



Sacramento County Board of Education

Regular Meeting

Tuesday / July 10, 2018 / 6:30 P.M.

10474 Mather Boulevard
P.O. Box 269003
Sacramento, CA 95826-9003
916.228.2410

SACRAMENTO COUNTY BOARD OF EDUCATION
10474 Mather Boulevard
P.O. Box 269003
Sacramento, California 95826-9003

TO: Members, County Board of Education

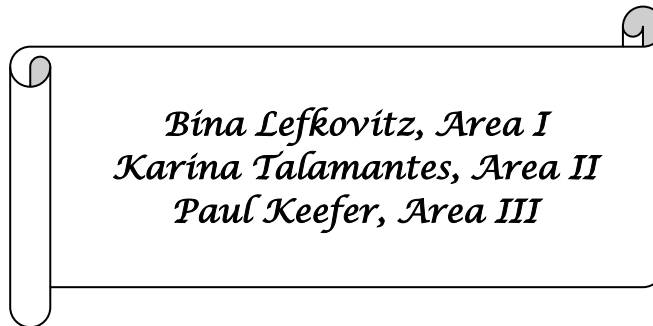
FROM: David W. Gordon, Secretary to the Board

SUBJECT: Agenda – Regular Meeting – Tuesday, July 10, 2018

Regular Session: 6:30 p.m.

NOTE: Immediately Preceding the Call to Order

***The Oath of Office will be administered to the following trustees
who were elected at the June 5, 2018 election:***



~ RECEPTION ~

NOTE: The Sacramento County Office of Education encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, contact the Superintendent's Office at 916.228.2410 at least 48 hours before the scheduled Board meeting so that we may make every reasonable effort to accommodate you. [Government Code §54953.2; Americans with Disabilities Act of 1990, §202 (42 U.S.C. §12132).]

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Organization of the Board of Education for 2018-2019
 - A. Election of President
 - B. Election of Vice President
- IV. Approval of the Minutes of the Regular Meeting of June 12, 2018
- V. Adoption of Agenda

NOTICE: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the Sacramento County Office of Education – Reception Desk, located at 10474 Mather Boulevard, Mather, CA. For more information, please call 916.228.2410.

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VI. Official Correspondence

VII. Visitor Presentations

A. General Public

B. Employee Organizations

NOTE: Anyone may address the Board on any item that is within the Board's subject matter jurisdiction. However, the Board may not take action on any item not on this agenda except as authorized by Government Code section 54954.2.

Anyone may appear at the Board meeting to testify in support of or in opposition to any item being presented to the Board for consideration. If possible, notify the Board President or Board Secretary in writing prior to the meeting if you wish to testify.

VIII. Superintendent's Report

IX. New Business

A. Adoption of Consent Agenda – David W. Gordon

1. Report on Personnel Transactions – Effie Crush

2. Award Diplomas to Special Education Students – Michael Kast

3. Declaration of Equipment Listed as Surplus Property and Authorization to Dispose of Equipment Pursuant to Education Code (Special Education and Technology) – Tammy Sanchez

B. Approval of Contracts – Tammy Sanchez

C. Authorization to Submit Grant Applications/Service Contracts and Accept Funding if Awarded; and Approval of Contracts, Positions, and Other Expenditures Associated with the Grants as Outlined in the Proposed Budgets – David W. Gordon

1. \$175,000 Pedestrian and Bicycle Safety Program grant from the California Office of Traffic Safety for the 2018-2019 and 2019-2020 fiscal years – Dr. Nancy Herota

D. Second Reading and Adoption of Revisions to Board Policy 1250 – Access to County Office Sites – Policy Committee

E. Second Reading and Adoption of Revisions to Board Policy 5125 – Pupil Records – Policy Committee

F. Second Reading and Adoption of Revisions to Board Policy 5145.3 – Prohibition on Discrimination/Harassment/Sexual Harassment; Participation of Transgender Pupils in Academic and Educational Programs and Activities – Policy Committee

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- G. Informational Item: Revisions to Administrative Rules and Regulations 5125 – Pupil Records – Elizabeth Linton
- H. Informational Item: Revisions to Administrative Rules and Regulations 5145.3 – Prohibition on Discrimination/Harassment/Sexual Harassment; Participation of Transgender Pupils in Academic and Educational Programs and Activities – Elizabeth Linton
- I. Informational Item: New Administrative Rules and Regulations 5011 – Pupil Enrollment – Elizabeth Linton
- J. Informational Item: New Administrative Rules and Regulations 5145.13 – Response to Immigration Enforcement – Elizabeth Linton
- K. Board Report – School of Education – Dr. Steven Winlock
- X. Board Reports, Comments, and Ideas
 - A. Board Members
 - B. Board President
 - C. Committees
- XI. Items for Distribution
 - A. July/August Events
 - B. July/August Site Visits
- XII. Schedule for Future Board Meetings:
 - A. August 14, 2018 – Early Learning
 - B. August 25, 2018 – Board/Superintendent Retreat
- XIII. Adjournment

SACRAMENTO COUNTY BOARD OF EDUCATION

Minutes of the Regular Meeting of June 12, 2018

Agenda

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Approval of the Minutes of the Regular Board Meeting of April 17, 2018
Approval of the Minutes of the Regular Board Meeting of May 1, 2018
Approval of the Minutes of the Regular Board Meeting of May 15, 2018
- IV. Adoption of Agenda
- V. Official Correspondence
- VI. Visitor Presentations
 - A. General Public
 - B. Employee Organizations
- VII. Superintendent's Report
- VIII. New Business
 - A. Adoption of Consent Agenda
 1. Accept Report on Personnel Transactions
 2. Award Diplomas to Court School, Community School, and Special Education Students
 3. Accept Donation to the Curriculum and Instruction Science Programs
 4. Approval of Single Site Plans for Juvenile Court and Community Schools
 - B. Approval of Contracts
 - C. Authorization to Submit Grant Applications/Service Contracts and Accept Funding if Awarded; and Approval of Contracts, Positions, and Other Expenditures Associated with the Grants as Outlined in the Proposed Budgets
 1. \$150,000 Ethnic Studies Model Curriculum grant from the California Department of Education for the 2017-2018, 2018-2019, and 2019-2020
 2. \$670,140 21st Century Community Learning Center, Year 12 grant from the California Department of Education/Expanded Learning and Support Division for the 2018-2019, 2019-2020, and 2020-2021 fiscal years
 3. \$446,760 After School Education and Safety Program, Year 12 grant from the California Department of Education/Expanded Learning and Support Division for the 2018-2019, 2019-2020, and 2020-2021 fiscal years
 4. \$382,215 Child Care Salary/Retention Program grant from the California Department of Education/Early Education and Support Division for the 2018-2019 fiscal year
 5. \$234,776 California Preschool Instructional Network (Regional) grant from the California Department of Education/Early Education and Support Division for the 2018-2019 fiscal year
 6. \$221,952 California Preschool Instructional Network grant from the California Department of Education/Early Education and Support Division for the 2018-2019 fiscal year
 7. \$546,694 Early Head Start grant from the Sacramento Employment and Training Agency for the 2018-2019 and 2019-2020 fiscal years and Adoption of Resolution No. 18-05

8. \$56,647 Local Child Care Development Planning Council grant from the California Department of Education/Early Education and Support Division for the 2018-2019 fiscal year
9. \$5,908,624 California Assessment of Student Performance and Progress Support System (CAASPP) grant from the California Department of Education for the 2018-2019, 2019-2020, and 2020-2021 fiscal years
10. \$2,204,127 Foster Youth Services Coordinating Program grant from the California Department of Education for the 2018-2019, 2019-2020, and 2020-2021 fiscal years
11. \$160,906 Foster Youth Services Coordinating Program/Child Protective Services (CPS) Collaborative Project grant from the Sacramento County Department of Health and Human Services for the 2018-2019 fiscal year
12. \$750,000 Education for Homeless Children and Youth (EHCY) grant from the California Department of Education for the 2018-2019, 2019-2020, and 2020-2021 fiscal years
13. \$654,006 California Student Opportunity and Access Program (Cal-SOAP) grant from the California Student Aid Commission for the 2018-2019 fiscal year
14. \$22,000 CA Student Aid Commission Capital Area Cash for College, Regional Coordinating Organization grant from the California Student Aid Commission for the 2018-2019 fiscal year
15. \$333,745 WorkAbility I grant from the California Department of Education for the 2018-2019 fiscal year
16. \$2,224,094 Quality Rating and Improvement System (QRIS) grant from the California Department of Education for the 2018-2019 and 2019-2020 fiscal years
17. \$365,690 Quality Rating and Improvement System Infant/Toddler grant from the California Department of Education for the 2018-2019 and 2019-2020 fiscal years
18. \$45,728 RAILS-STEMulate grant from the City of Sacramento for the 2018-2019 fiscal year
19. \$300,000 Mapping Access and Planning for Equity in Computer Science (MAP4ECS) grant from the National Science Foundation for the 2018-2019, 2019-2020, and 2020-2021 fiscal years
20. \$642,408 Statewide Non-Profit Private School Professional Development (SNPSPD) grant from the California Department of Education (CDE) for the 2018-2019 and 2019-2020 fiscal years
21. \$11,584,725 Adult Education Block Grant Program Capital Adult Education Regional Consortium (CAERC) grant from the California Department of Education and the California Community Colleges Chancellor's Office for the 2018-2019 fiscal year
22. \$186,904 Prevention Coalition grant from the Sacramento County Department of Health Services for the 2018-2019 fiscal year
23. \$5,826,727 Outreach and Technical Assistance Network (OTAN) grant from the California Department of Education for the 2018-2019 and 2019-2020 fiscal years

24. \$371,000 Friday Night Live/ClubLive/Friday Night Live Mentoring Programs grant from the Sacramento County Department of Health Services for the 2018-2019 fiscal year
 25. \$400,000 Seeds of Partnership: Family Engagement Professional Development in Special Education grant from the California Department of Education for the 2018-2019 fiscal year
 26. \$480,000 Classified Employee Credential grant from the California Commission on Teaching Credentialing for the 2018-2019, 2019-2020, and 2020-2021 fiscal years
 27. \$80,731 County Technical Assistance for Tobacco Use Prevention Education grant from the California Department of Education for the 2018-2019 fiscal year
 28. \$80,731 Tobacco-Use Prevention Education Administration grant from the California Department of Education for the 2018-2019 fiscal year
 29. \$415,000 Mental Health Services Act – Bullying Prevention Project and Youth Mental Health First Aid Program grant from the Sacramento County Department of Health Services for the 2018-2019 fiscal year
 30. \$101,000 Power of Discovery – Science, Technology, Engineering, and Mathematics (STEM) Year 6 grant from the California Department of Education/Extended Learning and Support Division for the 2018-2019 fiscal year
- D. Adoption of the 6th-12th Grade History-Social Science Instructional Materials for the Sacramento County Office of Education Programs
 - E. Presentation and Public Hearing – SCOE 2018-2019 Local Control and Accountability Plan
 - F. Approval of Use of Proposition 30 Funds, the Schools and Local Public Safety Protection Act of 2012, in Substitution of Regular Revenue Limit Apportionments
 - G. Public Hearing – 2018-2019 Proposed Budget
 - H. First Reading of Revisions to Board Policy 1312.3 – Uniform Complaint Procedures
 - I. First Read of Revisions to Board Policy 5610 (Renumbered 0450) – Comprehensive Safety Plan
 - J. Seconding Reading and Adoption of Revisions to Board Policy 5030 – Pupil Wellness
 - K. Informational Item: Elimination of Administrative Rules and Regulations 5030 – Student Wellness
 - L. Informational Item: 2017-2018 Professional Development and Technical Support for the Implementation of the California Academic Content Standards in the Sacramento County School Districts
 - M. Board Report – Year In Review
- IX. Board Reports, Comments, and Ideas
 - A. Board Members
 - B. Board President
 - C. Committees
 - X. Items for Distribution
 - A. June/July Events
 - B. June/July Site Visits

- XI. Schedule for Future Board Meetings
 - A. June 26, 2018 – 2018-2019 LCAP and Budget Adoptions
 - B. July 10, 2018 – Annual Organizational Meeting
 - XII. Adjournment
-

I. President Rivas called the meeting to order at 6:30 p.m. in the Board Room of the David P. Meaney Education Center, 10474 Mather Boulevard, Mather, California. Board members present were Joanne Ahola, Alfred Brown, Heather Davis, Harold Fong, Bina Lefkovitz, Jackie Levy, and Brian Rivas. Also present were David W. Gordon, Superintendent and Secretary to the Board; Al Rogers, Deputy Superintendent; Teresa Stinson, General Counsel; Nancy Herota, Matt Perry, and Tammy Sanchez, Assistant Superintendents; Jerry Jones, Executive Director of Technology; Michael Kast, Executive Director of Special Education; Tim Herrera, Director of Communications; other staff and visitors; and Carla Miller, Recording Secretary.

II. Mr. Fong led the Pledge of Allegiance.

III. On a motion by Ms. Levy and seconded by Mr. Brown, the minutes of the Regular Board Meeting of April 17, 2018, May 1, 2018, and May 15, 2018 were approved. Motion carried unanimously (7 ayes).

IV. Mr. Fong moved to adopt the revised agenda. Ms. Davis seconded the motion, which carried unanimously (7 ayes).

V. There was no official correspondence.

VI.A. There were no requests for visitor presentations from the general public.

VI.B. There were no requests for presentations from employee organizations.

VII.A. Superintendent Gordon reported on the following:

- Congratulated Cynthia Guzman, 8th grade teacher at Leo A. Palmiter Jr./Sr. High School, for being selected as the SCOE Teacher of the Year for 2019. Cynthia will be recognized along with other local district Teachers of the Year at our annual awards dinner on August 24, 2018. Please see Tim Herrera for details.
- Thanked all who attended the Open House at Sly Park on Sunday, June 10. The event – sponsored by the Friends of Sly Park – was an opportunity to bring people together to explore, discover, and support the great work being done to educate youth there. Proceeds from the event will help secure funding to provide scholarships for students in the 2018–2019 School Year. He thanked Trustee Ahola for attending.
- We have had some wonderful graduation celebrations to close out the school year. On June 9, nearly 236 students graduated from the Northern

California Construction Training (NCCT) program and received pre-apprenticeship certificates. 81 of those graduates are in SCOE programs serving either community school students or adult re-entry clients. Thanks to Board Vice President Brown and Trustees Ahola and Lefkovitz for joining us. Our June 1 graduation at Palmiter High School was a great success. Our thanks to Principal Lauren Roth and her team for hosting. Thanks to Vice President Brown and Trustees Levy and Lefkovitz for attending. The May 24 graduation for our SH students was a warm and wonderful event. He expressed his appreciation to Executive Director Michael Kast and the Special Education team for all they do for our students. We appreciate that Vice President Brown and Trustee Lefkovitz were able to attend to help honor our students. May 17 and 18, we celebrated the successes of nearly 60 community school graduates during graduations. Thanks to President Rivas, Vice President Brown and Trustees Lefkovitz, Ahola, and Davis for attending.

- On May 31, Sacramento broke ground on the new Powerhouse Science Center along the Sacramento riverfront. Once open, the 50,000 square-foot campus will teach area children and adults through STEM (Science, Technology, Engineering, and Mathematics) projects and exhibits. Tammy Sanchez and he were pleased to attend as proud partners of the Science Center project. Thanks to Vice President Brown for attending the luncheon.
- Very proud of our construction class students at Hickey Jr./Sr. High School for their involvement in an outstanding community service project. On Friday, May 25, the students visited the Cosumnes River Preserve to deliver nearly three-dozen nesting boxes they built as part of a class project. They also installed several boxes. This project is the first step in a collaborative effort between the Cosumnes River Preserve and SCOE to provide the Preserve with a supply of bird habitats and also provide students with hands-on outdoor education lessons.
- On May 25, we celebrated the work of some young SCOE authors participating in the 916 INK youth literacy program. The two anthologies, "Urban Science through Our Eyes" and "Strong Words and Open Minds" are collections of essays and short stories from students in El Centro at juvenile hall, and our CARE programs at Wilson C. Riles Middle School, Mitchell Middle School, and Highlands High School. We appreciate that Trustee Lefkovitz was able to join us.
- On May 24, our SCBC program along with our partners from CDCR and Probation hosted an annual Resource Fair for parolees and the formerly incarcerated. This collaborative event served hundreds of clients and helped connect them with resources to assist in a successful transition to society. Many thanks to Adult Re-Entry Director Marc Nigel, SCBC Project Specialist Natalya Edwards, and the rest of the Adult Re-Entry

team for organizing a great event. We thank Vice President Brown and Trustee Lefkovitz for stopping by.

- Our annual ice cream social to celebrate Classified School Employee Week – on May 24 – was a very nice event. He thanked Vice President Brown and Trustee Lefkovitz for attending and helping dish out treats to our classified team members to thank them for all that they do.
- On May 16, he was honored to join Sacramento Mayor Steinberg and education and arts leaders to launch a county-wide initiative to boost arts education in our public schools. The Sacramento Region Community Foundation announced the formation of the non-profit Sacramento Arts Education Consortium (SAEC). It's a joint effort of SCOE, the City of Sacramento, and Friends of the Sacramento Metropolitan Arts Commission. The coalition will work with all 13 school districts in the county to provide more arts education in the classroom.
- Reminded everyone that on June 18, 2018, you are invited to attend the Future Forward 2018 Youth Summit at the Doubletree Hotel, from 8:00 a.m. to 5:45 p.m. The goal of the summit is to increase youth participation in the prevention of underage substance abuse. In addition to district outreach, outreach will be conducted to students at Leo Palmiter through the Friday Night Live and Club Live program. Our students will serve as facilitators for group activities, introduce keynote speakers, and assist other student attendees throughout the day.
- Reminded everyone that on Saturday, June 23, 2018 at 1:00 p.m., at Sheldon High School, 71 participants of the SCOE Leadership Institute will receive their Preliminary Administrative Services Credentials. The credential allows them to apply for and be competitive for site administrator, vice-principal, and district positions that require an administrative credential.

VIII.A. Ms. Ahola moved and Ms. Lefkovitz seconded adoption of the consent agenda. Motion carried unanimously (7 ayes). By such action, the Board:

1. Accepted report on Personnel Transactions
2. Awarded diplomas to Court School, Community School, and Special Education Students
3. Accepted donations to the Curriculum and Instruction Science Programs
4. Approved Single Site Plans for Juvenile Court and Community Schools

Dr. Matt Perry, Assistant Superintendent/Michael Kast, Executive Director announced that the following students will be awarded a diploma: 3 Candidates from El Centro Jr./Sr. High School; From Elinor Lincoln Hickey Jr./Sr. High School: Patricia Michelle Barragan, Isaiah Rashad Broadway, Vivek Vinay Chand, Donovan Luther Clark, Ethan David Clark, Joel Delvalle, Reymond Julian Diaz, Briyonna Annette Dominique, Bunny

Fallis, Isaiah Leo Garone, Sharonnie U. Harris, Niko Mataafa, and Aviance V. Patterson From Gerber Jr./Sr. High School: Adrina Lydia Apodaca, Sabrina Cabitac-Washington, Marissa Rose Chanthanam, Tajayni Yachelle Chouteau, Omari Oshea Coleman, Izaiah Xavier De La Fuente, Ashley N. Donovan, Amy Anna Gazzarini, Armon George, Jordan Andrew Guitron, Keaton Carlyle Lawson, Jacob Alan Lewis, Tia Luna, Tori McKinley, Jaraya Mason, Raushawn Rose, Christen Terell Simmons, Jeremy Sullins, Elijha Christopher Wade, Alexia Watson-Phillips, and Charelle Whitfield from; and from North Area Community School: Ramon Alvarez, Shalon M. Brown-Williams, Denaya K. Davis, Isaac Anthony Esquivel, Isaiah Jamar Evans, Mahnoor Fatima, Dayna Jeannine Gonzalez, Isaiah Jamal Harvis, Nichole Vivian Hernandez, Briana Howard, Jewel Katsma, Samia Leedora Kinsey, Deante Kyree Hill Lockett, Theodore Lucky, Manuel De Jesus Mercado Morales, Serena Mercedes Lopez Rivas, Zhane Renee Thomas, Diego Efrain Rivera Tostado, and Isaiah Luis Woodson.

VIII.B. Ms. Levy moved and Ms. Davis seconded approval of the contracts as listed. Motion to approve the contracts carried unanimously (7 ayes).

VIII.C. On a motion by Mr. Brown, seconded by Ms. Levy, and carried unanimously (7 ayes), the Board authorized staff to submit grant applications/service contracts and accept funding if awarded; and approved contracts, positions, and other expenditures associated with the grants as outlined in the proposed budgets as follows, and adopt Resolution No. 18-05 on item VIII.C.7.:

1. \$150,000 Ethnic Studies Model Curriculum grant from the California Department of Education for the 2017-2018, 2018-2019 and 2019-2020 fiscal years
2. \$670,140 21st Century Community Learning Center, Year 12 grant from the California Department of Education/Expanded Learning and Support Division for the 2018-2019, 2019-2020, and 2020-2021 fiscal years
3. \$446,760 After School Education and Safety Program, Year 12 grant from the California Department of Education/Expanded Learning and Support Division for the 2018-2019, 2019-2020, and 2020-2021 fiscal years
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29. \$415,000 Mental Health Services Act – Bullying Prevention Project and Youth Mental Health First Aid Program grant from the Sacramento County Department of Health Services for the 2018-2019 fiscal year
30. \$101,000 Power of Discovery – Science, Technology, Engineering, and Mathematics (STEM) Year 6 grant from the California Department of Education/Extended Learning and Support Division for the 2018-2019 fiscal year

VIII.D. Adoption of the 6th-12th Grade History-Social Science Instructional Materials for the Sacramento County Office of Education Programs

Chair Ahola of the Curriculum Committee recommended the Board adopt the 6th-12th Grade History-Social Science Instructional Materials for the Sacramento County Office of Education Programs. Motion carried unanimously (7 ayes).

VIII.E. Presentation and Public Hearing – SCOE 2018-2019 Local Control and Accountability Plan

Dr. Matt Perry/Dr. Nancy Herota/Michael Kast provided a presentation on SCOE 2018-2019 Local Control and Accountability Plan.

President Rivas opened the Public Hearing at 7:06 p.m.

No one came forward.

President Rivas closed the Public Hearing at 7:06 p.m.

VIII.F. Approval of Use of Proposition 30 Funds, the Schools and Local Public Safety Protection Act of 2012, in Substitution of Regular Revenue Limit Apportionments

Ms. Levy moved and Mr. Brown seconded the motion to approve the Use of Proposition 30 Funds, the Schools and Local Public Safety protection Act of 2012, in Substitution of Regular Revenue Limit Apportionments. Motion carried unanimously (7 ayes).

VIII.G. Public Hearing – 2018-2019 Proposed Budget

President Rivas opened the Public Hearing at 7:09 p.m.

No one came forward.

President Rivas closed the Public Hearing at 7:09 p.m.

VIII.H. President Rivas announced this is the First Reading of Revisions to Board Policy 1312.3 – Uniform Complaint Procedures.

Chair Al Brown of the Policy Committee recommended that the proposed revisions to Board Policy 1312.3 – Uniform Complaint Procedures move forward to Second Reading at a future Board Meeting.

VIII.I. President Rivas announced this is the First Reading of Revisions to Board Policy 5610 (Renumbered 0450) – Comprehensive Safety Plan.

Chair Brown of the Policy Committee recommended that the proposed revisions to Board Policy 5610 (Renumbered 0450) – Comprehensive Safety Plan move forward to Second Reading at a future Board Meeting.

VIII.J. President Rivas announced this is the Second Reading and Adoption of Revisions to Board Policy 5030 – Pupil Wellness.

Chair Brown of the Policy Committee recommended the Board adopt the revisions to Board Policy 5030 – Pupil Wellness. Motion carried unanimously (7 ayes).

VIII.K. An informational item on the elimination of Administrative Rules and Regulations 5030 – Student Wellness was provided in the Board packet.

VIII.L. An informational item on the 2017-2018 Professional Development and Technical Support for the Implementation of the California Academic Content Standards in the Sacramento County School Districts was provided in the Board packet.

VIII.M. Superintendent Gordon presented the “Year In Review” report to the Board.

IX.A. Mr. Fong thanked the Superintendent and staff for another great year of SCOE activities. In response to another school shooting, Mr. Fong requested again that this Board offer some kind of resolution to commend the students who are participating in the civic involvement. He expressed objections with going through a gate keeper to get this on the agenda. There are many children being removed from their parents as a result of the President’s immigration acts. He would like for us to say something about this practice. He was happy to see at the Policy Committee Meeting our general counsel include policies to protect undocumented students.

Ms. Levy acknowledged our visitor – Paul Keefer. He will be the new Trustee for Area III beginning July 1, 2018. Both candidates that ran for her seat were exceptionally qualified, Rick and Paul. Congratulations Paul! She’s glad he came to this meeting to experience what SCOE is all about, especially the presentation at the end. She wished them all the best.

Mr. Brown echoed Trustee Levy’s comment and congratulated Paul! He looks forward to working with Mr. Keefer.

Ms. Lefkovitz also congratulated Paul Keefer and looks forward to getting to know him better. The last month has been a whirlwind of graduations and events. It’s been fabulous. She is really proud to be on this Board to represent such a professional and creative organization with people who have such passion by helping at-risk young people. She thanked everyone for involving her in the activities that you do and put on.

Ms. Ahola enjoyed her visit to Sly Park. Her kids went on a bug hunt, she met the teachers, and saw the Indian Center. She looks forward to a more in-depth tour. She met an individual that works with students at Leo A. Palmiter outside the community. A graduate of Leo A. Palmiter will be a blogger for the group. It would be interesting to have that group come to do a public comment regarding the work they are doing with the students. She will send the information to Superintendent Gordon.

Ms. Davis attended Academic Bowl with Trustees Brown and Lefkovitz. It was amazing, informative and very well done. The art was incredible as well. She was very touched by attending the event.

IX.B. President Rivas attended the Community Schools graduation at Sierra Health Foundation and thoroughly enjoyed it. He congratulated Tim Herrera and his team for putting on an excellent program. It was inspiring to interact with students and parents. They motivated him to go back to work. The parents were so grateful. He wasn't able to attend the first day of graduation.

Tim Herrera added that he would like to take credit for that program, but it belongs to Principal Lisa Alcalá and her team. His department provided support, but it was really her team that did the bulk of the work.

President Rivas gave kudos to Principal Alcalá.

IX.C. There were no committee reports.

X.A. There was no distribution of the June/July Events item.

X.B. There was no distribution of the June/July Site Visits item.

XI. Schedule for Future Board Meetings

A. June 26, 2018 – 2018-2019 LCAP and Budget Adoptions

B. July 10, 2018 – Annual Organizational Meeting

XII. Ms. Levy moved to adjourn the meeting in memory of SCOE employee Eddie Collins who passed away recently. Ms. Lefkovitz seconded the motion, which carried unanimously (7 ayes). The meeting adjourned at 8:16 p.m.

Respectfully submitted,

David W. Gordon
Secretary to the Board

Date approved:

SACRAMENTO COUNTY OFFICE OF EDUCATION
 PERSONNEL TRANSACTIONS - FOR YOUR INFORMATION

Board Meeting – July 10, 2018

REGULAR APPOINTMENTS/REAPPOINTMENTS

Group (Mgmt/Cert/Class)	Dept./ Program	Name	Status	Classification	Location	Effective Date	Salary Placement
Certificated	Special Education	Aldrich, Kristina	Prob.0	Teacher, Severely Handicapped 8 h/d 5 d/w 185 d/y PC# 000731	Jessie Baker SH Program	08/15/18	T-I-I
Classified	Special Education	Chan, Hannah	Prob.	Physical/Occupational Therapist 8 h/d 5 d/w 210 d/y PC# 000651	Special Education	07/02/18	CL-47-E
Classified	Payroll Services	Li, Kam	Prob.	Accounting Technician 8 h/d 5 d/w 244 d/y PC# 000133	Payroll Services	07/02/18	CL-26-A
Classified	Sly Park	Wharton, Rebecca	Prob.	Maintenance Custodian 8 h/d 2 d/w 244 d/y PC# 100031	Sly Park	06/21/18	CL-18-A

SUBSTITUTES/TEMPORARY APPOINTMENTS

Group (Mgmt/Cert/Class)	Dept./ Program	Name	Status	Classification	Location	Effective Date / Duration
Management	Administration	Ramsey, Samantha	Provisional	Associate General Counsel	Administration	06/18/18 – 09/14/18
Certificated	Various	Forshage, Eric	Sub.	Teacher	Various	0 6/14/18
Certificated	Sly Park	Mitchell, Linda	Temporary Assignment	Interim Director, Sly Park	Sly Park	06/19/18 – 09/30/18
Classified	Sly Park	Bockus, Cheryl	L/Term	Cafeteria Assistant	Sly Park	06/13/18 – 06/30/19
Classified	Sly Park	Hartke, Carol	Temporary Assignment	Cook	Sly Park	05/05/18; 05/20/18 and 05/25/18
Classified	Special Education	L'Heureux, Christian	L/Term	Special Education Technician –RSP	Special Education	07/02/18 – 07/31/18
Classified	Sly Park	Nance, Tammi	Temporary Assignment	Cook	Sly Park	05/06/18; 05/23/18
Classified	Support Operations	Recinos, Juan	L/Term	Custodian	Support Operations	06/21/18 – 06/30/19
Classified	Special Education	Wang, Christine	L/Term	Para Educator	Special Education	06/01/18

EXTRA ASSIGNMENTS

Group (Mgmt/Cert/Class)	Dept./ Program	Name	Classification	Location	Effective Date / Duration
Management	AVID/Cal-SOAP	Delgado, Guadalupe	Project Specialist II, Cal-SOAP	AVID/Cal-SOAP	2017-2018 school year 8 additional days
Management	AVID/Cal-SOAP	Vera, Leila	Project Specialist II, Cal-SOAP	AVID/Cal-SOAP	2017-2018 school year 10 additional days
Classified	Special Education	Ayuli, Alexander	Para Educator – SH	Special Education	2017-2018 school year 3 additional days
Classified	Special Education	Holmes, Concepcion	Para Educator – SH	Special Education	2017-2018 school year 3 additional days
Classified	Special Education	Mejia, Deborah	Para Educator – SH	Special Education	2017-2018 school year 3 additional days

CHANGE IN WORK PROFILE

Group (Mgmt/Cert/Class)	Dept./ Program	Name	Classification	Location	From	To	Effective Date
Classified	Foster Youth Services	Gaitan, Yamilet	Program Analyst	Foster Youth Services	244 d/y	185 d/y	07/02/18- 06/28/19

SEPARATIONS

Group (Mgmt/Cert/Class)	Type	Name	Classification	Location	Effective Date	Reason for Leaving
Certificated	Resignation	Crandell, Michelle	Language, Speech and Hearing Therapist	Special Education	06/13/18	Resignation
Certificated	Resignation	Day, Joann	Teacher, Special Education	Dry Creek West	07/20/18	Resignation
Certificated	Resignation	Plowman, Maria	Mental Health Program Specialist	Palmiter, Spinelli, Bannon	06/29/18	Resignation
Classified	Resignation	Kekahuna-Sanchez, Jeannette	Para Educator – SH	Smedberg Middle School	06/07/18	Resignation
Classified	Resignation	Rhoads, Carolyn	Special Education Technician - RSP	El Centro / YDF	08/14/18	Resignation

RECAP

	Management	Certificated	Classified	Total
Regular Appointments/Reappointments	0	1	3	4
Substitutes/Temporary Appointments	1	2	6	9
Extra Assignments	2	0	3	5
Change in Work Profiles	0	0	1	1
Separations	0	3	2	5
TOTAL	3	6	15	24

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Boulevard, P.O. Box 269003
Sacramento, CA 95826-9003

Subject: Award of Diplomas	Agenda Item No.: IX.A.2. Enclosures: 0
Reason: Approval	From: David W. Gordon Prepared By: Michael Kast Board Meeting Date: 07/10/18

BACKGROUND:

The following students are scheduled to graduate from their school and they have completed all requirements for high school graduation:

Leo A. Palmiter Jr./Sr. High School

Amari Amos-Williams
Gabriel Julian Flores
Mitchell Griffin
Kody Phillips
Jesus Noe Salinas
My'kel David Smith
Devon Cayl Witkofsky

SUPERINTENDENT'S RECOMMENDATION:

The Superintendent recommends the Board approve the issuance of a high school diploma to the students listed above who have completed all requirements for graduation.

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Boulevard, P.O. Box 269003
Sacramento, CA 95826-9003

Subject: Surplus Property	Agenda Item No.: IX.A.3. Enclosures: 1
Reason: Declaration of Equipment Listed as Surplus Property and Authorization to Dispose of Equipment Pursuant to Education Code (Special Education and Technology)	From: David W. Gordon Prepared By: Tamara Sanchez Board Meeting Date: 07/10/18

BACKGROUND:

Education Code sections 35160, 35160.2, 17545, and 17546 allow for disposal of property no longer needed or that is determined unsuitable for school use. The equipment is of insufficient value to defray the costs of arranging a sale. It would be in the Sacramento County Office of Education’s best interest to deem these items obsolete and dispose of them.

The equipment listed below has been identified by the Special Education Mobility Opportunities Via Education/Experience (MOVE) team to be outdated and no longer safe for student use to increase mobility.

SPECIAL EDUCATION EQUIPMENT			
SCOE Tag Number	Item Description	SCOE Tag Number	Item Description
123166	Prone Stander	123257	Supine Stander
064758	Prone Stander	122747	Supine Stander
122622	Prone Stander	135046	Lift
124909	Supine Stander	123224	Dynamic Stander
064766	Prone Stander	128058	Dynamic Stander
123265	Supine Stander	121988	Dynamic Stander
064782	Prone Stander	121459	Prone Stander
125401	Prone Stander	137505	Activity Chair
123620	Walker	122986	Toilet
135764	Dynamic Stander		

The equipment listed below has been identified by the Computer, Network, and Telecommunications team as no longer needed or as unsuitable for school use.

TECHNOLOGY EQUIPMENT			
SCOE Tag Number	Item Description	SCOE Tag Number	Item Description
0105510	Zenith TV	0198499	HP ProCurve
0194662	Apple Cinema Display	0183715	Dell Optiplex GX620
0194415	Apple Cinema Display	0210872	Dell Optiplex 990
0191353	Apple Cinema Display	0210922	Dell Optiplex 990
0189209	HP Compaq dc7800	0211177	Dell Optiplex 990
0220889	Dell Optiplex 760	0186080	Dell Optiplex GX620
0201657	Asus Laptop	0220616	Dell Optiplex 960
0216200	Apple Macbook Air	0221283	Dell Optiplex 960
0200733	Apple Macbook Pro	0200626	Dell Latitude E5500
0213512	Dell Latitude	0211086	Apple iPad
0202077	Dell Optiplex 780	0221192	Dell Latitude E6500
0221812	Dell Optiplex 780	0213595	Dell Latitude E6530
0221663	Dell Optiplex 780	0092817	Gateway Solo 1400
0222034	Dell Optiplex 780	0215392	Dell Chromebook 11
0222745	Dell Optiplex 980	0204099	Dell Latitude E6530
0181156	Dell Optiplex 755	0199323	HP Compaq 8710p
0180893	Dell Optiplex 755	0221465	Dell Latitude E6500
0193532	Dell Optiplex GX620	0211383	HP ProCurve
0211706	Apple iMac	0200857	HP ProCurve
0202135	Apple iMac	0202325	Apple MacPro
0189902	Apple iMac	0191221	Apple MacPro
0213009	Apple iMac	0200600	HP Color LaserJet CP2025
0212951	Apple iMac	0216176	Dell C3760dn
0202663	Apple iMac	0222281	Apple MacBook Pro 13
0206680	HP Access Point	0126334	HP LaserJet Printer

SUPERINTENDENT’S RECOMMENDATION:

The Superintendent recommends that the Board declare this equipment unsuitable for school use and of insufficient value to defray the costs of arranging a sale and authorizes the Procurement Department to dispose of this equipment as authorized under Education Code sections 35160, 35160.2, 17545, and 17546.

**SACRAMENTO COUNTY BOARD OF EDUCATION
CONTRACTS FOR COUNTY BOARD OF EDUCATION APPROVAL**

July 10, 2018

TECHNOLOGY SERVICES

Expenditure

Signal Perfection, LTD

Contractor will provide maintenance and support on an as-needed basis for existing audio/visual (AV) equipment in Sacramento County Office of Education meeting rooms. Minor AV upgrades will also be provided.

Renewal

Dates of Service: 07/11/18 – 06/30/19

Source of Funds: Computer, Network, and Telecommunication Support

\$6,000.00

**CENTER FOR STUDENT ASSESSMENT AND PROGRAM
ACCOUNTABILITY**

Whitney Olson – Statewide Coordinator for National History Day

Contractor will provide expertise and serve as a co-coordinator for the statewide National History Day Program by supporting county coordinators with implementing all aspects of the regional National History Day competition.

Renewal

Dates of Service: 08/01/18 – 06/30/19

Source of Funds: National History Day – California

\$62,000.00

RECAP

	<u>Expenditure</u>
Technology Services	6,000.00
Center for Student Assessment and Program Accountability	62,000.00
TOTAL	68,000.00

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Boulevard, P.O. Box 269003

Sacramento, CA 95826-9003

Agenda Item No.:	IX.C.1.
Enclosures:	2
Board Meeting Date:	07/10/18

Grant/Contract Proposal Abstract

Title of Grant/Contract: Pedestrian and Bicycle Safety Program Grant

Department/Director: Prevention and Early Intervention/Dr. Nancy Herota

Funding Source: California Office of Traffic Safety

Amount Requested: \$175,000

Fiscal Year(s): 2018-2019, 2019-2020

Program Description:

The California Office of Traffic Safety (OTS) will contract with the Sacramento County Office of Education (SCOE) to implement programs designed to increase pedestrian and bicyclist safety among middle school students. SCOE's Prevention & Early Intervention Department will collaborate with Safety Center, Inc. and other local stakeholders, including University of California, Davis Medical Center, and local and state law enforcement agencies, to help middle school youth develop attitudes that support lifelong traffic safety practices, create and implement projects that promote pedestrian and bicycle safety among their peers and family members, and build a foundation for youth to make safe decisions when they become drivers. The program will be implemented at selected middle schools in Sacramento County, where staff and administration have indicated readiness and willingness to participate in the project as an extension of Club Live activities on their campuses.

Established in 1934, Safety Center, Inc. has demonstrated success in providing traffic, pedestrian, and bicycle safety instruction and resources for youth and adults in Sacramento County, as well as throughout California. The Community Programs Department has developed online resources for peer-to-peer teen safe driving campaigns and will use this expertise to create a similar online tool for use by middle school youth in developing interactive learning activities to increase bicyclist and pedestrian safety.

New Positions:

None

Subcontracts:

Safety Center, Inc. in the amount of \$80,000 to provide pedestrian and bicyclist safety activities, conduct special events, create online materials, and collect and report data.

Evaluation Component:

SCOE will coordinate with Safety Center and participating districts and school sites to prepare and submit quarterly reports.

Detailed Budgets Attached

SACRAMENTO COUNTY OFFICE OF EDUCATION
Budget for Grant/Contract for Services

Cash Match Total (if applicable)	
Source of Funds for Cash Match	

Funds (check boxes that apply)

District/Foundation Local State Federal New Grant Continuing Grant

Grant Title: Pedestrian and Bicycle Safety Program Grant

Contact Person/Dept. /Phone #: Nancy Herota/Prevention & Early Intervention/2653

Fiscal Year: 2018-2019

Category	Grant Authorized Budget	Cash Match/ In-Kind Amount	Total Grant Budget
Salaries - Certificated (FTE):			0
Salaries - Classified (FTE): 0.79	40,609		40,609
Temporary Employees			0
Employee Benefits	17,095		17,095
Books and Supplies	1,542		1,542
Travel and Conference	1,800		1,800
Subcontracts Not Subject to Indirect	37,906		37,906
Subcontracts Subject to Indirect	25,000		25,000
Other Services / Operating Expenses	4,594		4,594
Communications (postage/phones)			0
Printing Services	500		500
Indirect % 8.90	5,136		5,136
Other:			0
Totals	\$ 134,182	\$ 0	\$ 134,182

Positions included: Title	FTE	Range/Step	Grant Authorized Amount	Cash Match/ In-Kind Amount
Project Assistant II	0.45	G23F	26,127	
Project Assistant I	0.19	G15B/C	7,177	
Staff Secretary	0.15	G23C/D	7,305	
Totals	0.79		\$40,609	\$0

Revised 07/15

Initials of Grants Financial Staff: *TO (15) 17*

Date: 6/11/18

SACRAMENTO COUNTY OFFICE OF EDUCATION
Budget for Grant/Contract for Services

Cash Match Total (if applicable)	
Source of Funds for Cash Match	

Funds (check boxes that apply)

District/Foundation Local State Federal New Grant Continuing Grant

Grant Title: Pedestrian and Bicycle Safety Program Grant

Contact Person/Dept. /Phone #: Nancy Herota/Prevention & Early Intervention/2653

Fiscal Year: 2019-2020

Category	Grant Authorized Budget	Cash Match/ In-Kind Amount	Total Grant Budget
Salaries - Certificated (FTE):			0
Salaries - Classified (FTE): 0.29	15,151		15,151
Temporary Employees			0
Employee Benefits	6,634		6,634
Books and Supplies			0
Travel and Conference			0
Subcontracts Not Subject to Indirect			0
Subcontracts Subject to Indirect	17,094		17,094
Other Services / Operating Expenses			0
Communications (postage/phones)			0
Printing Services			0
Indirect % 8.90	1,939		1,939
Other:			0
Totals	\$ 40,818	\$ 0	\$ 40,818

Positions included: Title	FTE	Range/Step	Grant Authorized Amount	Cash Match/ In-Kind Amount
Project Assistant II	0.15	G23F	8,924	
Project Assistant I	0.08	G15B/C	2,464	
Staff Secretary	0.06	G23C/D	3,763	
Totals	0.29		\$15,151	\$0

Revised 07/15

Initials of Grants Financial Staff: *TO (MS)*

Date: 6/11/18 *17*

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Boulevard, P.O. Box 269003
Sacramento, CA 95826-9003

Subject: Revisions to Board Policy 1250 – Access to County Office Sites	Agenda Item No.: IX.D. Enclosures: 2
Reason: Second Reading and Adoption of Board Policy Revisions	From: Policy Committee Prepared By: Elizabeth Linton Board Meeting Date: 07/10/18

BACKGROUND:

Attached are proposed revisions to Board Policy 1250 – Access to County Office Sites. All proposed revisions are indicated by strikeouts and bold underlined additions.

A brief summary of the rationale and basis for the proposed revisions follows:

- Policy changes are proposed to reflect recent legislation.

The Policy Committee reviewed Board Policy 1250 – Access to County Office Sites on June 12, 2018, and recommended that the revised policy be presented to the Board for First Reading. The First Reading of the revised policy occurred at the June 26, 2018 meeting.

SUPERINTENDENT’S RECOMMENDATION:

The Superintendent recommends that the Board of Education hear the Second Reading and adopt the proposed revisions to Board Policy 1250 – Access to County Office Sites.

DRAFT

1000 – COMMUNITY RELATIONS

ACCESS TO COUNTY OFFICE SITES

BP 1250

(Page 1 of 2)

Any community group or member of the public desiring to visit any of the ~~County~~ **Sacramento County** Office of Education (**SCOE**) sites shall obtain advanced permission from the ~~County Superintendent or appropriate administrator~~ **designee**.

To ensure the safety of ~~students~~ **pupils** and staff and avoid potential disruptions, all visitors shall register **with the principal or designee** immediately upon entering any school building or grounds when school is in session.

Each visitor or outsider shall provide the principal or designee with his or her name, address, occupation, age if less than 21, purpose in entering school grounds, proof of identity, and any other information required by law.

SCOE sites shall adopt measures for responding to outsiders that avoid classroom interruptions and preserve the peaceful conduct of the school's activities, consistent with local circumstances and practices.

SCOE school sites shall post signs in the entrances to notify outsiders of the hours and requirements for registration.

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.3 Information for registration

627.6 Signs regarding hours and registration

627.7 Misdemeanors; punishment

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

DRAFT

1000 – COMMUNITY RELATIONS

ACCESS TO COUNTY OFFICE SITES

BP 1250
(Page 2 of 2)

06/06/89
07/18/89 First Reading
08/15/89 Second Reading
08/15/89 Approved
02/03/09 Reviewed by Policy Committee
02/17/09 First Reading
03/03/09 Second Reading and Adoption
03/23/09 Distribution
06/12/18 Reviewed by Policy Committee
06/26/18 First Reading
07/10/18 Second Reading and Adpotion

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Boulevard, P.O. Box 269003
Sacramento, CA 95826-9003

Subject: Revisions to Board Policy 5125 – Pupil Records	Agenda Item No.: IX.E.1. Enclosures: 3
Reason: Second Reading and Adoption of Board Policy Revisions	From: Policy Committee Prepared By: Elizabeth Linton Board Meeting Date: 07/10/18

BACKGROUND:

Attached are proposed revisions to Board Policy 5125 – Pupil Records. All proposed revisions are indicated by strikeouts and bold underlined additions.

A brief summary of the rationale and basis for the proposed revisions follows:

- Policy changes are proposed to reflect recent legislation.

The Policy Committee reviewed Board Policy 5125 – Pupil Records on June 12, 2018, and recommended that the revised policy be presented to the Board for First Reading. The First Reading of the revised policy occurred at the June 26, 2018 meeting.

SUPERINTENDENT’S RECOMMENDATION:

The Superintendent recommends that the Board of Education hear the Second Reading and adopt the proposed revisions to Board Policy 5125 – Pupil Records.

DRAFT

5000 – STUDENTS

STUDENT PUPIL RECORDS

BP 5125

(Page 1 of 3)

Sacramento County Office of Education (SCOE) procedures for maintaining the confidentiality of student **pupil** records shall be consistent with state and federal law.

The Superintendent or designee shall establish regulations governing the identification, description, and security of student **pupil** records, as well as timely access for authorized persons. These regulations shall ensure the rights of parents and guardians to review, inspect, and copy student **pupil** records and shall protect the security of the records in accordance with the law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records. The custodian of records shall implement Board policy and administrative **rules and** regulations regarding student **pupil** records, **and shall maintain a copy of SCOE's policies and procedures for gathering and handling sensitive pupil information.**

SCOE shall not collect or solicit social security numbers or the last four digits of social security numbers of pupils or their parents or guardians, unless otherwise required to do so by state or federal law. No information or documents regarding the citizenship or immigration status of pupils 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.

Personally identifiable information collected in the implementation of any SCOE program, including, but not limited to, pupil and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law.

The Superintendent or designee shall not compile a list, registry, or database based on pupils' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall the Superintendent disclose pupil information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable.

DRAFT
5000 – STUDENTS

STUDENT PUPIL RECORDS

BP 5125
(Page 2 of 3)

Legal References:

EDUCATION CODE

234.7 Citizenship or immigration status of pupils or their family members

49060-49079 students **pupil** records, **especially**

49076.7 pupil data privacy; social security numbers

56050 Surrogate parents

56055 Foster parents

FAMILY CODE

3025 Access to records by noncustodial parents

GOVERNMENT CODE

8310.3 California Religious Freedom Act

WELFARE AND INSTITUTIONS CODE

16010 Health and education records of a minor

~~**TITLE 20, UNITED STATES CODE, TITLE 20**~~

1232g Family Educational Rights and Privacy Act

1415 Individuals with Disabilities Education Act (IDEA) – Procedural Safeguards

1417 IDEA - Administration

~~**TITLE 5, CODE OF REGULATIONS, TITLE 5**~~

430-438 Individual pupil records

16020-16027 Destruction of records of school districts

~~**TITLE 34, CODE OF FEDERAL REGULATIONS, TITLE 34**~~

99.1-99.67 Family Educational Rights and Privacy

300.501 Opportunity to examine records for parents of pupil with disability

300.610-300.627 IDEA regulations

03/27/90	Draft
04/17/90	First Reading
05/01/90	Second Reading
05/01/90	Approved
05/30/93	Reviewed by Legal Counsel
07/15/14	Reviewed by Policy Committee
10/07/14	Reviewed by Policy Committee

DRAFT
5000 – STUDENTS

STUDENT PUPIL RECORDS

BP 5125
(Page 3 of 3)

11/18/14 Reviewed by Policy Committee
12/16/14 First Reading
01/13/15 Second Reading and Adoption (formerly BP 5300)
01/16/15 Distribution
06/12/18 Reviewed by Policy Committee
06/26/18 First Reading
07/10/18 Second Reading and Adoption

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Boulevard, P.O. Box 269003
Sacramento, CA 95826-9003

Subject: Revisions to Board Policy 5145.3 – Prohibition on Discrimination/Harassment/ Sexual Harassment; Participation of Transgender Pupils in Academic and Educational Programs and Activities	Agenda Item No.: IX.F. Enclosures: 5
Reason: Second Reading and Adoption of Board Policy Revisions	From: Policy Committee Prepared By: Elizabeth Linton Board Meeting Date: 07/10/18

BACKGROUND:

Attached are proposed revisions to Board Policy 5145.3 – Prohibition on Discrimination/ Harassment/Sexual Harassment; Participation of Transgender Pupils in Academic and Educational Programs and Activities. All proposed revisions are indicated by strikeouts and bold underlined additions.

A brief summary of the rationale and basis for the proposed revisions follows:

- Policy changes are proposed to reflect recent legislation.

The Policy Committee reviewed Board Policy 5145.3 – Prohibition on Discrimination/ Harassment/Sexual Harassment; Participation of Transgender Pupils in Academic and Educational Programs and Activities on April 17, 2018, and June 12, 2018, and recommended that the revised policy be presented to the Board for First Reading. The First Reading of the revised policy occurred at the June 26, 2018 meeting.

SUPERINTENDENT’S RECOMMENDATION:

The Superintendent recommends that the Board of Education hear the Second Reading and adopt the proposed revisions to Board Policy 5145.3 – Prohibition on Discrimination/Harassment/Sexual Harassment; Participation of Transgender Pupils in Academic and Educational Programs and Activities.

DRAFT

5000 – STUDENTS

PROHIBITION ON DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT; AND PARTICIPATION OF TRANSGENDER PUPILS IN ACADEMIC AND EDUCATIONAL PROGRAMS AND ACTIVITIES

BP 5145.3

(Page 1 of 5)

The Sacramento County Board of Education (Board) is committed to providing a safe school environment that allows all pupils equal access and opportunities in the Sacramento County Office of Education's (SCOE) academic and other educational support programs, services, and activities. **All individuals shall be treated equitably in the receipt of SCOE services.** This policy applies to all acts related to school activity or school attendance occurring within SCOE's schools or educational programs and to those acts that occur outside of school activities but may create a hostile environment at school.

The Board prohibits, at any school, or school-sponsored or school-related activity, unlawful discrimination, harassment, intimidation, and bullying of any pupil based on the pupil's actual race, color, ancestry, nationality, national origin, **immigration status**, ethnic group identification, ethnicity, genetic information, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, and all other circumstances specified in law, as applicable. As used herein, the prohibition against "harassment" shall include the prohibition against sexual harassment of pupils at school or at a school-sponsored or school-related activity. **The term "immigration status" encompasses citizenship status, and includes a prohibition against unlawful discrimination for not providing information regarding a pupil's immigration status, citizenship status, or national origin.**

Transgender and gender variant pupils shall be allowed to access SCOE programs and facilities in accordance with their gender identity, irrespective of the gender listed on their pupil records to the extent consistent with federal and state laws, policies of Probation, any court orders, and legal settlements.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that affects a pupil's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a pupil's academic performance; or otherwise adversely affects a pupil's educational opportunities.

The Board also prohibits any form of retaliation against any pupil who files a complaint or report, testifies, or otherwise participates in the complaint process for a complaint regarding an incident of discrimination, harassment, intimidation, or bullying.

DRAFT

5000 – STUDENTS

PROHIBITION ON DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT; AND PARTICIPATION OF TRANSGENDER PUPILS IN ACADEMIC AND EDUCATIONAL PROGRAMS AND ACTIVITIES

BP 5145.3

(Page 2 of 5)

SCOE staff shall provide pupils with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

The Sacramento County Superintendent of Schools (Superintendent) or designee shall provide age-appropriate training and/or information to pupils, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the Board's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

Pupils who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline.

When employees and volunteers provide instruction, guidance, supervision, or other services to SCOE pupils and parents/guardians, they shall carefully guard against stereotyping or inappropriately segregating pupils.

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

Individuals with disabilities and/or parents/guardians shall notify the Superintendent or principal if they have a disability that requires reasonable accommodation. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

Grievance Procedures

SCOE shall investigate and resolve complaints of discrimination, harassment, intimidation, retaliation or bullying related to school activity or attendance at SCOE's schools in accordance with SCOE's Uniform Complaint Procedures. Such complaints and allegations shall be kept confidential except as necessary to carry out the investigation or take other necessary action.

DRAFT

5000 – STUDENTS

PROHIBITION ON DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT; ~~AND~~ PARTICIPATION OF TRANSGENDER PUPILS IN ACADEMIC AND EDUCATIONAL PROGRAMS AND ACTIVITIES

BP 5145.3

(Page 3 of 5)

Notice

The Superintendent or designee shall notify pupils, parents/guardians, and applicants for admission about SCOE's nondiscrimination policy. **Parents and guardians will be informed of their children's right to free public education, regardless of their immigration status, religious beliefs, or association with any other protected class. This will include dissemination of educational rights information issued by the California Attorney General or other comparable information.**

Future publications of the pupil handbook and annual parent notices will clearly describe SCOE's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, retaliation or bullying; and the resources that are available to pupils who believe that they have been the victim of any such behavior. SCOE's policy shall also be posted on SCOE's web site or in other locations that are easily accessible to pupils.

The nondiscrimination policy and related informational materials shall be published, when required by law, in a language other than English.

Legal References:

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor

EDUCATION CODE

200-262.4 Prohibition of discrimination
48900-48927 Suspension and expulsion
48980 Notice at beginning of term
48950 Freedom of speech
48985 Translation of notices
49020-49023 Athletic programs
51007 Legislative intent: state policy
51500 Prohibited instruction or activity
51501 Prohibited means of instruction
60044 Prohibited instructional materials

DRAFT
5000 – STUDENTS

PROHIBITION ON DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT; ~~AND~~
PARTICIPATION OF TRANSGENDER PUPILS IN ACADEMIC AND EDUCATIONAL
PROGRAMS AND ACTIVITIES

BP 5145.3

(Page 4 of **5**)

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by the state

11138 Rules and regulations

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

TITLE 20, UNITED STATES CODE

1400-1482 Individuals with Disabilities in Education Act

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

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

6311 State plans

6312 Local education agency plans

TITLE 29, UNITED STATES CODE

794 Section 504 of the Rehabilitation Act of 1973

TITLE 42, UNITED STATES CODE

1983 Civil action for deprivation of rights

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

12101-12213 Americans with Disabilities Act

TITLE 5, CALIFORNIA CODE OF REGULATIONS

4600-4671 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

TITLE 28, CODE OF FEDERAL REGULATIONS

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

TITLE 34, CODE OF FEDERAL REGULATIONS

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.71 Nondiscrimination on the basis of sex in education programs

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PROHIBITION ON DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT; ~~AND~~
PARTICIPATION OF TRANSGENDER PUPILS IN ACADEMIC AND EDUCATIONAL
PROGRAMS AND ACTIVITIES

BP 5145.3
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07/02/12	Drafted
07/17/12	Reviewed by Policy Committee
08/14/12	First Reading
09/04/12	Second Reading and Adoption
09/24/12	Distribution
05/07/13	Reviewed by Policy Committee
06/04/13	First Reading
06/18/13	Second Reading and Adoption
07/01/13	Distribution
11/17/15	Reviewed by Policy Committee
12/15/15	Reviewed by Policy Committee
02/02/16	First Reading
02/16/16	Second Reading and Adoption
02/24/16	Distribution
10/04/16	Reviewed by Policy Committee
11/15/16	First Reading
12/13/16	Second Reading and Adoption
12/14/16	Distribution
<u>04/17/18</u>	<u>Reviewed by Policy Committee</u>
<u>06/12/18</u>	<u>Reviewed by Policy Committee</u>
<u>06/26/18</u>	<u>First Reading</u>
<u>07/10/18</u>	<u>Second Reading and Adoption</u>

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Boulevard, P.O. Box 269003
Sacramento, CA 95826-9003

Subject: Revisions to Administrative Rules and Regulations 5125 – Pupil Records	Agenda Item No.: IX.G. Enclosures: 7
Reason: Informational	From: David W. Gordon Prepared By: Elizabeth Linton Board Meeting Date: 07/10/18

BACKGROUND:

The Sacramento County Office of Education (SCOE) and the Sacramento County Superintendent of Schools have revised the attached Administrative Rules and Regulations (ARR) 5125 – Pupil Records. The revisions update the ARR to reflect SCOE policy and changes in the law.

This item is provided for information, and no action is required by the Board.

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I. Student **Pupil** Records Overview

Persons and entities may access ~~student~~ **pupil** records only when permitted by law. (Ed. Code, § 49076.)

“~~Student~~ **Pupil** records” are items of information directly related to an identifiable ~~student~~ **pupil** maintained by the Sacramento County Office of Education (SCOE), or by a party acting for SCOE, except those records specifically excluded by law. (Ed. Code, §§ 49061, 49062; Cal. Code Regs., tit. 5, § 430; 34 CFR 99.3.)

Records excluded by law include:

1. SCOE-designated directory information.
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee.
3. Grades on peer-graded papers before they are collected and recorded by a teacher. (Ed. Code, §§ 49061, 49062, 49073; Cal. Code Regs., tit. 5, § 430; 34 C.F.R. § 99.3.)

II. Student **Pupil** Records Processed at Program Sites

SCOE program sites shall process ~~student~~ **pupil** records requests from the following persons and entities:

1. Parent/guardian of ~~students~~ **pupils** younger than age 18 years. (Ed. Code, § 49069.) “Parent/guardian” means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Ed. Code, §§ 49061, 56050, 56055.) A noncustodial parent has the right to access ~~student~~ **pupil** records in the absence of a legally binding document indicating otherwise.
2. A person who has completed items one through four of a Caregiver’s Authorization Affidavit and signed it for purposes of enrolling a minor in school. (Ed. Code, § 49076.)

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3. Parent/guardian of a student **pupil** age 18 or older who has been declared incompetent under state law or is a dependent under **section 152 of title 26 of the United States Code**. (Ed. Code, §§ 49076, 56041.5; 34 C.F.R. § 99.31.)
4. An adult ~~student~~ **pupil** age 18 years or older; or a ~~student~~ **pupil** under the age of 18 years who attends a postsecondary institution, in which case the ~~student~~ **pupil** alone shall exercise rights related to his/her ~~student~~ **pupil** records. (34 C.F.R. §§ 99.3, 99.5.)
5. Students **Pupils** age 16 or older or who have completed the tenth grade. (Ed. Code, § 49076; 34 C.F.R. § 99.31.)
6. Students **Pupils** age 14 or older who meet the definition of both a homeless youth and unaccompanied youth under the McKinney-Vento Homeless Assistance Act. (Ed. Code, § 49076.)
7. School officials and employees whose duties and responsibilities require that they have access to ~~student~~ **pupil** records. (Ed. Code, § 49076; 34 C.F.R. § 99.31.)
8. Officials and employees of other public schools, private schools, school systems, or postsecondary institutions for purposes related to the ~~student's~~ **pupil's** enrollment or transfer. (Ed. Code, §§ 49068, 49076; 34 C.F.R. §§ 99.31, 99.34.)
9. Members of a school attendance review board. (SARB) (Ed. Code, § 49076.)
10. Contractors and consultants when permitted by contract. (Ed. Code, § 49076.)
11. Agencies or organizations in connection with the ~~student's~~ **pupil's** application for or receipt of financial aid, to the extent necessary to make financial aid determinations. (Ed. Code, § 49076; 34 C.F.R. §§ 99.31, 99.36.)

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STUDENT PUPIL RECORDS

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12. Any foster family agency with jurisdiction over currently enrolled or former ~~students~~ **pupils** for purposes of accessing those ~~students'~~ **pupils'** records of grades and transcripts and any individualized education program developed and maintained by the district. The program site shall work with SCOE's Foster Focus in processing such requests. (Ed. Code, § 49069.3.)

III. ~~Student~~ **Pupil** Records Requests Referred to SCOE's Legal Office

SCOE program sites should refer all other records requests to SCOE's Legal Office, including requests:

1. Made pursuant to a court order or lawfully issued subpoena. **SCOE's Legal Office will provide a parent or guardian with notice of any court orders, warrants, or subpoenas before responding to those requests, except for investigations of child abuse, neglect, or dependency, or when the subpoena otherwise prohibits disclosure.** (Ed. Code, § 49077; **Pen. Code, § 11174.3**; Cal. Code Regs., tit. 5, § 435; 34 C.F.R. § 99.31.)
2. From a judge; district attorney; probation officer; counsel of record for a minor ~~student~~ **pupil**; law enforcement officer/agency; or other federal, state, and local officials, **including immigration authorities.** (Ed. Code, §§ 49076, 49076.5; 34 C.F.R. §§ 99.3, 99.31, 99.35, 99.37.)
3. Persons seeking records in a health or safety emergency. (Ed. Code, § 49076; 34 C.F.R. §§ 99.31, 99.32, 99.36.)
4. From accrediting associations or other private organizations. (Ed. Code, § 49076; 34 C.F.R. § 99.31.)

IV. Process for Providing Access to Records

~~Student~~ **Pupil** records shall be maintained in a central file at the school attended by the ~~student~~ **pupil** or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. (Ed. Code, § 49069; Cal. Code Regs., tit. 5, § 433.)

The school principal or designee is responsible for maintaining each type of ~~student~~ **pupil** record.

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All requests for ~~student~~ **pupil** records, shall be made in writing. The written request shall specify the legitimate educational interest involved if applicable. Prior to granting the request, the principal or designee shall use reasonable methods to authenticate the requestor's identity.

A parent/guardian shall provide a written, signed, and dated consent before SCOE discloses the ~~student~~ **pupil** record when such prior parental consent is legally required. Such consent may be given electronically if it can be reasonably authenticated. The consent form shall specify the records to be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. If the parents are divorced or legally separated, only the parent/guardian having legal custody of the ~~student~~ **pupil** may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. Upon request by the parent/guardian, SCOE shall provide him/her a copy of the records disclosed. **The consent notice will be kept with the record file.** (Ed. Code, § 49061; 34 C.F.R. § 99.30.)

If the parent or guardian refuses to provide written consent required for the release of pupil information, the principal or designee shall not release the information, unless it is otherwise subject to release based on a court order, lawful subpoena, or other legal requirement.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of ~~student~~ **pupil** records during regular school hours. (Ed. Code, § 49069.)

The site principal or designee shall prevent the alteration, damage, or loss of records during inspection. (Cal. Code Regs., tit. 5, § 435.) Qualified certificated personnel shall be available to interpret records when requested. (Ed. Code, § 49069.)

SCOE may charge a reasonable fee for the cost of providing a copy of a ~~student~~ **pupil** record, as permitted by law.

Any person, agency, or organization granted access to ~~student~~ **pupil** records is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult ~~student~~ **pupil** unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Ed. Code, § 49076.)

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V. Access Log

A log shall be maintained for each ~~student's~~ **pupil's** record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Ed. Code, § 49064.)

For every records request, the principal or designee 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. (Cal. Code Regs., tit. 5, § 435.)

The log does not need to include record of access by: (Ed. Code, § 49064.)

1. Parents/guardians or adult ~~students~~ **pupils**;
2. ~~Students~~ **Pupils** who are 16 years of age or older or who have completed the tenth grade;
3. Parties obtaining SCOE-designated directory information;
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code section 49075;
5. School officials and employees who have a legitimate educational interest.

The log shall be accessible only to the parent/guardian, adult ~~student~~ **pupil**, dependent adult ~~student~~ **pupil**, ~~student~~ **pupil** who is age 16 years or older or who has completed the tenth grade, principal, and certain state or federal officials.

Only a parent/guardian having legal custody of a ~~student~~ **pupil** or an adult ~~student~~ **pupil** may challenge the content of a record or offer a written response to a record. (Ed. Code, § 49061.)

No additions except routine updating shall be made to a ~~student's~~ **pupil's** record after high school graduation or permanent departure without prior consent of the parent/guardian or adult ~~student~~ **pupil**. (Cal. Code Regs., tit. 5, § 437.)

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VI. Transfer of Student Pupil Records

When a ~~student~~ pupil transfers into SCOE, the Superintendent or designee shall promptly request that the ~~student's~~ pupil's previous school provide the ~~student~~ pupil records.

When a ~~student~~ pupil transfers to another school, SCOE's school principal or designee shall forward a copy of the ~~student's~~ pupil's record within ten school days of receipt of the request. SCOE will retain a copy of the records. (Ed. Code, § 49068; Cal. Code Regs., tit. 5, § 438.)

SCOE shall compile and deliver a foster youth's full educational record within two business days of receiving notice of the ~~student's~~ pupil's transfer to a new educational placement, as required by applicable law. (Ed. Code, § 49069.5.)

All ~~student~~ pupil records shall be updated before they are transferred. (Cal. Code Regs., tit. 5, § 438.)

VII. Notification of Parents/Guardians

Upon any ~~student's~~ pupil's initial enrollment and at the beginning of each school year thereafter, the principal or designee shall notify parents/guardians and eligible ~~students~~ pupils, in writing, of their rights related to ~~student~~ pupil records. **If 15 percent or more of the pupils enrolled in a SCOE program speak a single primary language other than English, then SCOE will provide the notices in that language.** Insofar as practicable, SCOE shall **otherwise** provide the notices in the ~~student's~~ pupil's home language and shall effectively notify parents/guardians or eligible ~~students~~ pupils with disabilities. (Ed. Code, §§ **48985**, 49063, **49073**; 34 C.F.R. §§ 99.7, **99.37**.)

The notice shall include the elements required by law, including:

- **The types of pupil records kept by SCOE and the information contained therein.**
- **The categories of information that SCOE has classified as directory information, which may be disclosed without parent or guardian consent.**

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- Notification that the parent or guardian may refuse release of directory information, and a description of the process to do so (including any deadlines by which the parent or guardian must provide notice of nonconsent to release directory information).
- A list of the circumstances or conditions under which SCOE might release pupil information, including directory information, to outside people or entities.
- A statement that a pupil's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be considered directory information and will not be released without parental consent or a court order.
- Assurances that SCOE will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. (Ed. Code, §§ 234.7, 49061, 49063; 34 C.F.R. § 99.7.)

VIII. Retention and Destruction of Student Pupil Records

SCOE's student pupil record retention policy shall follow the requirements set forth in the law. (Ed. Code, §§ 48918, 51747; Cal. Code Regs., tit. 5, §§ 430, 431, 432, 437, 16027.) When it is permissible to destroy student pupil records, they shall be destroyed in a way that assures they will not be available for possible public inspection in the process of destruction. (Cal. Code Regs., tit. 5, § 437.)

IX. Staff Training

Appropriate personnel shall receive training regarding SCOE's policies and procedures for gathering and handling sensitive pupil information.

02/26/97	Finalized/Distributed
12/17/14	Reviewed by Cabinet
01/13/15	Reviewed by the Board of Education (formerly ARR 5300)
01/16/15	Distribution
05/29/18	Reviewed by Cabinet
07/10/18	Reviewed by the Board of Education

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Boulevard, P.O. Box 269003
Sacramento, CA 95826-9003

Subject: Revisions to Administrative Rules and Regulations 5145.3 – Prohibition on Discrimination/ Harassment/Sexual Harassment; Participation of Transgender Pupils in Academic and Educational Programs and Activities	Agenda Item No.: IX.H. Enclosures: 8
Reason: Informational	From: David W. Gordon Prepared By: Elizabeth Linton Board Meeting Date: 07/10/18

BACKGROUND:

The Sacramento County Office of Education (SCOE) and the Sacramento County Superintendent of Schools have revised the attached Administrative Rules and Regulations (ARR) 5145.3 – Prohibition on Discrimination/Harassment/Sexual Harassment; Participation of Transgender Pupils in Academic and Educational Programs and Activities. The revisions update the ARR to reflect SCOE policy and changes to the law.

This item is provided for information, and no action is required by the Board.

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PROHIBITION ON DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT; AND PARTICIPATION OF TRANSGENDER STUDENTS PUPILS IN ACADEMIC AND EDUCATIONAL PROGRAMS AND ACTIVITIES

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The Sacramento County Office of Education (SCOE) prohibits, in any SCOE academic or educational program or activity, unlawful discrimination, harassment, intimidation, or bullying of any student **pupil** as set forth in Board Policy 5145.3.

Complaint Process/Grievance Procedure

Any school employee who observes an incident of discrimination, harassment, intimidation, retaliation, or bullying at any school, or school sponsored or school-related activity, shall immediately intervene when safe to do so or take other appropriate action.

Any student **pupil** who believes that he/she has been subjected to discrimination, harassment, intimidation, retaliation or bullying should immediately contact the principal or any other staff member. In addition, any person who observes any such incident should report the incident to the principal. An employee who receives such a complaint shall report it to the principal or the Assistant Superintendent of the designated program.

The principal or Assistant Superintendent will report all complaints to SCOE's Deputy Superintendent, who is SCOE's Compliance Officer for purposes of the Uniform Complaint Procedure. (See ARR 1312.3.) The Compliance Officer is responsible for ensuring SCOE's compliance with state and federal nondiscrimination laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act.

Complaints of discrimination, harassment, intimidation, retaliation or bullying related to school activity or attendance at SCOE's schools, shall be reported, filed, and resolved in accordance with SCOE's Uniform Complaint Procedures. (ARR 1312.3.)

SCOE prohibits any form of retaliation against any student **pupil** who files a complaint or report, testifies, or otherwise participates in the complaint process for a complaint regarding an incident of discrimination, harassment, intimidation, or bullying.

Sexual Harassment

The prohibition against "harassment" shall include the prohibition against sexual harassment of students **pupils** at school or at a school-sponsored or school-related activity. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions:

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PROHIBITION ON DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT; AND PARTICIPATION OF TRANSGENDER STUDENTS PUPILS IN ACADEMIC AND EDUCATIONAL PROGRAMS AND ACTIVITIES

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1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's pupil's academic status or progress.
2. Submission to or rejection of the conduct by a student pupil is used as the basis for academic decisions affecting the student pupil.
3. The conduct has the purpose or effect of having a negative impact on the student's pupil's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student pupil is used as the basis for any decision affecting the student pupil regarding benefits and services, programs, or activities available at or through any SCOE program or activity. (Ed. Code, § 212.5; California Code of Regulations, Title 5, section 4916.)

Transgender and Gender Variant Students Pupils

To ensure that transgender and gender variant students pupils are afforded the same rights, benefits, and protections provided to all students pupils, SCOE shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right To Privacy

SCOE personnel will only disclose a student's pupil's transgender or gender variant status with the student's pupil's prior consent, except when the disclosure is otherwise required by law or is warranted to preserve the student's pupil's physical or mental well-being. Transgender and gender variant students pupils have the right to openly discuss and express their gender identity and to decide when, with whom, and how much information to share.

2. Determining a Student's Pupil's Gender Identity

SCOE personnel shall accept the student's pupil's gender identity assertion unless personnel have a credible basis for believing that the student's pupil's assertion is for an improper purpose. In such a case, the Superintendent or designee shall document the improper purpose and, within seven school days of receiving notification of the student's pupil's assertion, shall provide a written response to the student pupil and, if appropriate, to the student's pupil's parents or guardians.

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PROHIBITION ON DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT; AND PARTICIPATION OF TRANSGENDER STUDENTS PUPILS IN ACADEMIC AND EDUCATIONAL PROGRAMS AND ACTIVITIES

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3. Accessibility to Sex-Segregated Facilities, Programs, and Activities

A student **pupil** shall be entitled to access SCOE facilities, including restrooms and locker rooms, and participate in SCOE programs and activities consistent with the student's **pupil's** gender identity to the extent allowed by state and federal laws. Activities that may involve the need for accommodations to address student **pupil** privacy concerns will be addressed on a case-by-case basis. A student's **pupil's** right to participate in a sex-segregated activity in accordance with the student's **pupil's** gender identity shall be consistent with applicable eligibility rules and laws, established for participation in the activity.

4. Student **Pupil** Names/Records

A student's **pupil's** legal name or gender as entered on the mandatory student **pupil** record required pursuant to Title 5, California Code of Regulations 432 shall only be changed pursuant to a court order. However, at the written request of a student **pupil** or, if appropriate, a parent or guardian, SCOE shall use the student's **pupil's** preferred name and pronouns consistent with the student's **pupil's** gender identity to address the student **pupil** and on all other SCOE related documents and to verbally address the student **pupil**.

5. Dress Code

A student **pupil** has the right to dress in a manner consistent with the student's **pupil's** gender identity subject to any dress code adopted on a SCOE school site.

Education and Training

To the extent possible, SCOE schools shall focus on the prevention of discrimination, harassment, intimidation, and bullying by establishing clear rules for pupil conduct and implementing strategies to promote a positive, collaborative school climate.

SCOE shall educate pupils about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice. (Ed. Code, § 234.7.)

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PROHIBITION ON DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT; AND PARTICIPATION OF TRANSGENDER STUDENTS PUPILS IN ACADEMIC AND EDUCATIONAL PROGRAMS AND ACTIVITIES

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SCOE will provide training to teachers and other appropriate school staff to raise their awareness about their legal duty to take reasonable steps to eliminate a hostile environment and prevent discrimination, harassment, intimidation, and bullying of SCOE pupils. Such training shall be designed to provide staff with the skills to:

- 1. Discuss the diversity of the pupil body and school community, including their varying immigration experiences;**
- 2. Discuss bullying prevention strategies with pupils, and teach pupils to recognize the behavior and characteristics of bullying perpetrators and victims;**
- 3. Identify the signs of bullying or harassing behavior;**
- 4. Take immediate corrective action when bullying is observed; and**
- 5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior. (Ed. Code, § 234.7.)**

05/21/13	Drafted
06/11/13	Reviewed by Cabinet
06/18/13	Reviewed by Board of Education
07/01/13	Distribution
08/31/15	Reviewed by Cabinet
11/24/15	Reviewed by Cabinet
02/24/16	Reviewed by Board of Education
<u>04/17/18</u>	<u>Reviewed by Cabinet</u>
<u>05/29/18</u>	<u>Reviewed by Cabinet</u>
<u>07/10/18</u>	<u>Reviewed by Board of Education</u>

**PROHIBITION OF DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT AND
PARTICIPATION OF TRANSGENDER STUDENTS
in Sacramento County Office of Education Academic and Educational Programs**

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying.

The Sacramento County Office of Education's (SCOE) Board Policies prohibiting discrimination, harassment, intimidation and bullying in SCOE's academic and educational programs are available by request, in the Annual Notifications: Parents Rights & Responsibilities and Student Behavior Standards handbook, and on the SCOE website.

1. ~~SCOE prohibits discrimination, harassment, intimidation and bullying (including cyberbullying) in its academic and educational programs based on actual or perceived characteristics including physical or mental disability, genetic information, gender, gender identity, gender expression, nationality, national origin, ethnic group identification, race, ethnicity, color, ancestry, age, marital or parental status, religion, sex, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics.~~ **SCOE prohibits, at any school, or school-sponsored or school-related activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, genetic information, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, and all other circumstances specified in law, as applicable.** This prohibition applies to all acts related to school activity or school attendance occurring within a school under SCOE's jurisdiction.
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so or take other appropriate action.
3. Acts of discrimination, harassment, intimidation and bullying should be brought to the attention of the principal.
4. Students who violate SCOE's policies prohibiting discrimination, harassment, intimidation or bullying will be subject to discipline up to and including suspension or expulsion.
5. A formal complaint of discrimination, harassment, intimidation or bullying can be made by completing the attached Uniform Complaint Procedures form and returning it the Deputy Superintendent of SCOE, whose contact information is on the complaint form. The identity of the complainant will be kept confidential as appropriate.
6. If a person wishes to appeal the resolution of a complaint, he or she may file an appeal with the State Superintendent of Public Instruction within 15 days of receiving SCOE's final decision on the complaint. An appeal may also be filed if SCOE does not make a decision on the complaint within 60 days.

7. SCOE prohibits retaliation against individuals who make complaints of discrimination, harassment, intimidation or bullying; or who provide information related to such complaints.

Uniform Complaint Procedures Form (Non-Williams)*

Last Name _____ First Name/MI _____

Pupil Name (if applicable) _____

Street Address/Apt. # _____

City _____ State _____ Zip _____

Home Phone _____ Message/Work Phone _____

School/Office of Alleged Violation _____

You are filing this complaint on behalf of: yourself your child another student a group
 other _____ (Specify)

Please check the box that appropriately refers to your complaint:

- | | | |
|--|---|--|
| <input type="checkbox"/> Discrimination | <input type="checkbox"/> Nutrition Services | <input type="checkbox"/> Every Student Succeeds Act |
| <input type="checkbox"/> Harassment (including Sexual) | <input type="checkbox"/> Special Education | <input type="checkbox"/> Foster Youth |
| <input type="checkbox"/> Intimidation | <input type="checkbox"/> Child Development | <input type="checkbox"/> Limited English Proficiency |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Migrant and Indian Education | <input type="checkbox"/> School Improvement |
| <input type="checkbox"/> Civil Rights Guarantees | <input type="checkbox"/> Adult Education | <input type="checkbox"/> Peer Assistance and Review |
| <input type="checkbox"/> School Safety Plan | <input type="checkbox"/> Career/Technical Education | <input type="checkbox"/> Pupil Fees |
| <input type="checkbox"/> School Safety and Violence Prevention Act | <input type="checkbox"/> Tobacco-Use Prevention Education | <input type="checkbox"/> Local Control and Accountability Plans |
| <input type="checkbox"/> Compensatory Education | <input type="checkbox"/> Course Periods Without Educational Content | <input type="checkbox"/> Reasonable Accommodation to Lactating Pupil |
| <input type="checkbox"/> Homeless Pupil | <input type="checkbox"/> Physical Education (Elementary School Pupils) | <input type="checkbox"/> Homeless Youth |
| <input type="checkbox"/> Repeat Course Pupil Completed Instructional Minutes and Received Sufficient Grade | <input type="checkbox"/> <u>Former/Current Juvenile Court School Pupil</u> | <input type="checkbox"/> <u>Child of Military Family</u> |
| | | <input type="checkbox"/> Other _____ |

For complaints regarding unlawful discrimination, harassment, intimidation, or bullying, please check the box(es) that reflect the basis for your complaint:

- | | | |
|---|---|--|
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Race | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Gender | <input type="checkbox"/> National Origin | <input type="checkbox"/> Mental or Physical Disability |
| <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Religion | <input type="checkbox"/> Age |
| <input type="checkbox"/> Gender Expression | <input type="checkbox"/> Color | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Marital or Parental Status | <input type="checkbox"/> Association with any of these |
| <input type="checkbox"/> Genetic Information | <input type="checkbox"/> Other _____ | Categories |
| <input type="checkbox"/> <u>Immigration Status</u> | | |

*Schools have a separate complaint form available for *Williams* complaints (i.e. complaints regarding instructional materials, emergency and urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancies or misassignments). Schools will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Boulevard, P.O. Box 269003
Sacramento, CA 95826-9003

Subject: New Administrative Rules and Regulations 5011 – Pupil Enrollment	Agenda Item No.: IX.I. Enclosures: 2
Reason: Informational	From: David W. Gordon Prepared By: Elizabeth Linton Board Meeting Date: 07/10/18

BACKGROUND:

The Sacramento County Office of Education (SCOE) and the Sacramento County Superintendent of Schools have developed the attached Administrative Rules and Regulations (ARR) 5011 – Pupil Enrollment. The ARR specifies SCOE’s pupil enrollment procedures and the type of information that may and may not be collected about pupils. The ARR is being implemented to comply with California legal requirements.

This item is provided for information, and no action is required by the Board.

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PUPIL ENROLLMENT

ARR 5011
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To assist with the appropriate placement of pupils, principals or designees shall inform and assist parents and guardians with enrollment procedures. Appropriate staff shall receive training on SCOE enrollment policies and procedures, including information regarding the types of documentation that can and cannot be requested.

SCOE's enrollment packets shall include information about health care options and enrollment assistance available to families. SCOE shall not discriminate against any pupil for not having health care coverage and shall not use any information relating to a pupil's health care coverage, or interest in learning about health care coverage, in any manner that would harm the pupil or the pupil's family.

Verification of Admission Eligibility

Before enrolling any child in a SCOE school, the school site shall verify the child's age, immunizations, and other applicable eligibility criteria as specified in law.

SCOE shall not inquire into or request documentation of a pupil's social security number or the last four digits of the social security number or the citizenship or immigration status of the pupil or the pupil's family members.

Such information may be collected only when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the school site principal or designee shall explain the limited purpose for which the information is collected. SCOE shall not deny school enrollment on the basis of any such information or the pupil's or parent's or guardian's refusal to provide such information.

School registration information shall list all possible means of documenting a child's age as authorized by Education Code 48002, including use of baptismal certificates and parent or guardian affidavits. Alternative reliable documents may be used so long as persons can obtain them regardless of immigration status, citizenship status, or national origin, and the documents do not reveal information related to citizenship or immigrant status.

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A principal or designee shall immediately enroll a homeless pupil, foster youth, pupil who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the pupil's last school or inability to immediately produce previous academic, medical, immunization or other records normally required for enrollment.

05/29/18 **Reviewed by Cabinet**
06/11/18 **Reviewed by Cabinet**
07/10/18 **Reviewed by Board of Education**

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Boulevard, P.O. Box 269003
Sacramento, CA 95826-9003

Subject: New Administrative Rules and Regulations 5145.13 – Response to Immigration Enforcement	Agenda Item No.: IX.J. Enclosures: 4
Reason: Informational	From: David W. Gordon Prepared By: Elizabeth Linton Board Meeting Date: 07/10/18

BACKGROUND:

The Sacramento County Office of Education (SCOE) and the Sacramento County Superintendent of Schools have developed the attached Administrative Rules and Regulations (ARR) 5145.13 – Response to Immigration Enforcement. The ARR affirms that SCOE schools and program sites will be safe and welcoming for all pupils and families irrespective of their citizenship or immigration status, and specifies how SCOE will respond to immigration enforcement requests. The ARR is being implemented to comply with California legal requirements.

This item is provided for information, and no action is required by the Board.

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RESPONSE TO IMMIGRATION ENFORCEMENT

ARR 5145.13

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All Sacramento County Office of Education (SCOE) school and program sites should be safe and welcoming for all pupils and their families irrespective of their citizenship or immigration status. Teachers, school administrators, and other school staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a pupil.

Responding to Requests for Immigration Status Information

Upon receiving any verbal or written request for information related to a pupil's or family's immigration or citizenship status, SCOE staff shall:

1. Notify the Superintendent or designee about the information request;
2. Provide pupils and families with appropriate notice and a description of the immigration officer's request;
3. Document any request for information by immigration authorities; and
4. Provide pupils and parents or guardians with any documents provided by the immigration officer, unless such disclosure is prohibited by a subpoena served on SCOE or in cases involving investigations of child abuse, neglect, or dependency.

Responding to Requests for Access to Pupils or School Grounds

SCOE staff shall receive parent or guardian consent before a pupil is interviewed or searched by any officer seeking to enforce civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order. A pupil's parent or guardian shall be immediately notified if a law enforcement officer requests or gains access to the pupil for immigration enforcement purposes, unless a judicial warrant or subpoena restricts disclosure to the parent or guardian.

Immigration officers shall register with the principal or designee upon entering school grounds during school hours, consistent with Board Policy 1250. SCOE personnel shall report entry by immigration officers to the principal, as would be required for any unexpected or unscheduled outside visitor coming on campus.

As early as possible, SCOE staff shall notify the Superintendent or designee of any request by an immigration officer for access to the school or a pupil or for review of school documents, including service of lawful subpoenas, petitions, complaints, warrants, or other such documents.

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RESPONSE TO IMMIGRATION ENFORCEMENT

ARR 5145.13

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In addition, SCOE staff shall take the following actions in response to an officer present on the school campus specifically 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 or designee, except under exigent circumstances that necessitate immediate action;
2. Request to see the officer's credentials, including the officer's name and badge number, and the phone number of the officer's supervisor. Note or make a copy of all such information;
3. Ask the officer for the reason for being on school grounds and document the response;
4. Request that the officer produce any documentation that authorizes school access;
5. Make a copy of all documents produced by the officer and retain one copy for school records;
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, comply with the officer's orders and immediately contact the Superintendent or designee;
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation, as follows:
 - a. If the officer has an Immigrations and Customs Enforcement (ICE) administrative warrant, SCOE staff shall inform the officer that they cannot consent to any request without first consulting with SCOE's legal counsel;
 - b. If the officer has a federal judicial warrant, such as a search and seizure warrant or an arrest warrant signed by a federal judge or magistrate, SCOE staff shall consult with SCOE's legal counsel if feasible before providing the officer with access to the person or materials specified in the warrant. Prompt compliance with such warrant is usually legally required; and
 - c. If the officer has a subpoena for production of documents or other evidence, SCOE staff shall inform SCOE's legal counsel of the subpoena and await further instructions as to how to proceed.

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RESPONSE TO IMMIGRATION ENFORCEMENT

ARR 5145.13

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8. Do not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, SCOE staff should document the officer's actions while on campus;
9. After the encounter with the officer, promptly make written notes of all interactions with the officer, including:
 - a. A list or copy of the officer's credentials and contact information;
 - b. The identity of all school personnel who communicated with the officer;
 - c. Details of the officer's request;
 - d. Whether the officer presented a warrant or subpoena to accompany the officer's request, what was requested in the warrant or subpoena, and whether the warrant or subpoena was signed by a judge;
 - e. SCOE staff's response to the officer's request;
 - f. Any further action taken by the officer; and
 - g. A photo or copy of any documents presented by the officer.
10. Promptly provide a copy of these notes and associated documents collected from the officer to SCOE's legal counsel;
11. SCOE's Superintendent or designee shall submit a timely report to the Board regarding the officer's requests and actions and SCOE's responses. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information; and
12. 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 pupil for immigration enforcement purposes.

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RESPONSE TO IMMIGRATION ENFORCEMENT

ARR 5145.13
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Responding to the Detention or Deportation of Pupil's Family Member

The Superintendent or designee shall encourage pupils and their families to update their emergency contact information as needed throughout the school year and to provide alternative contacts, including an identified trusted adult guardian, in case a pupil's parent or guardian is detained or is otherwise unavailable. The Superintendent or designee shall notify pupils' families that information provided on the emergency cards will only be used in response to specific emergency situations and not for any other purpose.

The Superintendent or designee shall also encourage all pupils 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 pupils and families to be prepared in the event that a family member is detained or deported.

In the event that a pupil's parent or guardian is detained or deported by federal immigration authorities, the Superintendent or designee shall release the pupil to the person(s) designated in the pupil's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the pupil. The Superintendent or designee shall only contact child protective services if SCOE personnel are unable to arrange for the timely care of the pupil by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.

The Superintendent or designee may refer a pupil or his/her family members to other resources for assistance, including, but not limited to, an ICE detainee locator, legal assistance, or the consulate or embassy of the parent or guardian's country of origin.

05/29/18 **Reviewed by Cabinet**
06/11/18 **Reviewed by Cabinet**
07/10/18 **Reviewed by Board of Education**