sponsored activities, such as district-wide professional development. However, Government Code 7285.1 prohibits districts staff from providing voluntary consent to an immigration enforcement agent to enter any nonpublic areas of a place of labor. This section applies the prohibition to all nonpublic areas of any district property or facility and to all district-sponsored activities and should be modified, along with the applicable portion of the accompanying Board policy, to reflect district practice.

If an officer or employee of an agency conducting immigration enforcement requests access to a student, such as for purposes of interviewing, searching, or detaining the student, or permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, district staff shall take the following actions:

CSBA NOTE: The following list is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice.

1. Advise the officer or employee that before district staff can respond to the request, they must first receive notification and direction from the Superintendent, principal, or designee

2. Request to see and record or otherwise document the officer's or employee's valid identification, including the officer's or employee's name and, if applicable, badge number, the phone number of the officer's or employee's supervisor

3. Request that the officer or employee produce any documentation that authorizes the officer's or employee's request, make copies of all such documentation, and retain at least one copy for district records

4. Contact and consult with the district's legal counsel or Superintendent or designee

5. Follow the direction from the district's legal counsel or Superintendent or designee

For a request to access a student, the district shall deny the request unless any of the following apply: (Education Code 234.7)

1. The officer or employee provides a valid judicial warrant or court order

2. District staff receives parent/guardian consent or, if the student is at least 18 years of age, the student's consent, unless the officer or employee presents a valid judicial warrant or court order that authorizes and directs the district to give such permission without parent/guardian consent or, if the student is at least 18 years of age, the student's consent

Regardless of whether the officer or employee is given access to the student, the student's parent/guardian shall be immediately notified, unless prohibited by a valid judicial warrant or court order, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

Additionally, district staff shall notify the Superintendent or designee as early as possible of any request by an officer or employee of an agency conducting immigration enforcement for access to a student. (Education Code 234.7)

For a request for permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, the district shall deny the request unless any of the following apply: (Education 234.7)

1. The officer or employee provides a valid judicial warrant or court order

2. Permission is required to be granted by state or federal law or in order to administer a state or federally supported educational program

3. The officer or employee is a sworn law enforcement officer, declares that exigent circumstances exist, and demands immediate access

In this situation, district staff shall comply with the officer's or employee's orders and immediately contact the Superintendent or designee and then the district's legal counsel.

CSBA NOTE: While not required by law, the 2025 MPL includes requirements that the district post signs at school entrances containing school hours and registration requirements and that the district adopt measures for responding to outsiders in a manner that avoids classroom interruptions. For procedures applicable to all visitors, see BP/AR 1250 - Visitors/Outsiders.

An officer or employee of an agency conducting immigration enforcement who, pursuant to this administrative regulation, is granted permission to enter district property or facilities which are not open to all visitors shall first register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer or employee is a sworn law enforcement officer and states that exigent circumstances exist. (Penal Code 627.2, 627.3)

CSBA NOTE: The following paragraph is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice.

The Superintendent or designee shall email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a student or a school site for immigration enforcement purposes.

Responding to Immigration Enforcement Activity on District Property

CSBA NOTE: Pursuant to Education Code 32282, as amended by SB 98 (Ch. 124, Statutes of 2025), comprehensive school safety plans are, by March 1, 2026, required to include procedures specifically designed to notify parents/guardians and district staff when a school confirms the presence of immigration enforcement on the school site.

When any officer or employee of an agency conducting immigration enforcement is actually or imminently present on district property, district staff shall notify staff working at the property and, if the district property is a school, the parents/guardians of students at the school in accordance with Board Policy/Administrative Regulation 0450 – Comprehensive Safety Plan.

CSBA NOTE: The following paragraph is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice, including whether the district maintains a district police or security department.

District staff shall report the presence of any officer or employee of an agency conducting immigration enforcement on district property to district police and other appropriate administrators.

CSBA NOTE: Due to federal preemption, state law may not require or permit district staff to obstruct, interfere with, or otherwise impede an officer or employee of an agency conducting immigration enforcement who nonetheless enters a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring. The following paragraph reiterates this caution.

District staff shall not obstruct, interfere with, or otherwise impede, or attempt to obstruct, interfere with, or otherwise impede, any officer or employee of an agency conducting immigration enforcement, even if the officer or employee appears to be acting outside the law or in excess of the stated or documented authorization. If such an officer or employee enters the premises without consent, district staff shall document their actions but only to the extent that documentation does

not impede their actions and shall, at all times, obey any direction from such officers or employees.

After all officers and employees of an agency conducting immigration enforcement leave, each district staff member who observed or interacted with them shall promptly provide the following to the district's legal counsel or other district official designated by the Superintendent:

CSBA NOTE: The following list is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice.

1. Copies of any information and documents collected from the officers or employees such as valid identification, name, badge number, phone number of the officer's or employee's supervisor, and documentation that authorizes the officer's or employee's request
2. The identity of all other district staff known to have communicated with the officers or employee
3. A description of all requests and activities by the officers and employees
4. The type of documentation, such as a warrant or subpoena, that authorized the officer's or employee's request or actions
5. District staff's response to the officer's or employee's request
6. Written notes of any other actions taken by and any other interactions with any officer or employee

Responding to the Detention or Deportation of Student's Parent/Guardian

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will only use information provided on the emergency cards in response to specific emergency situations and not for any other purpose. (Education Code 234.7)

CSBA NOTE: The following list is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice.

Additionally, the Superintendent or designee may encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a student's parent/guardian is detained or deported.

CSBA NOTE: Family Code 6552, as amended by AB 495, changes the definition of "relative", for purposes of a Caregiver's Authorization Affidavit, to include any adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including all stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand." The 2025 Guidance encourages families to consider completing a Caregiver Authorization Affidavit, which would give a relative the authority to make educational and medical decisions for the student.

In the event that a student's parent/guardian is detained or deported, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact

information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit. (Education Code 234.7)

CSBA NOTE: Education Code 48204.4 provides that a student complies with district residency requirements if the student's parent/guardian was a resident of California and departed against the parent/guardian's will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing removal, or removal or departure pursuant to the federal Immigration and Nationality Act. For more information regarding district residency, see AR 5111.1 - District Residency.

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance in the district if the student and the student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

CSBA NOTE: The following paragraph is consistent with the 2025 MPL but not required by law, and should be deleted or modified to reflect district practice.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

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

State	Description
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 32282	Comprehensive School Safety Plan
Ed. Code 48204.4	Evidence of residency for school enrollment
Ed. Code 48906	Exception to parent/guardian notifications

Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardian in language other than English
Civ. Code 1798.3 Fam. Code 6552	Information Practices Act of 1977; definitions Caregiver's authorization affidavit
Gov. Code 7285-7285.3	Prohibitions on Employer Cooperation with Immigration Enforcement Agents
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 627-627.10	Access to school premises

Federal	**Description**
U.S. Constitution, Fourth Amendment	Unreasonable search and seizure
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.30-99.31	FERPA Regulations

Management Resources	**Description**
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025
Court Decision	Plyler v. Doe (1982) 457 U.S. 202
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Resources to Include Immigrant Families
Website	California Department of Education, LEA Immigration Enforcement Policy Submission
Website	U.S. Immigration and Customs Enforcement, Online Detainee Locator System
Website	California Office of the Attorney General
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	U.S. Immigration and Customs Enforcement
Website	California Department of Education
Website	California Civil Rights Department

Cross References

Code	**Description**

0410	Nondiscrimination In District Programs And Activities
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1340	Access To District Records
1340	Access To District Records
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.31	School Resource Officers
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
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5125.1-E(1)	Release Of Directory Information
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5142	Safety
5142	Safety
5145.12	Search And Seizure
5145.12	Search And Seizure
6142.3	Civic Education

6143	Courses Of Study
6143	Courses Of Study
6175	Migrant Education Program
6175	Migrant Education Program

Policy 5125: Student Records

Status: ADOPTED

Original Adopted Date: 03/01/2009 | **Last Revised Date:** ~~03/~~01/~~2025~~01/2026 | **Last Reviewed Date:** ~~03/~~01/~~2025~~01/2026

CSBA NOTE: The following **mandated** policy and accompanying administrative regulation address student records, which are governed by both federal and state law, including the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g, 34 CFR 99.1-99.8), the Protection of Pupil Rights Amendment (PPRA) (20 USC 1232h), the Children's Online Privacy Protection Act (COPPA) (15 USC 6501-6506, 16 CFR 312), Education Code 49069.7 and 49073.1, K-12 Pupil Online Personal Information Protection Act (Business and Professions Code 22584), Early Learning Personal Information Protection Act (Business and Professions Code 22586), and 5 CCR 430-438. For information regarding public access to certain records in accordance with the California Public Records Act (CPRA) (Government Code 7920.000 - 7930.215), see BP/AR 1340 - Access to District Records and BB 9012 - Board Member Electronic Communications. For information regarding retention of records, see BP/AR 3580 - District Records and AR 4112.6/4212.6/4312.6 - Personnel Files.

Pursuant to 5 CCR 431, districts are **mandated** to establish policies and procedures to implement state law and regulations regarding student records, including policies and procedures which (1) enumerate and describe the student records collected and maintained by the district, (2) ensure security of the records, and (3) guarantee access to authorized persons within five days of a request. Education Code 49069.7 **mandates** procedures related to ~~parental~~ review of student records by parent/guardian. See the accompanying administrative regulation for additional language implementing these mandates.

~~Pursuant to Education Code 234.7, districts were mandated to adopt policies with language that is equivalent to the model policy language developed by the California Attorney General in, "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," first published in April 2018 ("2018 Guidance"), by June 1, 2018. The Attorney General updated the 2018 Guidance in December 2024 ("2024 Guidance") and has stated that districts "should" adopt or update their policies based on the 2024 Guidance by May 1, 2025. The 2024 Guidance is available on the Office of the Attorney General's website and includes model policy language regarding student records.~~

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, disclosure, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records in accordance with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that

school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

CSBA NOTE: The privacy of online information of students in prekindergarten (preK) through grade 12 is addressed in Privacy Rights for California Minors in the Digital World (Business and Professions Code 22580-22582), the K-12 Pupil Online Personal Information and Protection Act (Business and Professions Code 22584-22585), and the Early Learning Personal Information Protection Act (Business and Professions Code 22586-22587), which prohibit an operator of a website, online service or application, or mobile application from knowingly using, disclosing, or compiling the personal information of a minor for the purpose of marketing or advertising specified types of products or services; allowing a third party to use, disclose, or compile such information; or selling or disclosing specified student information or knowingly using such student information to engage in targeted advertising to students or parents/guardians or to amass a profile about a preK-12 student. Covered student information includes any personally identifiable information or materials created or provided by a student, parent/guardian, or district employee ~~(e.g.,~~ such as name, contact information, educational record, discipline records, test results, health records, and socioeconomic information~~)~~. Pursuant to Business and Professions Code 22584 and 22586, an operator is required to delete data under the control of the school or district upon the request of the school or district. However, Business and Professions Code 22584~~, as amended by AB 801 (Ch. 935, Statutes of 2024),~~ does not require the deletion of student records held by a national assessment provider when the records only include standardized test results.

Additionally, pursuant to Business and Professions Code 22584 and 22586, ~~as amended by AB 801,~~ an operator is required to delete a student's covered information that is not subject to the California Consumer Privacy Act which is under the operator's control, as specified below. Business and Professions Code 22584 and 22586~~, as amended by AB 801,~~ do not require the deletion of mandatory permanent student records or any official records or files directly related to a student and maintained by the operator, school, or district.

If student records containing covered information which is not subject to the California Consumer Privacy Act are under the control of the operator of a website, online service or application, or mobile application, and the student's parent/guardian or the student, if 18 years of age or older, requests deletion of such records, the Superintendent or designee shall provide documentation to the operator that the student has not been enrolled in the district for at least 60 days. (Business and Professions Code 22584)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information, including which information should not be solicited.

CSBA NOTE: Pursuant to Education Code 49076.7, a district is prohibited from soliciting or collecting social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. One such exception is the collection of the last four digits of the social security number for the purpose of establishing eligibility for a federal benefit program.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

CSBA NOTE: Unless an exception applies, Education Code 234.7 , as amended by AB 495 (Ch. 664, Statutes of 2025), prohibits the collection and disclosure of information or documents regarding the citizenship or immigration status of students or their family members~~, as provided below. If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing that~~. For more information~~, as such disclosure is not among the limited exceptions specified in law for which student records may be released without parental consent or a lawful judicial order.~~

~~The following two paragraphs are equivalent to model policy language from the 2024 Guidance.~~

~~No information or documents~~ regarding the prohibition against collecting and disclosing citizenship or immigration status of students or their family members ~~shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. In accordance with Board Policy 5145.13 - Response to Immigrant Enforcement, the Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena/warrant. If a district employee receives such a request, the employee shall respond in accordance with Board Policy 5145.13 - Response to Immigrant Enforcement. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)~~, and limited exceptions, see BP/AR 1445 - Response to Immigration Enforcement and BP/AR 1340 – Access to District Records.

The immigration or citizenship status of a student or a student's family member may only be collected and disclosed in accordance with Board Policy/Administrative Regulation 1445 – Response to Immigration Enforcement.

The district or any district employee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, or disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. This prohibition does not apply to information that is aggregated and is not personally identifiable. (Government Code 8310.3)

CSBA NOTE: Pursuant to Family Code 6323.5, districts are required to develop protocols to comply with a court's restraining order that prohibits a party from accessing records and information pertaining to the education, daycare, health care, recreational activities, or employment of a minor child of the parties, which may include prohibiting access to a parent/guardian who would otherwise be entitled to the records. The protocols must, at a minimum, (1) designate an appropriate employee(s) who is responsible for receiving protective order(s), (2) establish a means of ensuring that the restrained party is not able to access the prohibited records or information, and (3) implement a procedure for submitting a copy of the restraining order including confirmation of when and to whom it was submitted. It is recommended that districts with questions about complying with these procedures consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The Superintendent or designee shall develop protocols to comply with a court's restraining order that prohibits a party from accessing specified records and information pertaining to a student. (Family Code 6323.5)

Student Records from Social Media

CSBA NOTE: The following section is optional and may be revised to reflect district practice. Pursuant to Education Code 49073.6, any district considering a program to gather information from students' social media activity, as defined, ~~must~~is required to first notify students and parents/guardians and provide an opportunity for public comment. The notification may be provided as part of the annual ~~parental~~parent/guardian notification required pursuant to Education Code 48980. If such a program is then adopted, the district ~~must~~is required to comply with program requirements reflected in ~~the section~~ "Student Records from Social Media" in the accompanying administrative regulation.

It is recommended that the district consult CSBA's District and County Office of Education Legal Services or district legal counsel before gathering any other online information that does not meet the definition of social media in Education Code 49073.6.

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

Retention, Disclosure, and Security of Student Records

CSBA NOTE: The use of artificial intelligence (AI) may pose risks to keeping student records private and secure. CSBA's, "Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know," cautions districts to consider whether information about students shared with or stored in an AI-enabled system is subject to federal or state privacy laws and whether interactions between students and AI systems may create records that are required to be protected by law, such as when a chatbot or automated tutor generates written guidance to a student.

Pursuant to Education Code 33328.5, the Superintendent of Public Instruction has convened a working group related to AI in public schools in order to develop guidance on the safe use of AI in education and, subsequently, to develop a model policy on the safe and effective use of AI. For more information on AI, see BP 0441 – Artificial Intelligence, BP/E(1) 4040 – Employee Use of Technology, BP 5131.9 – Academic Honesty, and BP/AR 6163.4 – Student Use of Technology.

The Superintendent or designee shall ensure the confidentiality of student records as required by law and shall establish processes and procedures to safeguard data against damage, loss, or theft, including damage, loss, or theft~~,~~ which may be caused by the use of technology, including artificial intelligence and breaches to the district's digital infrastructure, in the retention or disclosure of student records. ~~Additionally, in accordance with Board Policy 5145.13 - Response to Immigration Enforcement, all district staff shall avoid the disclosure of information that may indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by law.~~

The Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect student records from breaches to the district's digital infrastructure.

If the district experiences a cyberattack that impacts more than 500 students or personnel, the

Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

CSBA NOTE: Education Code 49073.1 authorizes districts to enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or for software designed for this purpose. A district that chooses to enter into such a contract is mandated to adopt policy allowing such contracts and ~~must~~is required to ensure that the contract includes all the provisions specified in Education Code 49073.1. Also see BP 3312 - Contracts.

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

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

State	Description
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	Individual student records
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Code of Civil Procedure 1985.3	Subpoena duces tecum
Ed. Code 17604	Delegation of powers to agents
Ed. Code 220.3	Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 35266	Reporting of cyberattacks
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48853.5	Foster youth; placement, immunizations
Ed. Code 48902	Notification of law enforcement of specified violations

Ed. Code 48904-48904.3	Withholding grades, diplomas, or transcripts
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardian in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49091.14	~~Parental~~Parent/guardian review of curriculum
Ed. Code 51745	Independent study
Ed. Code 56041.5	Rights of students with disabilities
Ed. Code 56050	Surrogate parents
Ed. Code 56055	Foster parents
Ed. Code 60900-60901	California Longitudinal Pupil Achievement Data System
Ed. Code 69432.9	Cal Grant program; notification of grade point average
Ed. Code 69475	Conditional repeal of Cal Grant program
Fam. Code 3025	Access to records by noncustodial parents
Fam. Code 6323.5	Ex parte orders
Fam. Code 6552	Caregiver's authorization affidavit
Gov. Code 7920.000-7930.215	California Public Records Act
H&S Code 120440	Immunizations; disclosure of information
Pen. Code 245	Assault with deadly weapon
W&I Code 16010	Health and education records of a minor
W&I Code 681	Truancy petitions
W&I Code 701	Juvenile court law

Federal	**Description**
15 USC 6501-6506	Children's Online Privacy Protection Act
16 CFR Part 312	Children's Online Privacy Protection Rule
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1232h	Protection of Pupil Rights Amendment
26 USC 152	Definition of dependent child
34 CFR 300.501	Opportunity to examine records for parents/guardians of student with disability
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act
42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions

Management Resources	Description
CA Office of the Attorney General 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, December 2024~~Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025 (https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
CSBA Publication	Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know, September 2023
CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
Federal Register	Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855
U.S. Department of Education Publication	IDEA and FERPA Crosswalk: A side-by-side comparison of the privacy provisions under Parts B and C of the IDEA and FERPA, August 2022
U.S. Department of Education Publication	School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA), February 2019
U.S. Department of Education Publication	An Eligible Student Guide to the Family Educational Rights and Privacy Act (FERPA), March 2023
U.S. Department of Education Publication	A Parent Guide to the Family Educational Rights and Privacy Act (FERPA), July 2021
U.S. Department of Education Publication	Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, Oct 2007
U.S. Department of Education Publication	Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008
Website	California IT in Education, Student Data Privacy
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Education, Protecting Student Privacy
Website	California Office of the Attorney General
Website	California Department of Education

Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)
Website	California Department of Education, Resources to Include Immigrant Families (Resources to Include Immigrant Families - Including Immigrant Families (CA Dept of Education))
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0441	Artificial Intelligence
1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
1400	Relations Between Other Governmental Agencies And The Schools
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
3250	Transportation Fees
3250	Transportation Fees

3260	Fees And Charges
3260	Fees And Charges
3290	Gifts, Grants And Bequests
3312	Contracts
3515	Campus Security
3515	Campus Security
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
3580	District Records
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4112.6	Personnel Files
4113.5	Working Remotely
4117.7	Employment Status Reports
4119.23	Unauthorized Release Of Confidential/Privileged Information
4158	Employee Security
4158	Employee Security
4212.6	Personnel Files
4213.5	Working Remotely
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
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4258	Employee Security
4312.6	Personnel Files
4313.5	Working Remotely

4317.7	Employment Status Reports
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4358	Employee Security
4358	Employee Security
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5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5021	Noncustodial Parents
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
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5111	Admission
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5113.12	District School Attendance Review Board
5113.2	Work Permits
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5119	Students Expelled From Other Districts
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention

5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5125.2	Withholding Grades, Diploma Or Transcripts
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5131.7	Weapons And Dangerous Instruments
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5138	Conflict Resolution/Peer Mediation
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5141.21	Administering Medication And Monitoring Health Conditions
5141.22	Infectious Diseases
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5141.23	Asthma Management
5141.23	Asthma Management
5141.24	Specialized Health Care Services
5141.26	Tuberculosis Testing
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
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5141.32	Health Screening For School Entry

5141.33	Head Lice
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5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
5142.1	Identification And Reporting Of Missing Children
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5144.4	Required Parental Attendance
5144.4	Required Parental Attendance
5145.12	Search And Seizure
5145.12	Search And Seizure
~~5145.13~~	~~Response To Immigration Enforcement~~
~~5145.13~~	~~Response To Immigration Enforcement~~
5145.3	Nondiscrimination/Harassment
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6158	Independent Study
6159	Individualized Education Program
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6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
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6175	Migrant Education Program
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9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
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9321-E(2)	Closed Session

Regulation 5125: Student Records

Status: ADOPTED

Original Adopted Date: 12/01/2014 | **Last Revised Date:** ~~03/~~01/~~2025~~01/2026 | **Last Reviewed Date:** ~~03/~~01/~~2025~~01/2026

CSBA NOTE: The following **mandated** administrative regulation and accompanying Board policy address student records, which are governed by both federal and state law, including the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g, 34 CFR 99.1-99.8), the Protection of Pupil Rights Amendment (PPRA) (20 USC 1232h), the Children's Online Privacy Protection Act (COPPA) (15 USC 6501-6506, 16 CFR 312), Education Code 49069.7 and 49073.1, K-12 Pupil Online Personal Information Protection Act (Business and Professions Code 22584), Early Learning Personal Information Protection Act (Business and Professions Code 22586), and 5 CCR 430-438. For information regarding public access to certain records in accordance with the California Public Records Act (CPRA) (Government Code 7920.000 - 7930.215), see BP/AR 1340 - Access to District Records and BB 9012 - Board Member Electronic Communications. For information regarding retention of records, see BP/AR 3580 - District Records and AR 4112.6/4212.6/4312.6 - Personnel Files.

Pursuant to 5 CCR 431, districts are **mandated** to establish policies and procedures to implement state law and regulations regarding student records, including policies and procedures which (1) enumerate and describe the student records collected and maintained by the district, (2) ensure security of the records, and (3) guarantee access to authorized persons within five days of a request. Education Code 49069.7 **mandates** procedures related to ~~parental review of student records. The following administrative regulation includes language implementing these mandates.~~

~~Pursuant to Education Code 234.7, districts were mandated to adopt policies with language that is equivalent to the model policy language developed by the California Attorney General in "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," first published in April 2018 ("2018 Guidance"), by June 1, 2018. The Attorney General updated the 2018 Guidance in December 2024 ("2024 Guidance") and has stated that districts "should" adopt or update their policies based on the 2024 Guidance by May 1, 2025. The 2024 Guidance is available on the Office of the Attorney General's website and includes model policy language regarding student records~~review of student records by parents/guardians. The following administrative regulation includes language implementing these mandates.

Definitions

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)

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

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)

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)

County placing agency means the county social service department or county probation department. (Education Code 49061)

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)

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)

CSBA NOTE: Education Code 49063 requires districts to include the criteria for defining "school officials and employees" in their annual notification. 34 CFR 99.31 defines "school officials and employees" for purposes of determining who may be given personally identifiable information from student records. In 73 Fed.Reg. 74815 (2008), the U.S. Department of Education (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. For accuracy, this Board policy uses the phrase "*district* officials and employees" rather than the phrase "*school* officials and employees," which is used in the applicable laws and regulations.

District 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)

CSBA 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 "Notification of Parents/Guardians", below~~.

Legitimate educational interest is an interest held by any ~~school~~district 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.

Mandatory interim student records are those records which the ~~schools are~~district is 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)

Mandatory permanent student records are those records which are maintained in perpetuity and

which ~~schools have~~the district has been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

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

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

CSBA 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)

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

~~CSBA 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), the U.S. Department of Education (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)~~

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)

CSBA NOTE: USDOE and the U.S. Department of Health and Human Services', "Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records," clarifies that a student's immunization and health record maintained by the district is a "student record" subject to 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

2. Informal notes compiled by a ~~school officer~~district official 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

CSBA NOTE: USDOE guidance, "School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA)," 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, as specified in 34 CFR 99.8

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

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

CSBA NOTE: Pursuant to Family Code 6323.5, districts are required to develop protocols to comply with a court's restraining order that prohibits a party from accessing records and information pertaining to the education, daycare, health care, recreational activities, or employment of a minor child of the parties, which may include a parent/guardian who would otherwise be entitled to the records. ~~For additional information see the~~The accompanying Board policy specifies this requirement.

1. Parents/guardians of students younger than ~~age~~ 18 years of age, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)

   However, the district shall not disclose student records to a party, including a parent/guardian, who is legally prohibited from accessing records and information of a student pursuant to a restraining order. (Family Code 6323.5)

2. An adult student, or a student under ~~the age of~~ 18 years of age, 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)

CSBA NOTE: Pursuant to Education Code 56041.5, all the rights accorded to the parent/guardian of a student with exceptional needs, 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 exceptional needs who is ~~age~~ 18 years of age or older and has been declared incompetent under state law (Education Code 56041.5)

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:

CSBA 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 16 years of age ~~16~~ or older or who have completed the 10th grade (Education Code 49076)

3. ~~School~~District officials and employees, consistent with the definition provided in "Definitions," above (Education Code 49076; 34 CFR 99.31)

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 18 years of 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)

5. Officials and employees of other ~~public schools~~districts, 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)

CSBA 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~~parent/guardian 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~~parent/guardian notification. See "Notification of Parents/Guardians," below.

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~~district, 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)

CSBA NOTE: Item #6 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 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 may be included in the annual parental notification issued pursuant to Education Code 48980.~~

~~Pursuant to Education Code 69475, portions of the existing Cal Grant Program will be conditionally repealed upon the Legislature's implementation of the Cal Grant Reform Act. AB 107 (Ch. 22, Statutes of 2024) announced the Legislature's intent to "phase in" the Cal Grant Reform Act beginning in 2025-26. As such, the existing Cal Grant Program remains in effect, but it is recommended that districts with questions about the Cal Grant Reform Act's effect on the~~

existing Cal Grant Program consult CSBA's District and County Office of Education Legal Services or district legal counselThis notification may be included in the annual parent/guardian notification issued pursuant to Education Code 48980.

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 of age, 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)

CSBA NOTE: Item #7 is for use by districts that serve students in grades 9-12. Pursuant to Education Code 60900, as amended by SB 153 (Ch. 38, Statutes of 2024), districts are required to, on or before January 1, 2026, enter into a data sharing agreement with the California College Guidance Initiative (CCGI), and by June 30, 2026, submit data for students in grades 9-12, as specified. Pursuant to Education Code 60900 and 60900.5, as amended by SB 153, the California Department of Education (CDE) also shares specified data with CCGI. The district is required to include in the annual notification to parents/guardians the sharing of data with CCGI; see "Notification of Parents/Guardians," below.

7. The California College Guidance Initiative (CCGI) in accordance with a data sharing agreement pursuant to Education Code 60900, to provide data for use when planning for and applying to California public colleges and universities (Education Code 60900, 60900.5)

8. 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)

CSBA 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. Additionally, 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.

9. 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 #8 above (Education Code 49076)

10. 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)

11. 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)

12. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

13. 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)

14. 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)

15. 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~~the district for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district. (Education Code 49069.3)

16. A student ~~age~~ 14 years of age or older who is an unaccompanied minor experiencing homelessness as defined in 42 USC 11434a (Education Code 49076)

CSBA NOTE: Family Code 6552, as amended by AB 495 (Ch. 664, Statutes of 2025), changes the definition of "relative", for purposes of a Caregiver's Authorization Affidavit, to include any adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including all stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand."

In "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," the California Attorney General encourages families to develop a Family Safety Plan and to consider completing a Caregiver Authorization Affidavit or a Petition for Appointment of Temporary Guardian, which would give a relative the authority to make educational and medical decisions for the student.

17. 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)

18. 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 1232g)

19. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with exceptional needs 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 #13 above. (Education Code 49076)

20. 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 by a parent/guardian, 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.

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 (FERPA). (Education Code 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

~~In addition~~Additionally, 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)

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 connection with an emergency if the knowledge of the information is necessary to protect the health or safety of the student or other persons (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)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

   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. 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 other districts, 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)

CSBA NOTE: Education Code 49076 includes "contractors" and "consultants," as defined in "Definitions" above, with a legitimate educational interest who have a formal written agreement or contract with the district, 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.

Pursuant to Education Code 49073.1, a district may enter into a contract with a third party to provide (1) services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or (2) digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records as provided. When entering into a contract with a third party, it is recommended that districts utilize data sharing agreements to ensure contractors~~,~~ and consultants~~, and vendors~~ comply with student data privacy laws. California IT in Education (CITE) has student data privacy resources, including a sample student data privacy agreement, available on its website. For more information on contracts for digital storage and maintenance of student records, see BP 3312 - Contracts.

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)

CSBA 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 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)

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 FERPA. (Education Code 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

Persons Generally Denied Access

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495, districts are **mandated** to update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," (2025 Guidance). The 2025 Guidance is available on the Office of the Attorney General's website.

The following section is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice. For more information regarding response to immigration enforcement, see BP/AR 1445 - Response to Immigration Enforcement.

A request for student records by an officer or employee of an agency conducting immigration enforcement shall be denied except in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

De-identification of Records

CSBA NOTE: 20 USC 1232g and Education Code 49076 authorize the district to release student records for specified purposes without parent/guardian consent after the removal of all "personally identifiable information," as defined in "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)

Process for Providing Access to Records

CSBA NOTE: Education Code 49069.7 **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 49069.7; 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)

CSBA NOTE: 5 CCR 431 **mandates** districts to establish written procedures to ensure the security of student records, including (1) guaranteeing access to authorized persons within five business days following the date of request, (2) assuring security of the records, and (3) enumerating and describing the student records collected and maintained by the district. The following three paragraphs reflect this mandate and should be modified to reflect any specific physical, technological, or administrative controls developed by the district. The types of student records collected and maintained by the district are enumerated and described in "Retention and Destruction of Student Records," below.

34 CFR 99.31 requires districts to use "reasonable methods" to (1) ensure that ~~school~~district officials, employees, ~~and outside~~ contractors, and consultants 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~~district officials and employees, and any other party to whom the district discloses personally identifiable information from education records. ~~In addition~~Additionally, 34 CFR 99.31 specifies that a district that does not use physical or technological access controls, such as a locked file cabinet or computer security limiting access, ~~must~~is required to ensure that its administrative policy for controlling access is effective and remains in compliance with the "legitimate educational interest" requirement.

In commentary accompanying the Final Rule (73 Fed.Reg. 237, page 74817), USDOE suggests a balance of physical, technological, and administrative controls to prevent unauthorized access and to ensure that ~~school~~district officials and employees 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, such as the California Longitudinal Pupil Achievement Data System (CALPADS), 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~~district officials and employees obtain access to only those student records in which they have legitimate educational interests. (Education Code 49076; 5 CCR 431; 34 CFR 99.31)

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.

CSBA NOTE: Education Code 49069.7 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 49069.7; 5 CCR 431)

CSBA NOTE: 34 CFR 99.30 specifies information that is required to be included in the parent/guardian consent form, as provided below.

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.

CSBA NOTE: Education Code 49069.7 **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 49069.7)

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)

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)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

~~The~~Additionally, 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.

CSBA NOTE: ~~Although~~ Education Code 49064 does not require the district to record access by individuals specified in Items #1-5 below~~;~~. If the district ~~may consider recording~~wants to record access by all individuals as part of the reasonable administrative controls required by 34 CFR 99.31~~;~~ ~~see "Process for Providing Access to Records," above~~, the following list and section should be modified to reflect district practice.

The log ~~shall~~need not include requests for access to records by: (Education Code 49064)

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~~have received written ~~parental~~ consent by a parent/guardian and have provided it to the district, in which case the consent notice shall be filed with the record pursuant to Education Code 49075

5. ~~School~~District officials and employees who have a legitimate educational interest

~~CSBA 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 Governing 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.~~

~~1. Law enforcement personnel seeking immigration-related information~~

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

CSBA NOTE: Education Code 49069.7 **mandates** that the district adopt procedures for granting parent/guardian requests for copies of student records pursuant to Education Code 49065.

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)

Changes to Student Records

Only a parent/guardian having legal custody of a student or 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)

No addition 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 49070; 5 CCR 437)

CSBA NOTE: ~~In CALPADS, "Update FLASH #158, Guidance for Changing a Student's Legal Name in CALPADS," CDE 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.~~

Pursuant to Education Code 220.3, ~~as added by AB 1955 (Ch. 95, Statutes of 2024),~~ a district is prohibited from requiring an official, employee ~~or~~, contractor, or consultant to disclose any information related to a student's sexual orientation, gender identity, or gender expression, including changing student records, to any other person without the student's consent unless otherwise required by state or federal law.

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 Education Code 49070 and the process specified in Administrative Regulation 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

3. Sex of student

4. Name and address of parent/guardian of minor student

    a. Address of minor student if different from the above

    b. Annual verification of parent/guardian's name and address and student's residence

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

7. Verification of or exemption from required 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

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

4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge

5. Language training records

6. Progress slips/notices required by Education Code 49066 and 49067

7. ~~Parental~~Parent/guardian 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

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

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 discipline data

4. Verified reports of relevant behavioral patterns

5. All disciplinary notices

6. Supplementary attendance records

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~~the district from any other ~~school~~ district ~~or~~, a private school, or school system, 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)

CSBA 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~~is required to inform the student's teachers of the acts~~;~~. For more information regarding teacher security, 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)

CSBA 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. For more information regarding transferring student records, see BP/AR 6146.3 - Reciprocity Of Academic Credit

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)

Additionally, when a student in foster care is enrolling in a district school, the district's liaison for foster youth shall contact, within two business days of the student's request for enrollment, the school last attended by the student to obtain all academic and other records. (Education Code 48853.5)

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~~district property, this information shall be sent to the requesting district along with the student's records.

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 exceptional needs. (Education Code 48985, 49063; 5 CCR 431; 34 CFR 99.7)

The notice shall include: (Education Code 49063, 60900.5; 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~~district 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

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

CSBA NOTE: Item #12 is for districts that serve students in grades 9-12. Pursuant to Education Code 60900~~, as amended by SB 153~~, districts are required to annually notify parents/guardians that specified district data and data collected by CDE is shared with CCGI.

12. The sharing with CCGI of specified district data and data collected by the California Department of Education for the purposes of college admissions, academic placement, and eligibility for student financial aid (Education Code 60900)

13. 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

CSBA NOTE: Pursuant to 34 CFR 99.34, if the district's annual ~~parental~~parent/guardian notification contains the information described in optional Item #14 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~~district, school system, or postsecondary institution;

see Item #5 in the list of persons/agencies with legitimate educational interests in "Access for Limited Purpose/Legitimate Educational Interest," above.

14. 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

CSBA NOTE: The following paragraph ~~reflects model policy language from the 2024 Guidance developed pursuant to Education Code 234.7.~~is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice.

~~In addition~~Additionally, the annual ~~parental~~parent/guardian 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.~~only be released in accordance with Board Policy/Administrative Regulation 1445 – Response to Immigration Enforcement.

Student Records from Social Media

CSBA 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~~are required to comply with the requirements described below. Districts that have not adopted such a program should delete the following section.

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~~Additionally, 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~~parent/guardian 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

CSBA NOTE: Education Code 49062.5 requires a district to update a former student's records to reflect a change to the former 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 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. (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 Administrative Regulation 5125.3 - Challenging Student Records.
(Education Code 49062.5)

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

State	Description
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	Individual student records
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Code of Civil Procedure 1985.3	Subpoena duces tecum
Ed. Code 17604	Delegation of powers to agents
Ed. Code 220.3	Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 35266	Reporting of cyberattacks
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48853.5	Foster youth; placement, immunizations
Ed. Code 48902	Notification of law enforcement of specified violations
Ed. Code 48904-48904.3	Withholding grades, diplomas, or transcripts
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardian in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49091.14	~~Parental~~Parent/guardian review of curriculum
Ed. Code 51745	Independent study

Ed. Code 56041.5	Rights of students with disabilities
Ed. Code 56050	Surrogate parents
Ed. Code 56055	Foster parents
Ed. Code 60900-60901	California Longitudinal Pupil Achievement Data System
Ed. Code 69432.9	Cal Grant program; notification of grade point average
Ed. Code 69475	Conditional repeal of Cal Grant program
Fam. Code 3025	Access to records by noncustodial parents
Fam. Code 6323.5	Ex parte orders
Fam. Code 6552	Caregiver's authorization affidavit
Gov. Code 7920.000-7930.215	California Public Records Act
H&S Code 120440	Immunizations; disclosure of information
Pen. Code 245	Assault with deadly weapon
W&I Code 16010	Health and education records of a minor
W&I Code 681	Truancy petitions
W&I Code 701	Juvenile court law

Federal	**Description**
15 USC 6501-6506	Children's Online Privacy Protection Act
16 CFR Part 312	Children's Online Privacy Protection Rule
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1232h	Protection of Pupil Rights Amendment
26 USC 152	Definition of dependent child
34 CFR 300.501	Opportunity to examine records for parents/guardians of student with disability
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act
42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions

Management Resources	**Description**
CA Office of the Attorney General 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, December 2024~~Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025

	(https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
CSBA Publication	Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know, September 2023
CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
Federal Register	Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855
U.S. Department of Education Publication	IDEA and FERPA Crosswalk: A side-by-side comparison of the privacy provisions under Parts B and C of the IDEA and FERPA, August 2022
U.S. Department of Education Publication	School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA), February 2019
U.S. Department of Education Publication	An Eligible Student Guide to the Family Educational Rights and Privacy Act (FERPA), March 2023
U.S. Department of Education Publication	A Parent Guide to the Family Educational Rights and Privacy Act (FERPA), July 2021
U.S. Department of Education Publication	Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, Oct 2007
U.S. Department of Education Publication	Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008
Website	California IT in Education, Student Data Privacy
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Education, Protecting Student Privacy
Website	California Office of the Attorney General
Website	California Department of Education
Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)
Website	California Department of Education, Resources to Include Immigrant Families (Resources to Include Immigrant Families - Including Immigrant Families (CA Dept of Education))

Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0441	Artificial Intelligence
1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
1400	Relations Between Other Governmental Agencies And The Schools
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
3250	Transportation Fees
3250	Transportation Fees
3260	Fees And Charges
3260	Fees And Charges
3290	Gifts, Grants And Bequests
3312	Contracts
3515	Campus Security
3515	Campus Security
3515.3	District Police/Security Department

3515.3	District Police/Security Department
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
3580	District Records
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4112.6	Personnel Files
4113.5	Working Remotely
4117.7	Employment Status Reports
4119.23	Unauthorized Release Of Confidential/Privileged Information
4158	Employee Security
4158	Employee Security
4212.6	Personnel Files
4213.5	Working Remotely
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4258	Employee Security
4258	Employee Security
4312.6	Personnel Files
4313.5	Working Remotely
4317.7	Employment Status Reports
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4358	Employee Security
4358	Employee Security
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5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5021	Noncustodial Parents
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
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5111	Admission
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5111.1	District Residency
5111.2	Nonresident Foreign Students
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5112.1	Exemptions From Attendance
5112.2	Exclusions From Attendance
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5113.2	Work Permits
5113.2	Work Permits
5119	Students Expelled From Other Districts
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5125.2	Withholding Grades, Diploma Or Transcripts
5125.3	Challenging Student Records
5126	Awards For Achievement
5126	Awards For Achievement

5131.1	Bus Conduct
5131.1	Bus Conduct
5131.2	Bullying
5131.2	Bullying
5131.61	Drug Testing
5131.7	Weapons And Dangerous Instruments
5131.7	Weapons And Dangerous Instruments
5131.9	Academic Honesty
5138	Conflict Resolution/Peer Mediation
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.23	Asthma Management
5141.23	Asthma Management
5141.24	Specialized Health Care Services
5141.26	Tuberculosis Testing
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.33	Head Lice
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
5142.1	Identification And Reporting Of Missing Children
5144	Discipline

5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5144.4	Required Parental Attendance
5144.4	Required Parental Attendance
5145.12	Search And Seizure
5145.12	Search And Seizure
~~5145.13~~	~~Response To Immigration Enforcement~~
~~5145.13~~	~~Response To Immigration Enforcement~~
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5146	Married/Pregnant/Parenting Students
5148	Child Care And Development
5148	Child Care And Development
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
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6143	Courses Of Study
6145.2	Athletic Competition
6145.2	Athletic Competition
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
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6146.2-E(1)	Certificate Of Proficiency/High School Equivalency

6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6162.8	Research
6162.8	Research
6163.4	Student Use Of Technology
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6164.2	Guidance/Counseling Services
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6164.5	Student Success Teams
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment In College Classes
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth

6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6175	Migrant Education Program
6175	Migrant Education Program
6178.1	Work-Based Learning
6178.1	Work-Based Learning
9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Policy 5125.1: Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 11/01/2001 | **Last Revised Date:** ~~06/~~01/~~2025~~01/2026 | **Last Reviewed Date:** ~~06/~~01/~~2025~~01/2026

CSBA NOTE: ~~he~~The following **mandated** policy and accompanying administrative regulation reflect the requirements of Education Code 49073 and the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), which require districts to adopt a policy identifying those categories of student records considered to be "directory information" and that may generally be released, unless a student's parent/guardian notifies the district of a refusal.

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information ~~only~~, including to news media or nonprofit organizations, in accordance with law, Board policy, and administrative regulation.

~~The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with law, Board policy and administrative regulation.~~

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on a determination of the best interests of district students. (Education Code 49073)

CSBA NOTE: Pursuant to Education Code 49073.2, the district is prohibited from including in the Governing Board's meeting minutes a student's directory information, when the student or parent/guardian requests that such information be excluded. For further information about the Board's minutes, see BB 9324 - Minutes and Recordings.

A student's directory information shall only be included in the minutes of the Board's meeting in accordance with Board Bylaw 9324 - Minutes and Recordings.

CSBA NOTE: ~~The options below are for use only by districts maintaining grades 9-12.~~

10 USC 503 and 20 USC 7908 require districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide the names, addresses, email addresses, and telephone numbers of secondary school students to military recruiters upon request, except when the parent/guardian, or student, if 18 years of age or older, requests that the information not be released. Districts that do not grant military recruiters access to such student directory information may lose those funds, and may be subject to the interventions specified in 10 USC 503. Additionally, Education Code 49073.5 declares the intent of the Legislature that a district, including a district that does not receive ESEA funds, not purposefully exclude military recruiters from access to student directory information when adopting the required release of student directory information policy. See "Notification to Parents/Guardians" and "Parent/Guardian Consent" in the accompanying administrative regulation.

Colleges and prospective employers, including military recruiters, shall have access to a student's name, address, email address, and telephone number, unless the student's parent/guardian, or the student, if the student is 18 years of age or older, has ~~specified~~requested that ~~the~~such information not be released. (10 USC 503, 20 USC 7908)

CSBA NOTE: It is recommended that districts carefully consider whether to place items containing student directory information, such as home addresses, email addresses, or telephone numbers, on the district's website since release of such information may put students and the district at risk and may also be a violation of Education Code 49073, as specified below.

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and employers, including prospective employers, in accordance with law, Board policy, and administrative regulation. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled, provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

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

State	Description
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 48985	Notices to parents/~~guardian~~guardians in language other than English
Ed. Code 49061	Definitions; directory information
Ed. Code 49063	Notification of parents/guardians of their rights
Ed. Code 49073	Release of directory information
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49073.5	Directory information; military representatives; telephone numbers
Ed. Code 49603	On campus access to employers and military services

Federal	Description
10 USC 503	Military recruiter access to directory information
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 7908	Armed forces recruiter access to students and student recruiting information
34 CFR 99.1-99.67	Family Educational Rights and Privacy

42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions

Management Resources	**Description**
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's ~~K~~TK-12 Schools in Responding to Requests for Access and Information for Immigration ~~Issues~~Enforcement Purposes, December ~~2024~~2025 (https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
U.S. Department of Education Publication	Model Notice for Directory Information, March 2011
U.S. Department of Education Publication	Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA, November 2016
Website	CSBA District and County Office of Education Legal Services
Website	California Attorney General's Office
Website	U.S. Department of Education, Office of the Chief Privacy Officer
Website	California Department of Education, Resources to Include Immigrant Families (Resources to Include Immigrant Families - Including Immigrant Families (CA Dept of Education))
Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)

Cross References

Code	**Description**
1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1260	Educational Foundation
1340	Access To District Records

1340	Access To District Records
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
3515	Campus Security
3515	Campus Security
3580	District Records
3580	District Records
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4119.23	Unauthorized Release Of Confidential/Privileged Information
4135	Soliciting And Selling
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4235	Soliciting And Selling
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4335	Soliciting And Selling
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5125	Student Records
5125	Student Records
5131.1	Bus Conduct
5131.1	Bus Conduct
5145.12	Search And Seizure
5145.12	Search And Seizure
~~5145.13~~	~~Response To Immigration Enforcement~~
~~5145.13~~	~~Response To Immigration Enforcement~~

5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
6164.2	Guidance/Counseling Services
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
9324	Minutes And Recordings

Regulation 5125.1: Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** ~~06/~~01/~~2025~~01/2026 | **Last Reviewed Date:** ~~06/~~01/~~2025~~01/2026

Definition

CSBA NOTE: Education Code 49073 and the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g~~),~~) **mandate** that districts adopt a policy identifying those categories of student records considered to be "directory information," which may generally be released unless the parent/guardian notifies the district of a refusal to release such information. "Directory information" is defined in Education Code 49061 and 34 CFR 99.3, and listed ~~in the following section~~below. The district may not expand the list, but may modify it to remove any items the district does not intend to release as directory information. ~~Also~~For more information regarding directory information as it relates to student records, see AR 5125 - Student Records.

Because Education Code 49061 does not include three types of information that are included as directory information in 34 CFR 99.3, ~~(1)~~ the student's place of birth, ~~(2)~~ grade level, and ~~(3)~~ photograph~~. Thus~~, these types of information are not reflected in the following list. It is recommended that districts that receive any request for such information about student(s) based on federal law consult CSBA's District and County Office of Education Legal Services or district legal counsel prior to releasing the information.

Directory information means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Directory information does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), districts ~~were~~are **mandated** to ~~adopt~~update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's ~~K~~TK-12 Schools in Responding to ~~Immigration Issues,"~~ ~~first~~Requests for Access and Information for Immigration Enforcement Purposes," (2025 Guidance) published ~~in April 2018 (2018 Guidance), by July~~ on December 1, ~~2018~~2025. The ~~Attorney General Updated the 2018~~2025 Guidance ~~in December 2024 and has stated that districts "should" adopt or update their policies by May 1, 2025.~~is available on the Office of the Attorney General's website. For ~~additional language fulfilling this mandate~~more information regarding response to immigration enforcement, the 2025 MPL, and 2025 Guidance, see BP/AR ~~5125 - Student Records and BP/AR 5145.13 -~~1445 – Response to Immigration Enforcement~~. Also see "Notification to Parents/Guardians" below~~.

Directory information does not include the citizenship status, immigration status, place of birth, or any other information indicating national origin of a student or the student's family member.

Notification to Parents/Guardians

CSBA NOTE: Pursuant to Education Code 49063 and 20 USC 1232g, the district ~~must~~is required to annually notify parents/guardians and students who are 18 years of age or older, in writing, of the categories of records considered to be "directory information." ~~The Attorney General's model policy developed pursuant to Education Code 234.7 requires that this notification~~While not required by law, the 2025 MPL includes the requirement for the notification to also describe the manner in which parents/guardians may refuse the release of directory information. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students are required to be written in the primary language as well as in English. See the accompanying Exhibit for a sample parent/guardian notification.

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the district plans to release and the recipients of the information. ~~The~~Additionally, the notification shall ~~also~~ inform parents/guardians of their right to refuse to let the district designate any or all types of information about their student as directory information, how to refuse release of directory information about their student, and the period of time within which a parent/guardian must notify the district in writing that the parent/guardian does not want a certain category of information about their student designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

CSBA NOTE: ~~Pursuant to Education Code 234.7, districts are mandated to adopt~~While not required by law, the following paragraph ~~consistent with~~reflects the ~~Attorney General's model policy~~2025 MPL.

~~Additionally~~In addition, the annual ~~parental~~parent/guardian notification shall include a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and that the district will not release such information without parent/guardian consent or a court order.

CSBA NOTE: The following paragraph applies to districts that maintain secondary schools and receive funds under the federal Elementary and Secondary Education Act (ESEA). 10 USC 503 and 20 USC 7908 require those districts to notify parents/guardians that they may request that the district not release their child's name, address, email address, and telephone number to military recruiters, employers, or colleges without their prior written consent. The U.S. Department of Education's, "Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA," provides that a single notice that is reasonably calculated to inform parents/guardians of the above information is sufficient. The law does not specify whether parents/guardians may request that the district not release their child's information to certain third parties, such as military recruiters, but authorize the release to other parties, such as private employers. It is recommended that districts with questions about disclosure of student directory information consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, email address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (10 USC 503, 20 USC 7908)

Parent/Guardian Consent

CSBA NOTE: Education Code 49073 specifies that parents/guardians may request that their child's directory information not be released (an "opt-out" process). Similarly, 20 USC 7908 requires an "opt-out" process by which parents/guardians may request that their child's information not be released to military recruiters, employers, or institutions of higher education.

A student's directory information shall not be released if the student's parent/guardian has notified the district in writing that such information shall not be disclosed. (Education Code 49073; 20 USC 1232g, 7908)

CSBA NOTE: ~~However, pursuant~~ Pursuant to Education Code 49073, in the case of a student experiencing homelessness, as defined in 42 USC 11434a, directory information may only be released if the parent/guardian or student 18 years of age or older has provided written consent for its release ("opt-in process"). However, pursuant to Education Code 49073, as amended by AB 677 (Ch. 163, Statutes of 2025), directory information of a student experiencing homelessness may be disclosed to facilitate an eye examination by a nonprofit eye examination provider, or a free oral health assessment hosted by a school, unless the parent/guardian, or student accorded parental rights, has provided written notice to the school that consent is not given to the physical examination.

The directory information of a student identified as a student experiencing homelessness shall not be released, unless the student's parent/guardian, or the student if 18 years of age or older, has provided written consent that directory information may be released. ~~(Education Code 49073; 20 USC 1232g, 7908~~ However, the directory information of a student experiencing homelessness may be disclosed for the purpose of facilitating an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by a district school, unless the student's

parent/guardian, or student accorded parental rights, has provided written notice to the school that consent to such exam(s) is not given. (Education Code 49073; 20 USC 1232g, 7908; 42 USC 11434a)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

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

State	**Description**
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 48985	Notices to parents/~~guardian~~guardians in language other than English
Ed. Code 49061	Definitions; directory information
Ed. Code 49063	Notification of parents/guardians of their rights
Ed. Code 49073	Release of directory information
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49073.5	Directory information; military representatives; telephone numbers
Ed. Code 49603	On campus access to employers and military services

Federal	**Description**
10 USC 503	Military recruiter access to directory information
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 7908	Armed forces recruiter access to students and student recruiting information
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions

Management Resources	**Description**
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's ~~K~~TK-12 Schools in Responding to Requests for Access and Information for Immigration ~~Issues~~Enforcement Purposes, December ~~2024~~2025

	(https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
U.S. Department of Education Publication	Model Notice for Directory Information, March 2011
U.S. Department of Education Publication	Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA, November 2016
Website	CSBA District and County Office of Education Legal Services
Website	California Attorney General's Office
Website	U.S. Department of Education, Office of the Chief Privacy Officer
Website	California Department of Education, Resources to Include Immigrant Families (Resources to Include Immigrant Families - Including Immigrant Families (CA Dept of Education))
Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)

Cross References

Code	Description
1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1260	Educational Foundation
1340	Access To District Records
1340	Access To District Records
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
3515	Campus Security
3515	Campus Security
3580	District Records

3580	District Records
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4119.23	Unauthorized Release Of Confidential/Privileged Information
4135	Soliciting And Selling
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4235	Soliciting And Selling
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4335	Soliciting And Selling
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5125	Student Records
5125	Student Records
5131.1	Bus Conduct
5131.1	Bus Conduct
5145.12	Search And Seizure
5145.12	Search And Seizure
~~5145.13~~	~~Response To Immigration Enforcement~~
~~5145.13~~	~~Response To Immigration Enforcement~~
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
6164.2	Guidance/Counseling Services
6173	Education For Homeless Children

6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
9324	Minutes And Recordings

Exhibit 5125.1-E(1): Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 07/01/2005 | **Last Revised Date:** ~~06/~~01/~~2025~~01/2026 | **Last Reviewed Date:** ~~06/~~01/~~2025~~01/2026

CSBA NOTE: The following exhibit is based on a model notice prepared by the U.S. Department of Education, reflects the definition of "directory information" in Education Code 49061, and should be modified to reflect district practice. ~~It has been updated to reflect Education Code 49061 and to include provisions required by the California Attorney General's model policy developed pursuant to Education Code 234.7; see the accompanying administrative regulation.~~

Pursuant to Education Code 234.7, as amended by AB 495 (Ch. 664, Statues of 2025), districts ~~were~~are **mandated** to ~~adopt~~update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's ~~K~~TK-12 Schools in Responding to Requests for Access and Information for Immigration ~~Issues," first~~Enforcement Purposes," (2025 Guidance) published ~~in April 2018 ("2018 Guidance"), by July 1, 2018. The Attorney General updated the 2018 Guidance in~~ on December ~~2024 ("2024 Guidance") and has stated that districts "should" adopt or update their policies based on the 2024 Guidance by May 1, 2025. The 2024~~1, 2025. The 2025 Guidance is available on the ~~website of the~~ Office of the Attorney ~~General. For additional language fulfilling~~General's website. Certain portions of the 2025 MPL or its equivalent are contained within this ~~mandate~~exhibit. For more information regarding response to immigration enforcement, the 2025 MPL, and 2025 Guidance, see ~~the accompanying administrative regulation and~~ BP/AR ~~5125 - Student Records and BP/AR 5145.13 -~~ 1445 - Response to Immigration Enforcement.

Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students are required to be written in the primary language as well as in English.

PARENT/GUARDIAN NOTICE
RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that CJUSD (district name), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include information from your child's education records in certain school and/or district publications. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs

- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. ~~In addition~~Additionally, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

CSBA NOTE: The portion of the following paragraph which cautions that notification to the district by the specified date is the only way to prevent the release of directory information reflects the 2025 Guidance, but is not required by law.]

If you do not want the district to disclose any or all of the information designated below as directory information from your child's education records without your prior written consent, you must notify the district in writing by August 15 of school year (insert date). Notifying the district by this date is the only way to prevent the release of directory information. The district has designated the following information as directory information:

CSBA NOTE: The following list reflects "directory information" pursuant to Education Code 49061. The district should modify the following list to specify those categories of information defined by the district as "directory information" in the accompanying administrative regulation. Those items the district does not intend to release as directory information should be deleted.

1. Student's name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Additionally, the district may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number

(PIN), password, or other factor known or possessed only by the authorized user.

In addition, the district may disclose a student identification number or other unique personal identifier that is displayed on a student identification badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

CSBA NOTE: The following paragraph reflects ~~the 2024~~34 CFR 99.3, which provides that directory information does not include a student's social security number, the 2025 MPL, and the 2025 Guidance.

The district may not disclose a student's Social Security number. Directory information does not include your child's citizenship status, immigration status, place of birth, or any other information indicating national origin.

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State	**Description**
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 48985	Notices to parents/~~guardian~~guardians in language other than English
Ed. Code 49061	Definitions; directory information
Ed. Code 49063	Notification of parents/guardians of their rights
Ed. Code 49073	Release of directory information
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49073.5	Directory information; military representatives; telephone numbers
Ed. Code 49603	On campus access to employers and military services

Federal	**Description**
10 USC 503	Military recruiter access to directory information
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 7908	Armed forces recruiter access to students and student recruiting information
34 CFR 99.1-99.67	Family Educational Rights and Privacy

42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions

Management Resources	**Description**
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's ~~K~~TK-12 Schools in Responding to Requests for Access and Information for Immigration ~~Issues~~Enforcement Purposes, December ~~2024~~2025 (https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf)
U.S. Department of Education Publication	Model Notice for Directory Information, March 2011
U.S. Department of Education Publication	Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA, November 2016
Website	CSBA District and County Office of Education Legal Services
Website	California Attorney General's Office
Website	U.S. Department of Education, Office of the Chief Privacy Officer
Website	California Department of Education, Resources to Include Immigrant Families (Resources to Include Immigrant Families - Including Immigrant Families (CA Dept of Education))
Website	California Department of Education, LEA Immigration Enforcement Policy Submission (Immigration Enforcement Policy - Executive Office (CA Dept of Education)

Cross References

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1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1260	Educational Foundation
1340	Access To District Records

1340	Access To District Records
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
3515	Campus Security
3515	Campus Security
3580	District Records
3580	District Records
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4119.23	Unauthorized Release Of Confidential/Privileged Information
4135	Soliciting And Selling
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4235	Soliciting And Selling
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
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5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5125	Student Records
5125	Student Records
5131.1	Bus Conduct
5131.1	Bus Conduct
5145.12	Search And Seizure
5145.12	Search And Seizure
~~5145.13~~	~~Response To Immigration Enforcement~~
~~5145.13~~	~~Response To Immigration Enforcement~~

5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
6164.2	Guidance/Counseling Services
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
9324	Minutes And Recordings

Policy 5145.13: Response To Immigration Enforcement

Status: ADOPTED

Original Adopted Date: 05/01/2018 | Last Revised Date: 03/01/2025 | Last Reviewed Date: 03/01/2025

CSBA NOTE: Pursuant to Education Code 234.7, districts were mandated to adopt policies, by July 1, 2018, with language that is equivalent to the model policy language developed by the California Attorney General in "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," first published in April 2018 ("2018 Guidance"). The Attorney General updated the 2018 Guidance in December 2024 ("2024 Guidance") and has stated that districts "should" adopt or update their policies based on the 2024 Guidance by May 1, 2025. The 2024 Guidance is available on the Office of the Attorney General's website.

Since the legal landscape regarding a district's response to immigration enforcement is in flux and additional legislation is currently pending, it is recommended that districts consult with CSBA's District and County Office of Education Legal Service or district legal counsel when adopting this policy.

See the accompanying administrative regulation, BP 0410 - Nondiscrimination in District Programs and Activities, BP/AR 5111 - Admission, AR 5111.1 - District Residency, BP/AR 5125 - Student Records, AR/E 5125.1 - Release of Directory Information, and BP 5131.2 - Bullying for additional language that is equivalent to the model policy language in the 2018 Guidance and 2024 Guidance.

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents, and shall not seek or require information or documents to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members. (Education Code 234.7)

CSBA NOTE: Education Code 234.1 mandates that districts adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Education Code 220 and Penal Code 422.55. Education Code 234.1 expressly includes immigration status among the protected categories. See BP 0410 - Nondiscrimination in District Programs and Activities and BP 5145.3 - Nondiscrimination/Harassment for language fulfilling this mandate.

In accordance with law, Board Policy 0410 - Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 - Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

CSBA NOTE: Government Code 8310.3 prohibits districts from disclosing information about immigration status or religion for use in the compilation of a registry for immigration enforcement or otherwise assisting in the creation of such a registry. The 2024 Guidance contains a similar prohibition. Also see BP 0410 - Nondiscrimination in District Programs and Activities and BP 5125 - Student Records.

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

CSBA NOTE: Pursuant to Education Code 234.7, a district is required to notify parents/guardians of their children's right to a free public education regardless of immigration status. The 2024 Guidance provides additional detail on this topic, which includes one appendix titled "Know Your Educational Rights." Such notice may be included in the annual parental notification provided pursuant to Education Code 48980 or through any other cost-effective means. See 5145.6 - Parent/Guardian Notifications and BP 0410 - Nondiscrimination in District Programs and Activities.

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

The Superintendent or designee shall develop procedures for addressing any immigration-related requests by a law enforcement officer for access to district records, school sites, or students.

CSBA NOTE: The following optional paragraph reflects a recommendation from the 2024 Guidance and may be revised to reflect district practice.

The Superintendent or designee may provide training to staff regarding immigration issues, including information on responding to a request from a law enforcement officer to visit a school site or to have access to a student.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by a law enforcement officer for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

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

State	**Description**
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination

Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 48204.4	Evidence of residency for school enrollment
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardian in language other than English
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 627-627.10	Access to school premises

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

Management Resources	**Description**
CA Office of the Attorney General 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, December 2024
Court Decision	Plyler v. Doe, 457 U.S. 202 (1982)
CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Immigration and Customs Enforcement, Online Detainee Locator System
Website	California Office of the Attorney General
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	U.S. Immigration and Customs Enforcement
Website	California Department of Education
Website	California Civil Rights Department

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1340	Access To District Records
1340	Access To District Records
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.31	School Resource Officers
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5142	Safety
5142	Safety
5145.12	Search And Seizure
5145.12	Search And Seizure
6142.3	Civic Education
6143	Courses Of Study

~~6143~~ ~~Courses Of Study~~

~~6175~~ ~~Migrant Education Program~~

~~6175~~ ~~Migrant Education Program~~

Regulation 5145.13: Response To Immigration Enforcement

Status: ADOPTED

Original Adopted Date: 05/01/2018 | **Last Revised Date:** 03/01/2025 | **Last Reviewed Date:** 03/01/2025

CSBA NOTE: Pursuant to Education Code 234.7, districts were mandated to adopt policies, by June 1, 2018, with language that is equivalent to the model policy language developed by the California Attorney General in "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," first published in April 2018 ("2018 Guidance"). The Attorney General updated the 2018 Guidance in December 2024 ("2024 Guidance") and has stated that districts "should" adopt or update their policies based on the 2024 Guidance by May 1, 2025. The 2024 Guidance is available on the Office of the Attorney General's website.

Since the legal landscape regarding a district's response to immigration enforcement is in flux and additional legislation is currently pending, it is recommended that districts consult with CSBA's District and County Office of Education Legal Service or district legal counsel when adopting this policy.

See the accompanying Board policy, BP 0410 - Nondiscrimination in District Programs and Activities, BP/AR 5111 - Admission, AR 5111.1 - District Residency, BP/AR 5125 - Student Records, AR/E 5125.1 - Release of Directory Information, and BP 5131.2 - Bullying for additional language fulfilling this mandate.

The Attorney General recommends that, if feasible, districts designate an immigrant affairs liaison to facilitate training programs for staff, help provide non-legal advice to families, and assist in communications with other educational agencies and local and state government stakeholders. The following administrative regulation may be revised to reflect any such position established by the district.

Responding to Requests for Immigration-Related Information or Documents

CSBA NOTE: Education Code 234.7 prohibits the collection of information or documents regarding the citizenship or immigration status of students or their family members, except as required by state or federal law, or as required to administer a state or federally supported education program. If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing that information except in limited circumstances, such as when parent/guardian consent, a court order, or a judicial subpoena/warrant is provided.

Upon receiving any verbal or written request for information or documents related to a student's or family's immigration or citizenship status, district staff shall:

1. Record or otherwise document the request and notify the Superintendent or designee about the request

2. Provide the student's parent/guardian or, if the student is at least 18 years old, the student, with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a court order, judicial subpoena/warrant, or in cases involving investigation of child abuse, neglect, or dependency

Information or documents related to a student's immigration or citizenship status shall not be disclosed to a law enforcement officer without consent by the parent/guardian or, if the student is at least 18 years old, by the student, a court order, or judicial subpoena/warrant. To obtain written consent, the release of student information shall include the following information:

1. The signature and signature date of the parent/guardian, or student if the student is at least 18 years old

2. A description of the records to be disclosed

3. The reason for the release of information

4. The parties or class of parties receiving the information

5. A copy of the records to be released, if requested by the parent/guardian or student

In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena/warrant.

Responding to Requests for Access to Students or School Grounds

District staff shall receive parent/guardian consent or, if the student is at least 18 years old, the student's consent, before the student is interviewed or searched by any law enforcement officer for immigration enforcement purposes, unless the officer presents a court order or a judicial warrant.

A student's parent/guardian shall be immediately notified when a law enforcement officer requests or is able to interview, search, detain, or otherwise interact with the student for immigration enforcement purposes, unless prohibited by a court order or a judicial warrant, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

CSBA NOTE: The Attorney General's model policy includes requirements that the district post signs at school entrances containing school hours and registration requirements and that the district adopt measures for responding to outsiders in a manner that avoids classroom interruptions. See BP/AR 1250 - Visitors/Outsiders for procedures applicable to all visitors.

A law enforcement officer who requests to enter district property which is not open to all visitors shall register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer states that exigent circumstances exist or as stated in a court order or judicial warrant. (Penal Code 627.2, 627.3)

As early as possible, district staff shall notify the Superintendent or designee of any immigration enforcement-related request by a law enforcement officer for access to a student or to district property, including service of lawful warrants, subpoenas, petitions, complaints, or other similar documents.

Responding to Law Enforcement Officers on District Property

CSBA NOTE: The following paragraph may be modified by districts that do not maintain a district police or security department.

District staff shall report the presence of any law enforcement officer on district property for immigration enforcement purposes to on-site district police and other appropriate administrators.

Unless a law enforcement officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall take the following actions when such an officer is actually or imminently present on district property for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent, principal, or designee, except under exigent circumstances that necessitate immediate action

2. Request to see and record or otherwise document the officer's credentials, including the officer's name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information

3. Ask the officer for, and then record or otherwise document, the officer's reason for being on district property

4. Request that the officer produce any documentation that authorizes the officer's school access, make copies of all such documentation, and retain at least one copy for district records

5. Contact and consult with the district's legal counsel or Superintendent or designee

6. Follow the direction from the district's legal counsel or Superintendent or designee

If the officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall comply with the officer's orders and immediately contact the Superintendent or designee and then the district's legal counsel.

Regardless of whether the officer declares that exigent circumstances exist, district staff shall not attempt to physically impede the officer, even if the officer appears to be acting outside the law or in excess of the officer's stated or documented authorization. If an officer enters the premises without consent, district staff shall document the officer's actions while on campus but only to the extent that it does not impede the officer's actions.

After the officer leaves district property, district staff shall promptly make written notes of all interactions with the officer, including:

1. A list or copy of the officer's credentials and contact information, if known

2. The identity of all other district staff known to have communicated with the officer

3. A description of the officer's request and activities

4. The type of documentation, such as a warrant or subpoena, that authorized the officer's request or actions, what was requested by the documentation, and whether the

documentation was signed by a judge

5. District staff's response to the officer's request

6. Any further action taken by the officer

7. Copies of any documents presented by the officer

District staff shall promptly provide a copy of these notes and any associated documents district staff has collected from the officer to the district's legal counsel or other district official designated by the Superintendent.

The district's legal counsel or the Superintendent or designee shall submit a timely report to the Governing Board regarding the officer's requests and actions and the district's response. (Education Code 234.7)

The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.

Responding to the Detention or Deportation of Student's Parent/Guardian

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will only use information provided on the emergency cards in response to specific emergency situations and not for any other purpose.

The Superintendent or designee may also encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a student's parent/guardian is detained or deported.

In the event that a student's parent/guardian is detained or deported, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.

CSBA NOTE: Education Code 48204.4 provides that a student complies with district residency requirements if the student's parent/guardian was a resident of California and departed against the parent/guardian's will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing removal, or removal or departure pursuant to the federal Immigration and Nationality Act. See AR 5111.1 - District Residency.

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency

contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance in the district if the student and the student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

CSBA NOTE: The following paragraph is recommended, but not required, by the Attorney General's model policy. It should be deleted or modified to reflect district practice.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

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

State	**Description**
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 48204.4	Evidence of residency for school enrollment
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardian in language other than English
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 627-627.10	Access to school premises

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

Management Resources	**Description**
CA Office of the Attorney General 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, December 2024
Court Decision	Plyler v. Doe, 457 U.S. 202 (1982)
CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Immigration and Customs Enforcement, Online Detainee Locator System
Website	California Office of the Attorney General
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	U.S. Immigration and Customs Enforcement
Website	California Department of Education
Website	California Civil Rights Department

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1340	Access To District Records
1340	Access To District Records
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.31	School Resource Officers
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
5111	Admission
5111	Admission
5111.1	District Residency

~~5111.1~~	~~District Residency~~
~~5125~~	~~Student Records~~
~~5125~~	~~Student Records~~
~~5125.1~~	~~Release Of Directory Information~~
~~5125.1~~	~~Release Of Directory Information~~
~~5125.1-E(1)~~	~~Release Of Directory Information~~
~~5141~~	~~Health Care And Emergencies~~
~~5141~~	~~Health Care And Emergencies~~
~~5141.4~~	~~Child Abuse Prevention And Reporting~~
~~5141.4~~	~~Child Abuse Prevention And Reporting~~
~~5142~~	~~Safety~~
~~5142~~	~~Safety~~
~~5145.12~~	~~Search And Seizure~~
~~5145.12~~	~~Search And Seizure~~
~~6142.3~~	~~Civic Education~~
~~6143~~	~~Courses Of Study~~
~~6143~~	~~Courses Of Study~~
~~6175~~	~~Migrant Education Program~~
~~6175~~	~~Migrant Education Program~~

February 12, 2026
I recommend the District select the Non-Refundable 50% Discount Option because it provides the lowest upfront cost, avoids long-term financial risk, and is the most appropriate choice for a small school facility with modest and seasonal electrical needs.

Recommendation for School Board: Power Installation for Ag Barn
I recommend that the District approve the **Non-Refundable 50% Discount Option for Gas and Electric** for bringing permanent power to the agricultural barn.
This option provides the **lowest upfront cost**, the **least financial risk**, and the **most predictable outcome** for a small school facility with modest power needs.

What the District Is Paying For
Under this option, the District pays approximately **$19,800** (less a $3,000 credit already applied) for PG&E to:

- Install **all utility poles and power lines** from Highway 166 to the barn
- Install all PG&E-owned electrical equipment, including transformers
- Install the electric meter and **energize the service**

The District is responsible only for installing **one customer-owned meter pole at the barn**, which PG&E then connects to.

Why This Option Makes Sense for Our School
This agricultural barn will use electricity primarily for:

- LED lighting
- Ventilation fans
- Seasonal heat lamps
- Occasional grooming equipment

This is **low to moderate, intermittent power use**, not continuous industrial demand

PG&E offers another option that costs significantly more upfront in exchange for the possibility of refunds years later if energy use is very high. Based on our expected usage, those refunds are **unlikely**, while the higher upfront cost is guaranteed.
This recommended option:

- Avoids paying an extra ~$14,000 up front
- Avoids future billing complexity or performance requirements
- Provides cost certainty and budget clarity
- Is consistent with responsible public-sector spending

Risk & Financial Exposure

- There are **no future penalties or refund conditions** tied to this option
- The District is not required to meet energy-use thresholds
- There is no dependence on long-term usage assumptions

In short, the District pays once, PG&E builds the line, and the project is complete.

Mrs. Angel Cannon
English, Ag Communications/Leadership, Intro to Ag, Animal/Vet Science Instructor
FFA Advisor @ Cuyama Valley High School Phone: 661-766-2293

Customer Payment Coupon

References	
Notification #	131754490
Contract #	50136692 V1
E16-PM #	35696882
Customer #	5134695

December 18, 2025

Cuyama Joint Unified School District
2300 Highway 166
CUYAMA, CA 93254

Customer Payment Summary

4500 HWY 166 AG BARN, NEW CUYAMA

Please pay the Total Due based upon the payment option(s) you selected on page two of the enclosed Gas and Electric Extension Agreement.

Payment Options	Subtotal	Total Due
10-Year Refundable Advance Option Gas and Electric	$34,284.44	**$31,284.44**
Non-Refundable 50 percent Discount Option for Gas and Electric	$19,804.91	**$16,804.91**
10-Year Refundable Advance Option for Gas and Non-Refundable 50 percent Discount Option for Electric	$19,804.91	**$16,804.91**
Non-Refundable 50 percent Discount Option for Gas and 10-Year Refundable Advance Option for Electric	$34,284.44	**$31,284.44**

The Total Due for each payment option above includes:	
Advance Credit	($3,000.00)

Important Payment Information

To complete your contract ONLINE

- Follow the instructions provided with your electronic contract
- Submit payment at **https://www.pge.com/contractpayments**

To complete your contract BY MAIL

- Please make check payable to: **PG&E** or **Pacific Gas and Electric**
- Complete, sign and return the enclosed agreement(s), the SACAC form and the customer payment coupon with your payment
- **Remit payment and SACAC form to**:
  PG&E CFM/PPC Department
  PO BOX 997340
  Sacramento, CA 95899-7340

IMPORTANT MESSAGE

Please review the enclosed information and total due. This document needs to be returned with the enclosed agreements.

If you complete your contract ONLINE, a copy will be saved to your Customer Connections Online (CCO) account at **pge.com/cco.**

To learn more about PG&E's gas and electric safety initiatives and resources please visit **pge.com/safety.**

Have Questions?
Please Call 1-800-422-0436

Extension Agreement*

Contract #	50136692 V1
E-PM #	35696882
G-PM #	
E-Prior MLX/PM#	
G-Prior MLX/PM#	
Customer #	5134695

December 18, 2025

Cuyama Joint Unified School District
2300 Highway 166
CUYAMA, CA, 93254

Re: 4500 HWY 166 AG BARN, NEW CUYAMA

Dear Alfonso Gamino

We are writing to let you know Pacific Gas and Electric Company (PG&E) will extend its facilities to provide the requested gas and electric service to the project address listed above. PG&E's costs have been developed based on the choices and information provided in your application and may change if you make changes. This letter, including PG&E's tariffs, which are incorporated by reference below, will serve as our contract. As required by the California Public Utilities Commission (CPUC), special facilities will be handled in a separate contract. Per Decision 22-09-026, Residential and Non-residential Customers submitting an application for new gas service on or after July 1, 2023, do not qualify for Allowances, Refunds or Discount Option.
Per Decision 23-12-037, Mixed-Fuel New Constructions project applications received after July 1, 2024, will not qualify for Allowances, Refunds, or Discount Option. For new applications for Gas Service Extension(s) on or after July 1, 2023, and Mixed Fuel New Construction projects after July 1, 2024, Applicants must pay PG&E its total estimated installed cost upon contract execution, in advance of PG&E commencing its work. Upon completion of the work and determination of actual costs, PG&E will provide Applicant with a final invoice or refund to account for a true-up to actual costs. An Applicant's failure to pay a final invoice in a timely manner is a violation of PG&E's Gas Rules 15/16 and may result in discontinuance of service. Non-Residential Customers submitting an application for new gas service on or after July 1, 2023 may qualify for Allowances, Refunds or Discount Option if approved by the CPUC. Please complete the following four steps to execute this contract.

1 Review the following work responsibilities and cost information.

Work To Be Done By	GAS MAIN		GAS SERVICE		ELECTRIC DISTRIBUTION			ELECTRIC SERVICE		
	Trench	Pipe	Trench	Pipe	Trench	Substr.	Facilities	Trench	Substr.	Facilities
PG&E										X
Customer										

		GAS		ELECTRIC
Total non-refundable project costs		**$0.00**		**$5,325.37**
Refundable extension costs		**$0.00**		**$32,503.31**
Allowances (credit)	-	$0.00	-	$3,544.24
Net refundable amount	=	**$0.00**	=	**$28,959.06**
10 YEAR REFUNDABLE OPTION				
Net refundable amount		**$0.00**		**$28,959.06**
Credit for value of design and/or facilities provided by applicant	-	$0.00	-	$0.00
Total non-refundable project costs	+	**$0.00**	+	**$5,325.37**
Total (if you select this option)	=	**$0.00**	=	**$34,284.44**
NON-REFUNDABLE 50% DISCOUNT OPTION				
Net refundable amount		**$0.00**		**$28,959.06**
Discount: 50% of Net refundable amount	-	$0.00	-	$14,479.53
Credit for value of design and/or facilities provided by applicant	-	$0.00	-	$0.00
Total non-refundable project costs	+	**$0.00**	+	**$5,325.37**
Total (if you select this option)	=	**$0.00**	=	**$19,804.90**
Potential refund per residential lot/unit		**$0.00**		**$0.00**
Potential reimbursement per service completion				
Pressurized or energized system		$0.00		$0.00
Not pressurized or energized system		$0.00		$0.00
Reimbursement for other work performed		**$0.00**		**$0.00**

All amounts include the Income Tax Component of Contribution (ITCC) PG&E is required to charge customers, where applicable.

DEFINITIONS AND EXPLANATION OF TERMS

(For more detail see rules 15 and 16):

Total non-refundable project costs include costs for work such as electric trench and excavation, conduits, inspections, streetlights, conversion from overhead to underground and contract processing.

Refundable extension costs include costs for facilities such as electric conductor, transformers and poles; gas pipe, gas share of distribution trench and regulators; and meters.

Allowances are a credit against refundable extension costs. They are based upon the number of residential units expected to be connected within the first six months and the expected annual non-residential net (distribution) revenue from your project.

Allowances granted under either option are subject to **deficiency billing** if the number of residential units connected or the annual non-residential net revenue falls below the forecast used to calculate the allowances.

Net refundable amount is the portion of overall costs eligible for refund to you based upon additional residential meters being set or upon increases in non-residential annual net (distribution) revenue. A cost-of-ownership charge is assessed against the Net refundable amount (except for individual residential applicants) per Rule 15.

Potential refund per residential lot/unit is for those lots/units for which you did not already receive an allowance (i.e., units not expected to be connected in the first six months). Any refunds may be decreased or eliminated by cost-of-ownership charges assessed under the provisions of Rule 15.

Potential reimbursement per service completion is the amount to which a customer may be entitled for performing certain service connection work PG&E would otherwise perform when installing service extensions and are not to be confused with refunds.

Reimbursement for other work performed is the amount to which a customer may be entitled for performing certain work (other than service completions) that normally is PG&E's responsibility.

* Automated document, Preliminary Statement, Part A

Form 79-1169

Extension Agreement*

2 Select one of the following payment options.

	Gas		Electric		Advance		Total Due
☐ 10-Year Refundable Option for Gas and Electric	$0.00	+	$34,284.44	-	SEE PMT CPN	=	$34,284.44
☐ Non-Refundable 50 Percent Discount Option for Gas and Electric	$0.00	+	$19,804.91	-	SEE PMT CPN	=	$19,804.91
☐ 10-Year Refundable Option for Gas and Non-Refundable 50 Percent Discount Option for Electric	$0.00	+	$19,804.91	-	SEE PMT CPN	=	$19,804.91
☐ Non-Refundable 50 Percent Discount Option for Gas and 10-Year Refundable Option for Electric	$0.00	+	$34,284.44	-	SEE PMT CPN	=	$34,284.44

3 Review these important terms and conditions.

This Gas and Electric Extension Agreement is controlled by, and incorporates by reference, PG&E's tariffs, including Gas and Electric rules 2, 15, and 16; the Distribution and Service Extension Agreement-Provisions (Form 62-0982) and the General Terms & Conditions for Gas and Electric Extension & Service Construction by Applicant (Form 79-716), all as approved and authorized by the CPUC. This agreement at all times shall be subject to such modifications as the CPUC may direct from time to time in the exercise of its jurisdiction.

You can view PG&E's tariffs online at **pge.com/tariffs** or contact the PG&E representative listed below. Additional details underlying the amounts shown in this agreement, as well as the calculation of allowances, refunds or deficiency bills can also be provided by your local PG&E representative.

4 After completing steps 1, 2 and 3 and having checked one, but only one, of the four payment options above, please complete and return the following items to PG&E.

- Sign and return this contract as indicated below.
- Submit the Payment Coupon with Total Due based on your option selected.
- Sign and return the enclosed Statement of Applicant's Contract Anticipated Costs (SACAC) [Form 79-1003] (explanation in box to the right).

Please provide your payment and required forms within 90 days from December 18, 2025. PG&E is not bound by the costs set forth above if payment and the signed forms are not received by PG&E within 90 days.

If you have any questions, please contact Pamela Harwood at **661-335-2806** or by email at **PMMT@PGE.COM.**

ADDITIONAL INFORMATION

What is the SACAC form

Under PG&E's rules 15 and 16 you have a choice:you can perform the work yourself, hire a qualified contractor to perform the work or hire PG&E to do the work. We are required by the CPUC to provide you with PG&E's costs.

This form identifies our cost for the refundable service that is PG&E's responsibility to install. PG&E's costs were developed based on your choices within the application and may change if you change that choice.

How do I fill out the SACAC?

If you want to do this work yourself or have a qualified contractor do this work, please enter your estimated costs in the section of the SACAC form entitled "Applicant Costs" or check the box in the section entitled "Applicant's Election Not To Provide Costs," sign and return to PG&E. PG&E will send you a revised agreement by return mail only if you choose to provide your estimated costs.

If you want PG&E to do this work, please check the section "Applicant's Election Not to Provide Costs," sign and return the SACAC form along with a check for the Total Due based on the option you selected above.

You must return the completed SACAC form to PG&E regardless of who you choose to do the work.

Please follow payment instructions found on your Payment Coupon.

☐ I,_____ (Applicant), hereby attest and certify that this project does not meet the definition of Mixed-Fuel New Construction as described in PG&E Gas and Electric Rules 1 and 15, provided below:
MIXED-FUEL NEW CONSTRUCTION: A new end-use load or consistent with the definition of New Construction in the CEC 2022 Building Energy Efficiency Standards, a building that has never been used or occupied for any purpose, or any renovation where 50 percent or more of the exterior weight bearing walls are removed, that uses gas and/or propane in addition to electricity.

Pacific Gas and Electric Company

This contract has been reviewed and approved by:

Natalie Fritze

Service Planning Supervisor

Customer

Agreed and accepted by:

Cuyama Joint Unified School District, A GOVERNMENT AGENCY

Authorized Signatory Alfonso Gamino

Title Superintendent

Signature _____

Date _____

* Automated document, Preliminary Statement, Part A

Form 79-1169

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STATEMENT OF APPLICANT'S CONTRACT ANTICIPATED COSTS.*

December 18, 2025

Project Name: New power line and AG meter

Project Location: 4500 HWY 166 AG BARN, NEW CUYAMA

Notification Number: 131754490

PM Number(s): **(Gas)** **(Electric)** 35696882

APPLICANT COSTS

The following statement must only include the contracted anticipated installed costs of facilities installed by the Applicant that are refundable and that are PG&E's responsibility under its tariffs.

The costs provided by the Applicant must be taken from the Applicant's contract with its contractor. If the Applicant will be performing the work itself, the Applicant must also complete and sign this form.

The Applicant's statement of costs will be compared with PG&E's estimated installed costs of the same facilities, the lower of which will be used to determine the amount subject to allowances and refunds in accordance with the provisions of PG&E's Gas and Electric Rules 15 and 16.

If the Applicant chooses not to provide its costs, it must complete the last section of this form. Until the Applicant either provides the refundable cost from its contract with its contractor (or its own cost, if applicable), or returns this form indicating that it will not do so, PG&E will not proceed with any work on the Applicant's project.

GAS		ELECTRIC	
Residential Service Facilities:		**Residential Service Facilities:**	
Applicant: $		**Applicant: $**	
PG&E:	**$0.00**	**PG&E:**	**$0.00**
Number of gas service: 0	**Stubs:** 0	**Number of Electric service:** 0	

- Applicant's statement of costs include: overhead or underground service conductors,poles, service transformers, connection fittings, service pipe, valves, service connections,and other PG&E-owned service equipment, as detailed in Gas and Electric Rule 16.
- Applicant's statement of costs DOES NOT include: inspection fees, nonresidential service costs, regulators, or PG&E-owned metering equipment.

* This form at all times shall be subject to such modifications as the California Public Utilities Commission May direct form time to time in the exercise of its jurisdiction.

Information collected on this form is used in accordance with PG&E's privacy policy. The privacy policy is available at pge.com/privacy

Gas Distribution Facilities and Non-Residential Service Services:

Applicant: $ _____

PG&E: **$0.00**

Electric Distribution Facilities and Non-Residential Service Services:

Applicant: $ _____

PG&E: **$18,650.86**

GAS DISTRIBUTION TRENCH

Applicant: $ _____

PG&E: **$0.00**

- Applicant's statement of costs include: overhead or underground service conductors,poles, service transformers, connection fittings, service pipe, valves, service connections,and other PG&E-owned service equipment, as detailed in Gas and Electric Rule 16.
- Applicant's statement of costs DOES NOT include: inspection fees, nonresidential service costs, regulators, or PG&E-owned metering equipment.

I declare under penalty of perjury that the foregoing is true and correct.

☐ **APPLICANT'S ELECTION NOT TO PROVIDE COSTS:** (if this option selected, box must be checked)

I choose not to provide to the utility my refundable costs for this project as taken from my contract with my contractor, or as performed by myself, and acknowledge that PG&E will use its estimate of the refundable costs for this project in the contract between it and me.

Executed on _____ at _____

(Date) (City)

By: Alfonso Gamino

Print Applicant Name: **Cuyama Joint Unified School District, A GOVERNMENT AGENCY**

Signed: _____

Title: Superintendent

Information collected on this form is used in accordance with PG&E's privacy policy. The privacy policy is available at pge.com/privacy

Automated document, Preliminary Statement, Part A

Detailed Cost Sheet - Electric Distribution and Service Extension Costs

Notification #	131754490
Contract #	50136692 V1
E16-PM #	35696882
Customer #	5134695

December 18, 2025

Applicant: **Alfonso Gamino**

Project Location/Name **4500 HWY 166 AG BARN, NEW CUYAMA**

Cost Breakdown

Total number of residential lots/units for this project: 0

Total number of non-residential lots/units for this project: 1

Total number of combined meters: 1

Cost of Services:

Engineering & Administrative Costs					$0.00
Including Applicant Design Value of				$0.00	
Service Tie-In Cost (Energized) by PG&E			(+)		$0.00
Service Tie-in Cost by Applicant			(+)		$0.00
Electric Metering			(+)		$0.00
Others (N/A)			(+)		$0.00
Inspection Fees			(+)		$0.00
Service Cost - PG&E installed	# Services	0	(+)		$0.00
Service Cost - Applicant installed	# Services	0	(+)		$0.00
Total Estimated Cost of Service Subject to Allowance			(=)		$0.00
Including Net Joint Pole Credit Value of				$0.00	

Cost of Service Within Allowance:

less Total Residential Service Allowance
(not to exceed Total Estimated Cost of Service Subject to Allowance)

$0.00	X	0	=	(-)	$0.00
Excess Service Cost				(=)	$0.00
Estimated Service Cost Within Allowance (Total less Excess)				(=)	$0.00
Average Cost per Lot or Unit Within Allowance					
$0.00	/	0	=		$0.00

Excess Service Allowance Applied to Distribution Line Extension Refundable

Amount per Lot or Unit:

$0.00 Allowance	-	$0.00 Ave. Cost / Unit	=	$0.00 **

Residential:

$0.00 (Allowance) X 0 (Lots / Units) = $0.00

plus ITCC @ 24%	Residential Allowances	(+)	$0.00
SUB TOTAL Residential Allowances		(=)	$0.00
Non-Residential: $421.88 (Net Annual Revenue) / 0.1476 (Cost-of-Service-Factor) =			$2,858.26
plus ITCC @ 24%	Non-Residential Allowances	(+)	$685.98
SUB TOTAL Non-Residential Allowances		(=)	$3,544.24

less Residential Service Allowance:

(0 (Lots/Units) X $0.00 (Ave. Cost / Unit)) + 24% (ITCC) = $0.00

Total Distribution Line Extension Allowance		(=)	$3,544.24

Amount Subject to Refund

Engineering & Administrative Costs			$7,315.41
Including Applicant Design Value of	$0.00		
Tie-In of Distribution by PG&E		(+)	$65.59
Electric Metering (Non-Residential Projects)		(+)	$180.49
Other Taxable charges (N/A)		(+)	$0.00
PG&E installed - Cost of Distribution Line and Non-Res Svcs.		(+)	$18,650.86
Applicant installed - Cost of Distribution Line and Non-Res Svcs.		(+)	$0.00
Value of Distribution Substructures		(+)	$0.00
Inspection Fees		(+)	$0.00
Less Non-Residential Service Costs not Qualified for Refunds		(-)	$0.00
Less Distribution Extension Costs not Qualified for Refunds		(-)	$0.00
SUB TOTAL		(=)	$26,212.35
Including Net Joint Pole Credit Value of	$0.00		
plus ITCC @ 24%		(+)	$6,290.96
Total Refundable Amount		(+)	$32,503.31
Less Total Allowances (not to exceed Total Refundable Amount)		(-)	$3,544.25
Balance: Net Refundable Amount			$28,959.06

10 Year Refundable Advance Option

Balance: Net Refundable Amount	$28,959.06	
Less Credit for Value of Applicant Design Work	$0.00	
Less Cost of Dist. Line Ext. and Non-Res Svcs. installed by Applicant	$0.00	
Less Distribution Substructures by Applicant	$0.00	
Net 10 Year Refundable Advance Option Amount		$28,959.06

Non-Refundable Discount Option

Balance: Net Refundable Amount			$28,959.06
less Discount $28,959.06 (Balance) X 0.50 (Discount Rate) =		(-)	$14,479.53
Less Credit for Value of Applicant Design Work			$0.00
Less Cost of Dist. Line Ext. and Non-Res Svcs. installed by Applicant			$0.00
Less Distribution Substructures by Applicant			$0.00
Net Non-Refundable Discount Option Amount			$14,479.53



000131754490

Rule 16 Non-Refundable Payments

Excess Service Costs		$0.00	
Non-Residential Service Costs not Qualified for Refunds	(+)	$0.00	
Service Costs Beyond Preferred Service Location	(+)	$0.00	
Service Riser	(+)	$0.00	
Value of Rule 16 Land Rights Costs	(+)	$4,067.24	
Value of Service Trench, Conduits & Substructures in the Franchise Area or on 3rd Party Property	(+)	$0.00	
Inspection Fees	(+)	$0.00	
Rule 16 Trench Permits Obtained by PG&E	(+)	$0.00	
Other Taxable Charges: N/A	(+)	$0.00	
Cost of Additional Rule 16 Applicant Design Plan Checks	(+)	$0.00	
SUB TOTAL	(=)	$4,067.24	
Plus ITCC @ 24%	(+)	$976.13	
Other Non-taxable Charges:	(+)	$0.00	
Residential Per Meter Charge = 0 unit(s)	(+)	$0.00	
Non-Residential Per Meter Charge 1 unit(s)	(+)	$282.00	
Inspection Fees (not subject to ITCC)	(+)	$0.00	
Plus Service Trench, Conduits, & Substructures installed by PG&E on Private Property	(+)	$0.00	
SUB TOTAL	(=)	$5,325.38	
Less Excess Service Facilities Installed by Applicant	(-)	$0.00	
Less Service Costs Beyond Preferred Location by Applicant	(-)	$0.00	
Less Service Trench in the Franchise Area or on & 3rd Party Property installed by Applicant	(-)	$0.00	
Less Rule 16 Applicant Design Work Associated with Excess	(-)	$0.00	
Total Rule 16 Non-Refundable Amount		(=)	$5,325.38

Rule 15 Non-Refundable Payments

Distribution Extension Costs not Qualified for Refunds		$0.00	
Inspection Fees	(+)	$0.00	
Re-estimating/Composite Preparation	(+)	$0.00	
Cost of Additional Applicant Design Plan Checks	(+)	$0.00	
Value of Distribution Conduits	(+)	$0.00	
Distribution Risers Installed by PG&E	(+)	$0.00	
Value of Distribution Trench	(+)	$0.00	
PG&E Land Rights Costs	(+)	$0.00	
Rule 15 Trench Permits Obtained by PG&E	(+)	$0.00	
Other	(+)	$0.00	
SUB TOTAL	(=)	$0.00	
Plus ITCC @ 24%	(+)	$0.00	
Other Non-taxable Charges	(+)	$0.00	
SUB TOTAL	(=)	$0.00	
Less Cost of Distribution Line Extension Installed by Applicant	(-)	$0.00	
Less Distribution Substructures by Applicant	(-)	$0.00	
Less Rule 15 Applicant Design Work	(-)	$0.00	
Less Distribution Conduits Installed by Applicant	(-)	$0.00	
Less Distribution Trench Provided by Applicant	(-)	$0.00	
Total Non-Refundable Electric Rule 15 Amount		(=)	$0.00



Relocation / Rearrangement of PG&E Facilities

Value of Relocation/Rearrangement Facilities		$0.00	
Value of Relocation/Rearrangement Conduits & Substructures	(+)	$0.00	
Value of Relocation/Rearrangement Trench & Excavation	(+)	$0.00	
Engineering & Administrative Costs	(+)	$0.00	
Value of Relocation Applicant Design Work	(+)	$0.00	
Re-engineering/Comp Prep/Add'l AD Plan Checks	(+)	$0.00	
Tie-in/Meter of Relocation/Rearrangement by PG&E	(+)	$0.00	
Relocation/Rearrangement Trench Permits Obtained by PG&E	(+)	$0.00	
Relocation/Rearrangement Land Rights	(+)	$0.00	
Relocation/Rearrangement Inspection Fees	(+)	$0.00	
SUB TOTAL	(=)	$0.00	
Including Net Joint Pole Credit Value of	$0.00		
Plus ITCC @ 0%	(+)	$0.00	
Plus Relocation/Rearrangement - Non Taxable	(+)	$0.00	
D.0405055 Line Extension Costs - Residential (PMC Charge)	(+)	$0.00	
D.0405055 Line Extension Costs - Non-Residential (PMC Charge)	(+)	$0.00	
SUB TOTAL	(=)	$0.00	
Less Relocation/Rearrangement Facilities Installed by Applicant	(-)	$0.00	
Less Conduits & Substructures Installed by Applicant	(-)	$0.00	
Less Trench & Excavation Provided by Applicant	(-)	$0.00	
Less Value of Relocation Applicant Design Work	(-)	$0.00	
Less Relocation/Rearrangement Salvage	(-)	$0.00	
Total Relocation / Rearrangement of PG&E Facilities Amount		(=)	$0.00

Actual Cost Billing Forecast(6)

Total Non-Refundable Electric Rule 16 Amount	(+)	$5,325.37	
Total Non-Refundable Electric Rule 15 Amount	(+)	$0.00	
Total Non-Refundable Relocation / Rearrangement Amount	(+)	$0.00	
Total Non-Refundable Costs	(+)	$5,325.37	
Actual Cost Billing Forecast Fee	(+)	$0.00	
Total Non-Refundable Payment		(=)	$5,325.37

Value of Electric Facility Reinforcements by PG&E: $0.00 **based upon Applicant's estimated demand of:** 0.00 **kVa**

(Reference: Payment Adjustments. Excess Facilities section of provisions)

(1) Total Service Allowance not to exceed the Cost of Service

(2) 10 Year Refundable and Discount Option credit amounts will be paid upon acceptance of facilities. Credit amounts are subject to future deficiency billing in accordance with the tariff.

(3) 10 Year Refundable and Discount Option credit amounts do not offset Other Non-Refundable or Relocation Fees. See Reimbursement Summary for a total of Reimbursements and Credits to be paid upon acceptance of facilities.

(4) Inspection Fees (Only Refundable if Applicant's Actual Cost is Used. Applicant's Actual Cost + Inspection Cannot Exceed PG&E's Estimate)

(5) The lower of PG&E's estimated costs or the Applicant's Contract Anticipated Costs (as documented on Form 79-1003 "Statement of Contract Anticipated Costs") will be used to establish the cost of Service and Distribution Line Extension subject to Allowance

(6) Per CPUC Decision 23-12-037, Actual Cost Billing Forecast is to cover any cost increases due to unforeseen circumstances.

Note: This supplemental detailed cost sheet is **for reference only** and is not intended for use in place of the actual contract for the project listed.



Understanding contract options for your project

Whether you are a business or residential customer, this guide will help you understand the contract options that are available for your gas or electric project.

We are committed to customer choice and offer two payment options:

1

10-Year Refundable payment option
Full advanced payment with refund potential

2

50% Discount payment option
Partial advanced payment with **no** refund potential

You choose the option that works best for your project and budget. Each option has a variety of factors to consider when making your selection, including allowances, refunds and deficiency bills.

Important note: Reimbursements can be applied to a contract and are separate from refunds. Reimbursements are applied whenever a customer chooses to perform work that would have been completed by PG&E. The reimbursement amount is detailed on a contract and paid out once the work is completed and meter is set.

Overview

As part of billing for your project, you may be required to pay an advance before any construction work begins. The main differences between the two options are how much you would have to pay in advance as well as the potential for refunds later in the project. Deficiency bills are also different between the two options. Please read for more information.

PRO TIP: This advance is different than an "Engineering Advance" you may have paid earlier in your project before any estimating work was done. If you did pay an Engineering Advance, this amount will be applied to your contract amount.

Helpful information to know

Total project cost = Gas and electric service costs (equipment used for service, permits, etc.) + Nonrefundable construction costs (trenching, excavation, etc.)

Refer to the line items in your contract for a complete list of costs included in each category

Amount required in advance of construction = Total project costs − Allowance

1 10-Year Refundable payment option

You pay the full cost of your project in advance (gas and electric service costs and nonrefundable construction costs). With this option, you have the potential for a refund if your allowance is met. An "allowance" can reduce the amount required in advance of construction.

Allowances

An allowance represents your future energy usage, and this amount can be used to offset the cost of your project. You are essentially paying for part of your project with a commitment to use a specific amount of energy in the future. Here is how allowances are calculated for business and residential customers:

Business customers: A CPUC-approved formula is used based on demand, usage and a variety of other factors. It is designed to represent the amount of energy you are committing to use in the future. For more information on how this amount is calculated, refer to PG&E's Electric Rule 15.

Residential customers: A fixed amount is used based on the number of gas or electric meters you are installing. Meters must be installed within six months after gas or electric service is made available for your project.

Refunds

If your allowance is met, you may be eligible for certain gas and electric service costs. The amount is not a guarantee, and your allowance must be met in order to qualify for a refund. Keep in mind there are some nonrefundable construction costs for your project, such as trenching, excavation, conduits, etc.

Business customers: A Base Annual Revenue Calculation (BARC) review is conducted annually during the first three years to determine if your allowance is met. Upon completion of the required three annual BARC reviews, you may request optional yearly reviews up to the 10-year expiration term of the contract to determine if you qualify for a refund should a balance still be available. For more information on the BARC review, please call the Customer Fund Management Helpline at **1-800-422-0436**.

Residential customers: This is an automated PG&E process, and refund amounts detailed in your contract will be automatically issued after the meters are set. This requires no action from customers.

We understand plans change and unexpected obstacles may arise. If this happens and you are unable to meet your allowance, you may not be eligible for a refund with this option. You may also receive a "deficiency bill."

Deficiency Bills

A deficiency bill is applied if you are unable to meet your allowance. This is not a penalty; rather, the purpose is to ensure the costs for your project are covered.

Business customers: If your allowance is not met during your BARC review, you will receive a deficiency bill for 100% of the difference after the third year of review. For more information on the BARC review, please call the Customer Fund Management Helpline at **1-800-422-0436**.

Residential customers: For any meters that were granted allowances that are not set within six months after gas or electric is made available for your project, you will pay 100% of a deficiency bill.

Summary of 10-Year Refundable payment option

If you are certain of your future energy use, it may be better for you to choose the 10-Year Refundable payment option so you can qualify for a refund.



2 50% Discount payment option

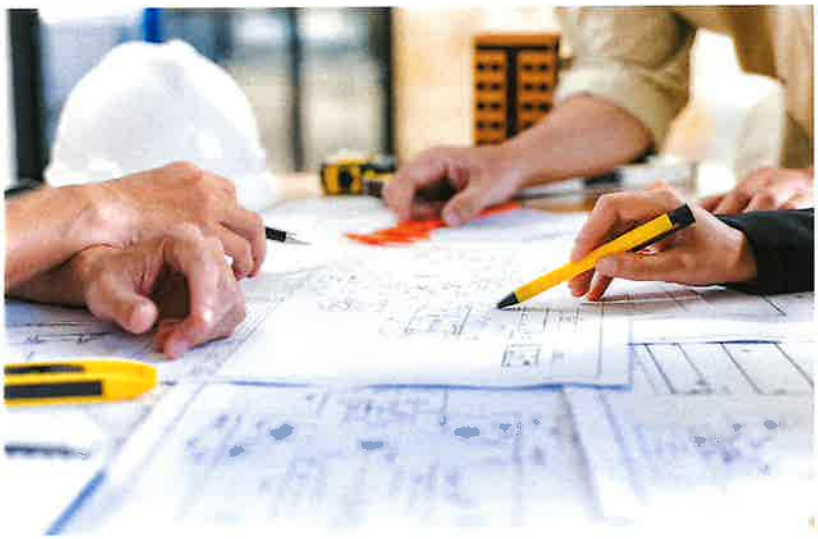
You pay the nonrefundable construction costs and only 50% of the gas and electric service costs in advance. However, you will not be eligible for refunds with this option.

Allowances

Like the first option, allowances can reduce the amount required in advance of construction. Allowances are calculated the same way for both options. Please see details above.

Refunds

You will **not** be eligible for refunds with this option.



Deficiency Bills

Like the first option, a deficiency bill is applied if you are unable to meet your allowance.

Business customers: A BARC review is conducted to determine if your allowance has been met. If your allowance is not met, you will receive a deficiency bill for 50% of the difference after the third year of review. For more information on the BARC review, please call the Customer Fund Management Helpline at **1-800-422-0436**.

Residential customers: For any meters granted allowances that are not set within six months, residential customers will pay 50% of a deficiency bill.

Summary of 50% Discount payment option

If your future energy use is uncertain at this time, it may be better for you to choose the 50% Discount payment option so you don't pay as much in advance and deficiency bills would be lower.

For more information

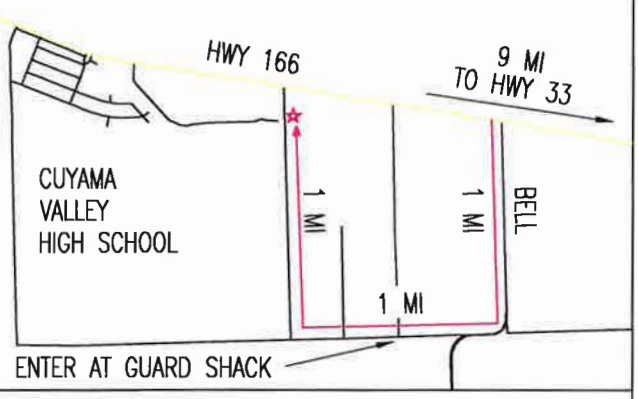
For detailed information about your **contract options**, visit **pge.com/tariffs** to read Gas and Electric Rule 15 and 16.

You can also refer to the **General Terms & Conditions and Provisions sections** within your contract.

For more information about your **contract and the BARC review**, call the Customer Fund Management Helpline at **1-800-422-0436**.

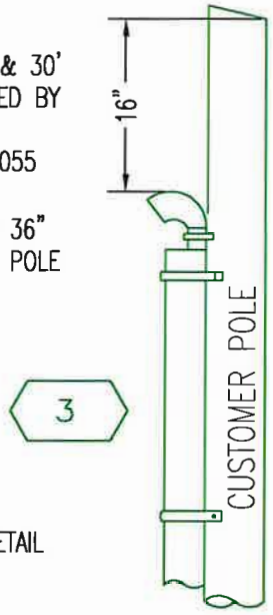
Finally, for more information about your project in general, **contact your Job Owner**. This is your main PG&E contact and guide throughout your project.

VICINITY SKETCH



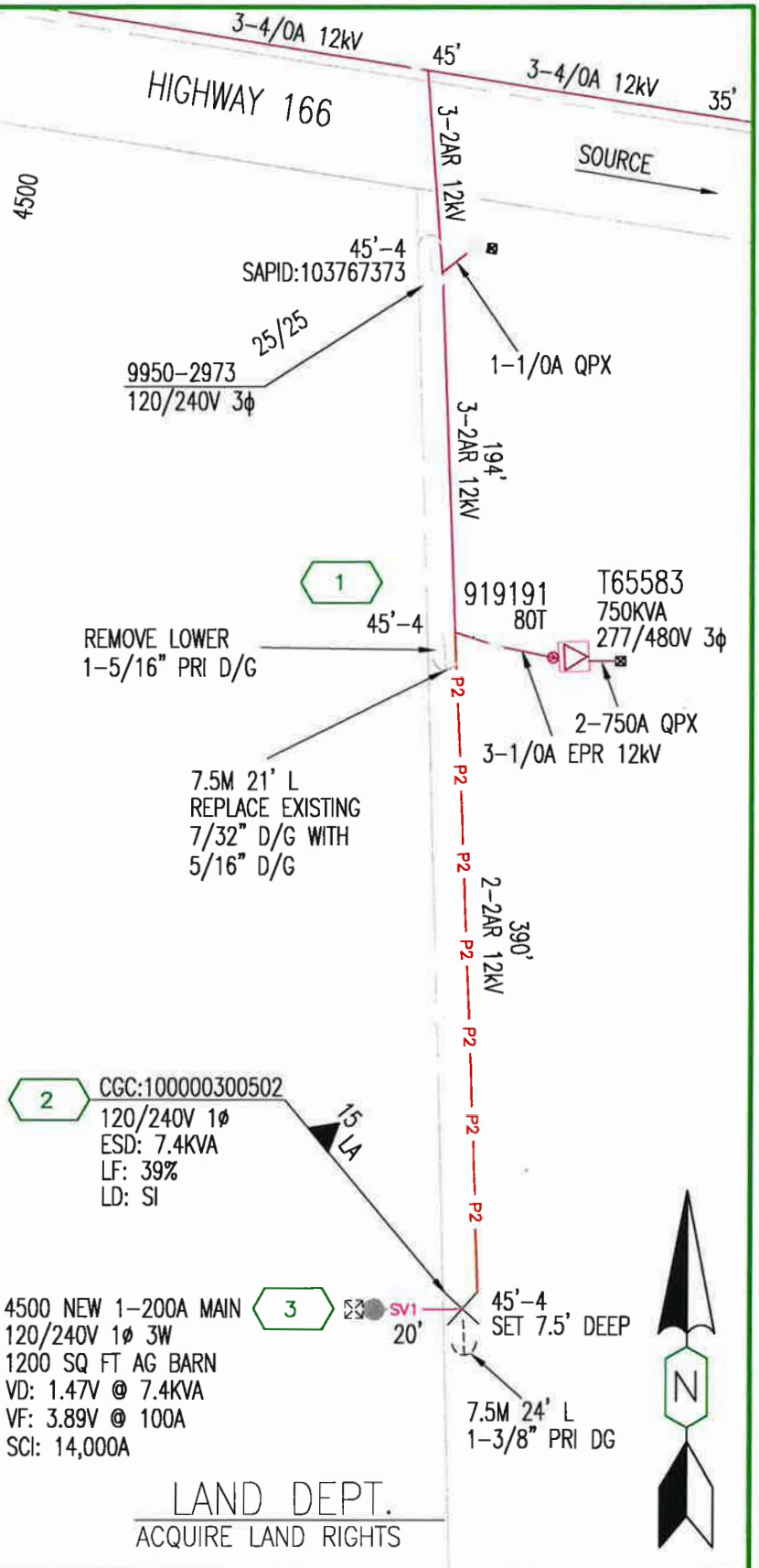
APPLICANT NOTES

CUSTOMER OWNED METER POLE & 30' CLASS 6 MINIMUM POLE INSTALLED BY CUSTOMER.
REFER TO GREENBOOK DWG 025055 FOR CUSTOMER POLE FRAMING.
LOC.3 WILL NEED A MINIMUM OF 36" HORIZONTAL CLEARANCE AROUND POLE AND METERS.



TYPICAL METER POLE DETAIL

SYMBOL	DESCRIPTION
X	PG&E TO INSTALL POLE
	PG&E TO INSTALL METER
	PG&E TO INSTALL DOWN GUY
	PG&E TO REMOVE DOWN GUY
▲	PG&E TO INSTALL SINGLE PHASE OH TX
—SV1—	PG&E TO INSTALL 1-1/0A TPX
— P2 —	PG&E TO INSTALL 2-2AR 12KV



LAND DEPT.
ACQUIRE LAND RIGHTS

CONSTRUCTION SKETCH
NEW OH SVC
4500 HWY 166 NEW CUYAMA

PRIMARY VOLTAGE: 12 kV	INSULATION DIST: C	EST: TONY HYATT	661-203-8357
LATITUDE: 34.94353	LONGITUDE: -119.67034	ADE: GABRIEL RUIZ	661-205-2370
SOURCE SIDE DEVICE: 1680		SUPV: SUZANNE ADAMS	661-808-9330
SUB & CIRCUIT: CUYAMA 1103		REP: PAMELA HARWOOD	661-335-2806
DSGN SAC: INTRM	RAPTOR ZONE: YES	PLNR: ALEJANDRA LEMUS	559-339-9303
LOADING AREA: INTERMEDIATE	ARRESTER DIST: 1	JPA#: NA	SCALE: 1"=100'
CORROSION AREA: NON		NOTIF: 131754490	DATE: 11/20/2025
EXEMPT EQUIP.INST.: NO	FIRE AREA: LRA-TIER 1	PM: 35696882	SHEET: 1 OF 1 REV. 0

811 Know what's below. Call before you dig.

NO ENVIRONMENTAL ISSUES

GAS CONFLICT: NONE

NEAR LOC: NON