

Butte County Office of Education

SUPERINTENDENT’S POLICY AND ADMINISTRATIVE REGULATIONS

Communication with the Public	SP 1100
Media Relations	SP 1112
County Office and School Websites.....	SP 1113
County Office and School Websites Regulations.....	AR 1113
County Office Sponsored Social Media.....	SP 1114
County Office Sponsored Social Media Regulations.....	AR 1114
Commendations and Awards	SP 1150
Citizen Advisory Committees	SP 1220
Citizen Advisory Committees Regulations	AR1220
Volunteer Assistance	SP 1240
Volunteer Assistance Regulations	AR 1240
Visitors/Outsiders	SP 1250
Visitors/Outsiders Regulations	AR 1250
Complaints Concerning Employees	SP 1312.1
Complaints Concerning Employees Regulations	AR 1312.1
Complaints Concerning Instructional Materials	SP 1312.2
Complaints Concerning Instructional Materials Regulations	AR 1312.2
Complaint Form Concerning Instructional Materials	Exhibit AR 1312.2
Uniform Complaint Procedures.....	SP 1312.3
Uniform Complaint Procedures Regulations	AR 1312.3
Williams Uniform Complaint Procedures Regulations	AR 1312.4
Notice to Parent – Williams Uniform Complaint Procedures	Exhibit AR 1312.4(1)
Complaint Form for Williams Uniform Complaints	Exhibit AR 1312.4(2)
Solicitation of Funds From and By Students	SP 1321

Butte County Office of Education

SUPERINTENDENT’S POLICY AND ADMINISTRATIVE REGULATIONS

Advertising and Promotion SP 1325

Use of Educational Facilities SP 1330

Use of Educational Facilities RegulationsAR 1330

Access to Records..... SP 1340

Access to Records RegulationsAR 1340

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1100

COMMUNICATION WITH THE PUBLIC

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

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

The County Superintendent or designee shall utilize a variety of communications methods in order to provide the public with access to information. Such methods may include, but are not limited to, newsletters, websites, social networking pages or other online communications technologies, direct email communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.

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

The County Superintendent or designee shall ensure that staff members are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff with professional development in their "customer service" role as needed.

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

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Mass Mailings at Public Expense

No newsletter or other mass mailing shall be sent by the Butte County Office of Education at public expense if such material aggrandizes one or more Board Members.

No Butte County Office of Education funds, services, supplies, or equipment shall be used to urge the support or defeat regarding ballot measures, candidates, legislative activities, or any other campaign activities.

A mass mailing is prohibited if all of the following criteria are met:

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

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

1. An item in which the Board member's name appears only in a roster containing the names of all Board members or in the letterhead or logotype of the stationery, forms, and envelopes of the district, a district committee, or the Board member
2. An announcement including only a single mention of the Board member's name which concerns a public meeting related to the Board member's duties or any official district event(s) for which the district is providing the use of its facilities, staff, or other financial support
3. A business card that contains only one mention of the Board member's name and no photograph of the Board member

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

Comprehensive Communications Plan

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

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, community leaders, state or federal legislators or agencies, and/or other segments of the public.

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

The County Superintendent or designee shall periodically evaluate the implementation and effectiveness of the communications plan.

Legal Reference:

EDUCATION CODE

7054 Use of district property or funds re: ballot measures and candidates

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

48980-48985 Parental notifications

GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001-89003 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901.1 Campaign-related mailings sent at public expense

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

ADOPTED: October, 2015

REVISED: November, 2018

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1112

MEDIA RELATIONS

It is the intent of the County Superintendent to keep the public well informed on all matters related to the education of the students within Butte County. For that reason, the County Superintendent strongly encourages the use of the news media for informing the community about schools and their issues, such as costs, curriculum changes, programs and services, special events and other items, or general public interest.

The County Superintendent shall serve as the chief spokesperson for the Butte County Office of Education. The Assistant Superintendents and Administrators will be available for interview by representatives of the news media and shall promote and enhance good relationships with media executives, editors, and reporters as appropriate. The County Superintendent directs that all responses to media inquiries and items for public release concerning the Butte County Office of Education be coordinated through an Assistant Superintendent.

All media inquiries concerning local school districts shall be referred to the County Superintendent or the appropriate district superintendent's office.

Butte County Office of Education staff may develop printed material for distribution within the county and for distribution at-large. All publications must be approved by the superintendent or designee and must comply with Butte County Office of Education publications and guidelines.

Television and radio are powerful communicators and need proper handling so viewers and listeners understand the message correctly. After approval by an Assistant Superintendent, the County Superintendent must give final approval for release. Should a crisis occur, the County Superintendent should be notified immediately for preparation of a press statement or interview.

Identification, Analysis, and Leadership

The Butte County Office of Education seeks to keep abreast of community concerns, identify emerging issues of importance, and provide factual analysis and information.

The County Superintendent encourages decision makers to seek counsel with respect to issues and to make decisions based upon established policy, sound reason, and the common public good. Prior to taking action on such sensitive matters, decision makers are advised to carefully consider differing points of view and the needs, rights, and interests of all concerned. Decision makers are encouraged to discuss decisions and strategies with the appropriate unit supervisors.

Interviewing and Photographing Students

The Butte County Office of Education shall not impose restraints on students' right to speak freely with media representatives at those times, which do not disrupt students' educational program. However, interviews of students may create substantial disorder or impinge on the rights of others. Therefore, in order to minimize

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

possible disruption, media representatives who wish to interview students at school are strongly encouraged to make prior arrangements with the principal. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

In order to protect the privacy of students, a media representative who wishes to photograph students on school grounds should first make arrangements with the Principal or designee.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance of public school or meeting

35144 Special meetings

35145 Public meetings

35160 Authority of governing boards

35172 Promotional activities

EVIDENCE CODE

1070 Refusal to disclose news source

PENAL CODE

627-627.10 Access to school premises

COURT DECISIONS

Lopez v. Tulare Joint Union High School District, (1995) 34 Cal.App.4th 1302

ATTORNEY GENERAL OPINIONS

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

ADOPTED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1113

COUNTY OFFICE AND SCHOOL WEBSITES

To enhance communication with students, parents/guardians, staff, and community members, the County Superintendent or designee may develop and maintain Butte County Office of Education and school websites. The use of Butte County Office of Education and school websites shall support the Butte County Office of Education's Mission and Goals and shall be coordinated with other Butte County Office of Education communication strategies.

Design Standards

The County Superintendent or designee shall establish design standards for Butte County Office of Education and school websites in order to maintain a consistent identity, professional appearance, and ease of use.

Butte County Office of Education's design standards shall address the accessibility of Butte County Office of Education sponsored websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

Web Site Content

The County Superintendent or designee shall develop content guidelines for Butte County Office of Education's Division and Program web sites and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on Butte County Office of Education web sites.

Privacy Rights

The County Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Butte County Board of Education members, and other individuals are protected on Butte County Office of Education and school websites.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on the Butte County Office of Education or school websites.

Because of the wide accessibility of the Internet and potential risk to students, photographs of individual students shall not be published with their names or other personally identifiable information without the prior written consent of the student's parent/guardian.

Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.

Staff members' home addresses or telephone numbers shall not be posted on the Butte County Office of Education or school websites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Butte County Board of Education member shall not be posted on the Butte County Office of Education or school websites without the prior written permission of that individual.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family.

Legal Reference:

EDUCATION CODE

35182.5 Contracts for advertising
35258 Internet access to school accountability report cards
48907 Exercise of free expression; rules and regulations
48950 Speech and other communication
49061 Definitions, directory information
49073 Release of directory information
60048 Commercial brand names, contracts or logos

BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy
22584-22585 Student Online Personal Information Protection Act
22586 Preschool and prekindergarten privacy

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers
6254.21 Publishing addresses and telephone numbers of officials
6254.24 Definition of public safety official
11135 Nondiscrimination; accessibility to state web sites

PENAL CODE

14029.5 Prohibition against publishing personal information of person in witness protection program

UNITED STATES CODE, TITLE 17

101-122 Subject matter and scope of copyright
504 Penalties for copyright infringement

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

705 Definitions; Vocational Rehabilitation Act
794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy
104.1 – 104.61 Nondiscrimination on the basis of disability

ADOPTED: October, 2015

REVISED: November, 2018

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1113

COUNTY OFFICE AND SCHOOL WEBSITES

Design Standards

The County Superintendent or designee shall develop design standards for Butte County Office of Education web sites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the web site. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, Butte County Office of Education web sites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for web site accessibility.

The County Superintendent or designee shall regularly review Butte County Office of Education web sites and modify them as needed to ensure legal compliance with accessibility standards.

Web Site Content

As applicable, Butte County Office of Education web sites shall provide current information regarding the mission and goals, programs and operations, news, agendas and minutes of the Butte County Board of Education meetings, School Accountability Report Cards, school calendars, and links to educational resources.

With approval of the principal, individual teachers may create web pages linked to school web sites to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on Butte County Office of Education web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Any copyrighted material to be posted on a Butte County Office of Education web site shall be submitted to the County Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a Butte County Office of Education web site if the County Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the web site shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

Whenever a Butte County Office of Education web site includes links to external web sites, it shall include a disclaimer that Butte County Office of Education is not responsible for the content of external web sites.

Roles and Responsibilities

Any employee assigned as a webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the County Superintendent or designee. He/she shall review Butte County Office of Education web

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

sites to ensure consistency with standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The County Superintendent or designee may assign additional staff members to conduct editorial reviews of all materials submitted for publication on Butte County Office of Education web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The County Superintendent or designee shall provide staff development opportunities related to content guidelines, design standards, and accessibility laws and standards to communications and technology staff, webmasters, and/or other appropriate staff.

Security

The County Superintendent or designee shall establish security procedures for the computer network to prevent unauthorized access and changes to web sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

ADOPTED: October, 2015

REVISED: November, 2018

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1114

COUNTY OFFICE SPONSORED SOCIAL MEDIA

The County Superintendent recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official social media platform shall be to further Butte County Office of Education's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The County Superintendent or designee shall develop content guidelines and protocols for official social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, policy, and regulation.

Guidelines for Content

Official social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the County Superintendent does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The County Superintendent or designee shall ensure that the limited purpose of the official social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with policy and administrative regulations.

Users of official social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The County Superintendent expects users to conduct themselves in a respectful, courteous, and professional manner.

Privacy

The County Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official social media platforms.

Superintendent's policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, shall also apply to official social media platforms.

Social media and networking sites and other online platforms shall not be used by any employees to transmit confidential information about students, employees, or county office operations.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Legal Reference:

EDUCATION CODE

32261 School safety, definitions of bullying and electronic act

35182.5 Contracts for advertising

48900 Grounds for suspension and expulsion

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6250-6270 Public Records Act, especially:

6254.21 Publishing addresses and phone numbers of officials

6254.24 Definition of public safety official

54952.2 Brown Act, definition of meeting

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

157 Employee rights to engage in concerted, protected activity

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

ADOPTED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1114

COUNTY OFFICE SPONSORED SOCIAL MEDIA

Definitions

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

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

Authorization for Official Social Media Platforms

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

Guidelines for Content

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

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

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

Each official social media platform shall prominently display:

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

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

6. A disclaimer that the views and comments expressed on the site are those of the users and not necessarily the views of Butte County Office of Education.
7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by Butte County Office of Education.
8. The individual(s) to contact regarding violation of guidelines on the use of official social media platforms.

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

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

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

ADOPTED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1150

COMMENDATIONS AND AWARDS

To encourage community involvement in programs and activities, the County Superintendent or designee may publicly recognize and commend parents/guardians, community members, businesses, and organizations that make outstanding contributions or provide longstanding service to the Butte County Office of Education or students.

Any Board Member, employee, parent/guardian, student, or community member may recommend an individual or organization for recognition. He/she shall submit to the County Superintendent or designee the name of the individual or organization and a description of the outstanding contribution or service.

At the County Superintendent or designee's discretion, they may present a letter of recognition, Board resolution, plaque, or other award at a public Board Meeting or hold a reception or informal recognition activity. The County Superintendent may also designate a day, week, or month for special recognition of volunteers.

The County Superintendent encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

44015 Awards to employees and students

CALIFORNIA CONSTITUTION

Article 16, Section 6 Gifts of public funds

ADOPTED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1220

CITIZEN ADVISORY COMMITTEES

The Butte County Office of Education recognizes that citizen advisory committees enable both citizens and educators to better understand the attitudes and opinions held in the school and community.

As the need arises, the Butte County Office of Education may establish citizen advisory committees to consider school programs, needs, and issues. Advisory committees shall serve in an advisory capacity and shall not act as policy-making bodies.

Committee members shall represent a cross-section of the community, except in those cases where committee expertise or insight is needed to address the needs of a particular segment of the school community.

Citizen advisory committees may be established by the County Superintendent or Butte County Board of Education action. Citizen advisory committees established by the County Superintendent or Butte County Board of Education, as required by state open meeting laws, shall provide public notice of their meetings and conduct such meetings in public.

Expenses, Travel, Reimbursement

The Butte County Office of Education may allocate funds for the use of advisory committees. Within budget allocations, the County Superintendent or designee may approve requests for travel associated with the charge of the committee and reimburse committee members for reasonable and necessary expenses at the same rates and under the same conditions as those provided for Butte County Office of Education employees.

Legal Reference:

EDUCATION CODE

8070 Career technical education advisory committee

11503 Parent involvement program

15278-15282 Citizens' oversight committee

15359.3 School facilities improvement districts

17387-17391 Advisory committees for use of excess school facilities

35147 School site councils and advisory committees

44032 Travel expense payment

52060 Local Control and Accountability Plan

52063 Local Control and Accountability Plan

52176 Advisory committees, limited-English proficient students program

52852 Site council, school-based program coordination

54425 Advisory committees, compensatory education

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

62002.5 Continuing parent advisory committees

64001 Single plan for student achievement

GOVERNMENT CODE

810.2 Tort claims act, definition employee

810.4 Tort claims act, definition employment

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

815.2 Injuries by employees within scope of employment

820.9 Members of local public boards not vicariously liable

6250-6270 California Public Records Act

54950-54963 Brown Act

UNITED STATES CODE, TITLE 42

1758b Local wellness policy

ADOPTED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1220

CITIZEN ADVISORY COMMITTEES

Committee Charge

When committees are appointed, committee members shall receive written information including, but not limited to:

1. The committee members' names
2. The procedure to be used in the selection of the committee chairperson and other committee officers
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee
4. The goals and specific charge(s) of the committee, including its topic(s) for study
5. The specific period of time that the committee is expected to serve
6. Legal requirements regarding meeting conduct and public notifications
7. Resources available to help the committee perform its tasks
8. Timelines for progress reports and/or final report
9. Relevant Board policies and administrative regulations

Members of advisory committees are not vicariously liable for injuries caused by the act or omission of the county office or a committee and are not liable for injuries caused by an act or omission of a committee member acting within the scope of his/her role as a member of the committee. However, a member may be liable for injury caused by his/her own wrongful conduct.

Committees Subject to Brown Act Requirements

Any committee created by formal action of the Governing Board shall comply with Brown Act requirements pertaining to open meetings, notices, and public participation, including, but not necessarily limited to, the following:

1. Advisory committee established related to special education
2. Advisory committee established related to career technical education
3. Committee established to assist in development of a student wellness policy
4. Committee established related to the use or disposition of excess real property
5. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters
6. Parent advisory committee and English learner parent advisory committee established to review and comment on the local control and accountability plan (LCAP) and, if applicable, any advisory committee established to consult on LCAP development

Committees Not Subject to Brown Act Requirements

The following committees are exempt from the Brown Act but must conform with procedural meeting requirements established in Education Code:

1. School site councils established to develop and approve a single plan for student achievement
2. County Office or school advisory committees established and related to programs for English learners
3. School advisory committees established and related to compensatory education
4. Any advisory committee established and related to migrant education programs
5. School committees established and related to parent involvement

Meetings of the above councils or committees shall be open to the public. Any member of the public shall have the

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon.

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on students or employees or that can be resolved solely by providing information.

Any council or committee violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item.

Any materials provided to a school site council shall be made available to any member of the public upon request pursuant to the California Public Records Act.

Committees created by the County Superintendent or designee to advise the administration and which do not report to the Board are not subject to the requirements of the Brown Act.

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1240

VOLUNTEER ASSISTANCE

The County Superintendent recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The County Superintendent encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The County Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

The County Superintendent prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

As appropriate, the County Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The County Superintendent nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee negotiated agreements.

The County Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Volunteers shall act in accordance with policies, regulations, and school rules. The County Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The County Superintendent encourages Principals to develop a means for recognizing the contributions of each school's volunteers.

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

45125.01 Interagency agreements for criminal record information

45340-45349 Instructional aides

45360-45367 Teacher aides

48981 Parental notifications

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

12940 Prohibited discrimination and harassment

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3352 Workers' compensation; definitions

3364.5 Authority to provide workers' compensation insurance for volunteers

PENAL CODE

290 Registration of sex offenders

290.4 Information re: sex offenders

290.95 Disclosure by person required to register as sex offender

626.81 Sex offender; permission to volunteer at school

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1240

VOLUNTEER ASSISTANCE

Duties of Volunteers

The County Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher
2. Serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities
3. Supervise students during lunch, breakfast, or other nutritional periods
4. Work on short-term facilities projects
5. Perform other duties in support of county or school operations as approved by the County Superintendent or designee

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off.

Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students shall submit evidence of basic skills proficiency to the County Superintendent or designee.

Criminal Background Check

Prior to assuming a volunteer position working with students in a Butte County Office of Education sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by Butte County Office of Education or a school booster club, such as cheer team, drill team, dance team, and marching band.

The County Superintendent or designee shall determine which volunteer positions are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer non-teaching aides under the immediate supervision and direction of certificated personnel, including parents/guardians volunteering in a classroom or on a field trip or community members providing non-instructional services.

Registered Sex Offenders

The County Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide Butte County Office of Education with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law website.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

The Principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first date for which permission has been granted, the Principal or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code § 48981, that a person who is required to register as a sex offender pursuant to Penal Code § 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency.

However, no person who is required to register as a sex offender pursuant to Penal Code § 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a non-teaching aide to perform non-instructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors.

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis.

The County Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students.

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the Principal in advance. Projects also shall be approved in advance by the County Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The County Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. Butte County Office of Education shall provide on-site assistance and supervision for such projects as necessary.

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1250

VISITORS/OUTSIDERS

The County Superintendent believes that it is important for parents/guardians and community members to take an active interest in the issues affecting schools and students. Therefore, the County Superintendent encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the County Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the Principal or designee. When a visit involves a conference with a teacher or the Principal, an appointment should be scheduled during non-instructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The Principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and Principal's permission.

The County Superintendent encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing complaint processes if they have concerns with any program or employee. The Principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender, including a parent/guardian of a student, shall request written permission from the Principal before entering the school campus or grounds. As necessary, the Principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The Principal also shall report to the County Superintendent or designee anytime he/she gives such written permission.

The Principal shall indicate on the written permission the date(s) and times for which permission has been granted.

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)

49091.10 Parental right to inspect instructional materials and observe school activities

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

51101 Parent Rights Act of 2002

51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off to participate in child's educational activities

PENAL CODE

290 Sex offenders

626-626.10 Schools

626.81 Misdemeanor for registered sex offender to come onto school grounds

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1250

VISITORS/OUTSIDERS

The County Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

Unless otherwise directed by the Principal or designee, a staff member shall accompany visitors/outsideers while they are on school grounds.

Outsider Registration

Outsiders shall register upon entering school premises during school hours.

Principal's Registration Authority

The Principal or designee may refuse to register any outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The Principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff.

When an outsider fails to register, or when the Principal or designee denies or revokes an outsider's registration privileges, the Principal or designee may request that the individual promptly leave school grounds. When an outsider is directed to leave, the Principal or designee shall inform him/her that if he/she re-enters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment.

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the County Superintendent or Principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the County Superintendent or Principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the County Superintendent or Principal shall be held within seven days after receipt of the request.

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1312.1

COMPLAINTS CONCERNING EMPLOYEES

The County Superintendent recognizes his/her accountability to the public for the quality of BCOE's educational program and the performance of employees. BCOE shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to operations and the educational program.

When a concern regarding an employee is presented during a County Board meeting or to an individual County Board member or employee outside of a County Board meeting, the complainant shall be informed of the appropriate complaint procedure.

The County Superintendent or designee shall determine whether a complaint against any other employee should be considered a complaint against BCOE and/or an individual employee, and whether it should be resolved by BCOE's process for complaints concerning personnel and/or other BCOE procedures.

Any complaint of child abuse or neglect alleged against a County Office employee shall be reported to the appropriate local agencies in accordance with law and SR 5141.4 - Child Abuse Prevention and Reporting.

Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in BCOE programs and activities shall be filed in accordance with SR 1312.3 - Uniform Complaint Procedures.

Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with SP 4031 – Complaints Concerning Discrimination in Employment.

Any complaint subject to this policy and the accompanying Administrative Regulation shall be investigated by the principal or the employee's immediate supervisor, or by the County Superintendent or designee, by legal counsel, and/or by any other appropriate person who is not the subject of the complaint or subordinate to the employee charged in the complaint. The complainant and the employee shall have an opportunity to present information relevant to the complaint.

A complaint that is filed anonymously may be investigated by the County Superintendent or designee depending on the specificity and reliability of the information.

If a complainant requests confidentiality, the County Superintendent or designee shall inform the complainant that the request may limit BCOE's ability to investigate the employee's conduct or take other necessary action. However, the County Superintendent or designee shall take all reasonable steps to investigate and resolve the complaint without divulging the complainant's identity.

The County Superintendent prohibits retaliation against complainants.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

44031 Personnel file contents and inspection

44811 Disruption of public-school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of certificated employees; procedures to follow)

45113 Classified employee discipline

48987 Child abuse guidelines

PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

COURT DECISIONS

Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719

APPROVED: October, 2015

REVISED: December, 2020

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1312.1

COMPLAINTS CONCERNING EMPLOYEES

Every effort should be made to resolve complaints regarding employees at the earliest possible stage. Any person who complains about an employee shall be encouraged to resolve the matter informally through direct communication with the employee whenever possible.

If a complainant is unable or unwilling to resolve the complaint directly with the employee, the complainant may submit a written complaint to the principal or other immediate supervisor of the employee. Complaints related to a principal or administrator shall be initially filed in writing with the County Superintendent or designee. If the complainant is unable to prepare the complaint in writing, administrative staff shall provide assistance in the preparation of the complaint.

A written complaint shall include the full name of the employee involved, a brief but specific summary of the complaint and the facts surrounding it, and a description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against employees:

1. When a written complaint is received, the employee who is the subject of the complaint shall be notified within five days or in accordance with the collective bargaining agreement.
2. Staff responsible for investigating the complaint shall investigate and attempt to resolve the complaint to the satisfaction of the parties involved within 30 days. A complaint against a County Office manager or administrator shall be investigated by the County Superintendent or designee. The investigation may include interviews of the employee, complainant, or witnesses as necessary and/or a review any documentation relevant to the complaint.
3. Both the complainant and employee shall be notified in writing of the final decision regarding the resolution of the complaint.
4. Both the complainant and the employee against whom the complaint was made may appeal a decision by the Principal or immediate supervisor to the appropriate Assistant/Associate Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. Parties should consider and accept the Assistant/Associate Superintendent or designee's decision as final. However, the complainant, the employee, or the Assistant/Associate Superintendent may ask to address the County Superintendent regarding the complaint.

Before any County Superintendent consideration of a complaint, the Assistant/Associate Superintendent shall submit to the County Superintendent a written report concerning the complaint, including but not limited to:

- a. The full name of each employee involved;

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

- b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the County Superintendent and the parties as to the precise nature of the complaint and to allow the parties to prepare a response;
 - c. A copy of the signed original complaint; and
 - d. A summary of the action taken by the Assistant Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons.
- 5. The County Superintendent shall attempt to render a decision on appeal with 30 days, and in all circumstances will render a decision within 60 days.

APPROVED: October, 2015

REVISED: December, 2020

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

The County Superintendent uses a comprehensive process to adopt Butte County Office of Education instructional materials that is based on selection criteria established by law and the County Superintendent's policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The Butte County Office of Education shall accept complaints concerning instructional materials only from staff, county residents, or the parents/guardians of children enrolled in a Butte County Office of Education school.

When deliberating upon challenged materials, the review committee shall consider the educational philosophy of the Butte County Office of Education, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Assistant Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the County Superintendent.

The decision shall be based on educational suitability of the materials and the criteria established in the Superintendent's Policy and Administrative Regulations.

When any challenged instructional material is reviewed by the Butte County Office of Education, it shall not be subject to further reconsideration for 12 months, unless the County Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the Butte County Office of Education's Williams Uniform Complaint Procedure.

Legal Reference:

EDUCATION CODE

18111 Exclusion of books by governing board

35010 Control of district; prescription and enforcement of rules

35186 Williams Uniform Complaint Procedures

44805 Enforcement of course of studies; use of textbooks, rules and regulations

51501 Subject matter reflecting on race, color, etc.

60000-60005 Instructional materials, legislative intent

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

60040-60048 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60400-60411 High school textbooks

60510-60511 Donation of sale of obsolete instructional materials

ADOPTED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Step 1: Informal Complaint

If a staff member, county resident, or parent/guardian of a student enrolled in a Butte County Office of Education school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the principal.

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, he/she shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of non-printed material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the Butte County Office of Education is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Assistant Superintendent or designee and the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

Step 3: Assistant Superintendent Determination

The Assistant Superintendent or designee shall determine whether a review committee should be convened to review the complaint.

If the Assistant Superintendent or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

Step 4: Review Committee

If the Assistant Superintendent or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas.

The Assistant Superintendent or designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in the Superintendent's Policies and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Assistant Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Step 5: Appeal to the County Superintendent

If the complainant remains unsatisfied, he/she may appeal the Assistant Superintendent's or the review committee's decision to the County Superintendent. The County Superintendent's decision shall be final.

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

BUTTE COUNTY OFFICE OF EDUCATION

1859 Bird Street

Oroville, CA 95965

Exhibit AR 1312.2

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is for use only by Butte County employees, Butte County residents, or parents/guardians of children enrolled in a Butte County Office of Education school to challenge the content or use of an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Date: _____

Material Being Challenged:

Title: _____

Author: _____

Publisher: _____

Date of Edition: _____

Request Received By: _____

Name

Title

Date

Anonymous complaints will not be accepted.

Citizen's Name: _____

Phone: _____ E-mail: _____

Address: _____

Group Represented: _____

Himself / Herself: _____

Organization or Group: _____

1. To what do you object? (Please be specific: cite pages, sequence, video frame, and words)

2. What do you feel would be the result of reading / viewing this material?

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

3. For what age group would you recommend this material?

4. Did you read / review the entire selection?

5. If not, what percentage did you read / review, or what parts?

6. What did you find positive about this material?

7. What would you like the school to do about this material?

- ☐ Do not assign it to my child
- ☐ Withdraw it from all students
- ☐ Reconsider it

Signature of citizen: _____

Date: _____

For Butte County Office of Education Use:

Request received by: _____ Date: _____

Title: _____

Action taken: _____ Date: _____

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1312.3

UNIFORM COMPLAINT PROCEDURES

The County Superintendent recognizes that the Butte County of Education (BCOE) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing its educational programs. The County Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the County Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and incorporates any County Superintendent-approved procedures implementing this policy.

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

1. Any complaint alleging BCOE violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by BCOE, including adult education programs, After School Education and Safety programs, agricultural career technical education, federal career technical education, child care and development programs, compensatory education, consolidated categorical aid programs, the federal Every Student Succeeds Act, migrant education, Regional Occupational Centers and Programs, school safety plans, California State Preschool Programs, or any other BCOE-implemented program that is not funded through the local control funding formula pursuant to Education Code 64000 (5 CCR 4610)
2. Any complaint, by a student, employee, or other person participating in a BCOE program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in BCOE programs and activities, including those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Complaints of employment discrimination and harassment are not subject to the UCP (see below) but may be addressed in accordance to other Superintendent's policies, as applicable. Additionally, although complaints of sexual harassment may be addressed through the UCP, any complaint that meets the more stringent definition of sexual harassment pursuant to 34 CFR 106.30 shall be investigated and resolved in accordance with 34 CFR 106.44-106.45.

3. Any complaint alleging BCOE noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
4. Any complaint alleging noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and BCOE graduation requirements (Education Code 46015)

5. Any complaint alleging BCOE noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
6. Any complaint alleging noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)
7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)
8. Any complaint, by or on behalf of any student who is a foster youth as defined in Education Code 51225.2, alleging BCOE noncompliance with any requirement applicable to the student regarding placement decisions, the responsibilities of BCOE's educational liaison to the student, the award of credit for coursework satisfactorily completed in another public school, school or records transfer, or the grant of an exemption from any graduation requirements beyond state requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
9. Any complaint, by or on behalf of a student who transfers after the second year of high school and is a homeless student as defined in 42 USC 11434a, a former juvenile court school student as defined in Education Code 51225.2, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging BCOE noncompliance with any requirement applicable to the student regarding the grant of an exemption from any graduation requirements beyond state requirements (Education Code 51225.1)
10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging BCOE noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)
11. Any complaint alleging BCOE noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
12. Any complaint alleging BCOE noncompliance with the physical education instructional minutes requirements (Education Code 51210, 51222, 51223)
13. Complaints regarding a license-exempt California State Preschool Program's noncompliance with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)
14. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
15. Any other state or federal education program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

At its discretion, BCOE may use the UCP for any other type of complaint as specified in a BCOE policy or regulation. (5 CCR 4610)

All complainants shall be protected from retaliation, and the confidentiality of the parties shall be protected whenever possible and when required by law.

Records of all UCP complaints and the investigations of those complaints are to be maintained in accordance with applicable law and County Superintendent policies and procedures.

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to the Department of Social Services and may, for license-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.
4. Any complaint alleging employment discrimination or harassment shall be resolved in accordance with the procedures specified in the applicable Superintendent's Policy, and may be filed with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with BP1312.4 - Williams Uniform Complaint Procedures and applicable administrative regulations. (Education Code 35186)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination, especially:

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

46015 Parental leave for students

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records, especially:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

49069.5 Rights of parents

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

51222 Physical education, secondary schools

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially:

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

52300-52462 Career technical education

52500-52616.24 Adult schools

52800-52870 School-based program coordination

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

1596.7925 California Child Day Care Act; health and safety regulations

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972 6301-6577 Title I basic programs

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
11431-11435 McKinney-Vento Homeless Assistance Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
Designation of responsible employee for Title IX
Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

APPROVED: October, 2015
REVISED: October, 2017
December, 2020
October 22, 2021
November 19, 2021

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1312.3

UNIFORM COMPLAINT PROCEDURES

Except as the County Superintendent may otherwise specifically provide in other Butte County Office of Education policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in SP 1312.3.

Compliance Officers

The County Superintendent designates the following compliance officer(s) to receive and investigate complaints and ensure Butte County of Education (BCOE) compliance with law:

Mikeial Williamson
Assistant Superintendent – Human Resources
1859 Bird Street Oroville, CA 95965
530-532-5650
mwilliamson@bcoe.org

BCOE designates the individual, position, or unit identified above as responsible for coordinating BCOE's response to complaints and for complying with state and federal civil rights laws. The individual also serves as the compliance officer specified in SR 5145.3, Nondiscrimination/Harassment, as the responsible employee to handle complaints regarding unlawful discrimination. The County Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs at issue in the complaint for which they are assigned to investigate. Assigned employees may have access to legal counsel as determined by the County Superintendent or designee.

Training provided to such designated employees may include the steps and timelines specified in this administrative regulation, current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the County Superintendent, the County Superintendent's designee, or, if appropriate, the principal or program administrator to implement, if appropriate, one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until BCOE issues its final written decision, whichever occurs first.

In no instance shall a compliance officer be designated to investigate a complaint if they are mentioned in the complaint or has a perceptible bias or a conflict of interest that would prohibit them from fairly investigating the complaint. Any complaint filed against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias, shall be filed with the County Superintendent or designee who shall determine how the complaint is investigated.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Notifications

BCOE's uniform complaint policy and regulation shall be posted in all BCOE schools and offices, including staff lounges and student government meeting rooms. If fifteen (15) percent or more of students enrolled in a particular BCOE program speak a single primary language other than English, BCOE's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985) In all other instances, BCOE shall provide meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The County Superintendent or designee shall annually provide written notification of BCOE's UCP including requirements related to student fees, local control accountability plans, and the educational rights of foster and homeless students and children of military families, to students, employees, parents/guardians, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075, 5 CCR 4622)

The annual notification and contact information for the compliance officer, and any other information related to Title IX as required by Education Code 221.61, shall be posted on the BCOE web site and, if available, may be provided through BCOE supported social media.

The notice shall:

1. Identify the staff person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies, including but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education ("CDE") or to pursue remedies before civil courts or other public agencies, such as the U. S. Department of Education's Office for Civil Rights ("OCR") in cases involving unlawful discrimination.
4. Include statements that:
 - a. BCOE has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to the UCP as identified in the section above entitled "Complaints Subject to UCP".
 - b. The complaint review shall be completed within sixty (60) calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A student enrolled in a public school shall not be required to pay a fee for their participation in an educational activity that constitutes an integral fundamental part of the county office's educational program, including curricular and extracurricular activities, and that any such complaint must be filed no later than one year from the date of the alleged violation.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

- d. The County Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP, and that any complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.
- e. A statement that BCOE post a standardized notice of the educational rights of foster youth, homeless students, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and of the complaint process.
- f. That complaints will be investigated in accordance with BCOE's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant.
- g. That the complainant has a right to appeal BCOE's decision to CDE by filing a written appeal, including a copy of the original complaint and BCOE's decision, within 15 days of receiving BCOE's decision
- h. Advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable
- i. That copies of BCOE's UCP are available free of charge. The complainant has a right to appeal BCOE's decision to CDE by filing a written appeal within fifteen (15) calendar days of receiving BCOE's decision.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the BCOE web site and may be provided through BCOE-supported social media, if available.

Procedures

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, BCOE staff shall assist in the filing of the complaint. (5 CCR 4600). If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, BCOE staff shall help him/her to file the complaint. (5 CCR 4600)

All complaints shall be investigated and a decision issued within sixty (60) calendar days of the receipt of the complaint by BCOE unless the complainant agrees in writing to an extension of the deadline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) BCOE shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Compliance officers shall maintain a record of each complaint and subsequent related actions, including the steps taken during the investigation of those complaints, including all information required for compliance with 5 CCR 4631 and 4633. All records shall be destroyed in accordance with state law and BCOE policy.

All parties involved in the allegations shall be notified when a complaint is filed, and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, and unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint signed by the complainant of alleged noncompliance by the BCOE with federal and state laws or regulations governing educational programs. These programs include adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges, or any requirement related to the LCAP, may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the County Superintendent, principal or program administrator. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

Complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying under this policy, may only be filed by a person who alleges that he/she personally suffered unlawful discrimination, or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six (6) months from the date when the alleged discrimination occurred or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. Upon written request setting forth the reason(s) for the request, the County Superintendent or designee for good cause may extend the filing period for up to ninety (90) calendar days. (5 CCR 4630)

When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the county office's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, BCOE will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Step 2: Mediation

Within three (3) business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. Mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of a sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend BCOE's time lines for investigating and resolving the complaint unless the complainant agrees in writing to such extension of time. If mediation is successful and the complaint is withdrawn, then BCOE shall take only the actions agreed to through the mediation. If mediation is unsuccessful, BCOE shall then continue with subsequent steps specified in this administrative regulation.

Step 3: Investigation of Complaint

Within ten (10) business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation of the complaint.

Within three (3) business days of initiating the investigation, the compliance officer shall notify the complainant and/or their representative of the opportunity to present to the compliance officer any evidence or information leading to evidence to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation. (5 CCR 4631)

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide BCOE's investigator with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate in the investigation or engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

support the allegation. Similarly, a respondent's refusal to provide BCOE's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

BCOE shall provide the investigator in accordance with law, access to records and/or other information related to the allegation in the complaint. Failure or refusal by BCOE to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of BCOE's investigation and decision, as described in Step #5 below, within sixty (60) calendar days of BCOE's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent BCOE's final written decision at the same time it is provided to the complainant.

Step 5: Final Written Decision

A report of BCOE's decision on how it will resolve the complaint shall be in writing and sent to the complainant. (5 CCR 4631)

In consultation with BCOE's legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination as described herein, notice of BCOE's decision to the alleged victim, may following consultation with legal counsel, include information about any sanctions to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision written in English shall also be translated into that language. In all other instances, BCOE shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

The decision shall include the following six elements:

1. The findings of fact based on the evidence gathered.

In reaching a factual determination, the following factors may be taken into account:

- a. statements made by any witnesses
- b. the relative credibility of the individuals involved
- c. how the complaining individual reacted to the incident

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

- d. any documentary or other evidence relating to the alleged conduct
- e. past instances of similar conduct by any alleged offenders
- f. past false allegations made by the complainant

2. The conclusion(s) of law (5 CCR 4631)
3. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600.

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the decision may, as required by law, include:

- a. the corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
 - b. individual remedies offered or provided to the complainant or another person who was the subject of the complaint
 - c. systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
4. Notice of the complainant's right to appeal BCOE's decision to the CDE within fifteen (15) calendar days and procedures to be followed for initiating such an appeal (5 CCR 4631)

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law, including discriminatory harassment, intimidation, and bullying, the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the county office's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE (Education Code 262.3).
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with OCR within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or BCOE's environment may include, but are not limited to, actions to reinforce BCOE policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

For complaints involving retaliation, unlawful discrimination (such as discriminatory harassment, intimidation or bullying) appropriate corrective actions that focus on the student victim may include, but are not limited to, providing the following:

- a. Counseling
- b. academic support
- c. health services
- d. assigning an escort to allow the victim to move safely about campus
- e. information regarding available resources and how to report similar incidents or retaliation
- f. separating the victim from any other individuals involved, provided the separation does not penalize the victim
- g. restorative justice
- h. making follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

- a. transfer from a class or school as permitted by law
- b. parent/guardian conference
- c. education regarding the impact of the conduct on other
- d. positive behavior support
- e. referral to a student success team;
- f. denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
- g. disciplinary action, such as suspension or expulsion, as permitted by law.

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), BCOE shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and applicable collective bargaining agreement.

BCOE may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that BCOE does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in grades K-6, or any requirement related to the LCAP is found to have merit, BCOE shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to filing the complaint. (Education Code 49013, 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with BCOE's final written decision on a complaint subject to the UCP, may appeal in writing to the CDE within fifteen (15) calendar days of receiving BCOE's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52017; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), is dissatisfied with BCOE's final decision, he/she may, in the same manner as the complainant, file an appeal with the CDE.

When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of BCOE's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the decision by BCOE the County Superintendent or designee shall forward the following documents to the CDE:

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by BCOE, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of BCOE's UCP
7. Other relevant information requested by the CDE (5 CCR 4633)

The CDE may directly intervene in the complaint without waiting for action by BCOE when one of the conditions listed in 5 CCR 4650 exist, including when BCOE has not taken action within sixty (60) calendar days of the date the complaint was filed with BCOE.

APPROVED: October, 2015

REVISED: October, 2017

December, 2020

October, 2021

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

Butte County Office of Education shall use the procedures described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or miss-assignment, including any complaint alleging that:
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Miss-assignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that:
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.
Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

(Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the Principal or designee at the school in which the complaint arises. The Principal or designee shall forward a complaint about problems beyond his/her authority to the County Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The Principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the Principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the Principal or designee shall report the same information to the County Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Butte County Board of Education at a regularly scheduled meeting.

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described above, a complainant who is not satisfied with the resolution offered by the Principal or County Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the response. The complainant shall comply with appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

On a quarterly basis, the County Superintendent or designee shall report, to the Butte County Board of Education at a regularly scheduled public Board Meeting, summarized data on the nature and resolution of all complaints.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The County Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The County Superintendent or designee shall ensure that the complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The County Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

ADOPTED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

BUTTE COUNTY OFFICE OF EDUCATION

1859 Bird Street

Oroville, CA 95965

Exhibit 1312.4(1)

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

Pursuant to Williams Uniform Complaint Procedures, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or miss-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Miss-assignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Exhibit 1312.4(2)

For filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or miss-assignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? _____ Yes _____ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint: _____

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

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

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

1. Textbooks and instructional materials:

_____ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

_____ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

_____ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

_____ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or miss-assignment:

_____ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

_____ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

_____ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions:

_____ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

_____ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

_____ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

(Principal or title of designee of the County Superintendent)

(address)

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

(Signature)

(Date)

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1321

SOLICITATIONS OF FUNDS FROM AND BY STUDENTS

The County Superintendent recognizes that student participation in fund-raising activities for the schools and non-profit, non-partisan, charitable, school related organizations can help develop a sense of social responsibility in students, enhance the relationship between the school and community, and contribute to the improvement of the school program.

With the approval of the County Superintendent or designee, official school-related organizations may organize fundraising events involving students.

After approval, the Principal shall ensure that parents/guardians are informed of the purpose of all fundraisers benefiting the school or school groups by letters, newsletters, calls, or other means of acceptable communication. After the fundraiser is held, parents/guardians shall be told how much money was raised and how it was spent. Parents/guardians shall be encouraged to offer their suggestions for the use of money raised to improve school facilities or to finance supplementary educational experiences.

Whether solicitations are made on behalf of the school or on behalf of another charitable organization, the Principal shall ensure that students/staff shall not be barred from an event or activity because they did not participate in fundraising.

All selling or soliciting activities must be approved at least 15 days before the activity. If the event involves a contract with a commercial vendor, the contract shall be reviewed by the County Superintendent or designee.

The Principal shall ensure that potential donors, including parent/guardians and members of the community are not unduly pressured to contribute to the school system or charitable organizations. Staff is expected to emphasize the fact that donations are always voluntary.

In order to minimize interruptions to regularly scheduled instruction, staff shall limit fundraising activities to appropriate time periods designated by the Principal or Program Manager.

No more than two fundraisers shall be held at any site during any one school year. No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school related organization.

All fundraising activities must be concluded within the duration of 10 school days unless special provisions are made with the County Superintendent or designee.

Door-to-Door Sales

Students under 16 years old may engage in door-to-door sales only under all of the following conditions:

1. The students must work in pairs, as a team, on the same or opposite side of the street;
2. The students must be supervised by an adult, with one adult for every crew of ten or fewer minors;

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

3. The students must be within the sight or sound of their adult supervisor at least once every 15 minutes;
4. The students must be returned to their respective homes or meeting places after each sales activity.

Letters sent to parents / guardians regarding such activities may include the following additional suggestions:

1. Students should not be out after dark selling or soliciting funds for school activities;
2. Students are not to sell or solicit funds outside of their immediate neighborhood; and
3. Students in grades K-8 shall not be involved in any door-to-door sales or solicitations.

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1325

ADVERTISING AND PROMOTION

The County Superintendent establishes this policy to ensure effective and consistent implementation of its directions related to advertisements and promotions by non-school groups in school-sponsored publications, websites, and social media and on school facilities.

The County Superintendent desires to promote positive relationships between schools and the community in order to enhance community support and involvement in the schools. The County Superintendent or designee may approve at their discretion:

1. Distribution of non-commercial materials that publicize services, special events, public meetings, or other gatherings of interest to students or parents/guardians
2. Distribution of promotional materials of a commercial nature to students or parents/guardians
3. Paid advertisements on school property, including, but not limited to, advertisements on billboards and scoreboards
4. Paid advertisements in school-sponsored publications, yearbooks, announcements, and other school communications, including websites and social media
5. Products and materials donated by commercial enterprises for educational use, including those that bear the name and/or logo of the donor, as long as they do not unduly promote the donor or any commercial activity or product

Prior to the distribution, posting, or publishing of any non-school group's promotional materials or advertisement, the County Superintendent, Principal, or designee shall review the materials or advertisement based on the criteria listed below. He/she may not disapprove materials or advertisement in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that is otherwise allowed by policy or regulation.

All materials to be distributed shall bear the name and contact information of the sponsoring entity, and shall bear a disclaimer on any non-school group's promotional materials to be distributed, posted, or published, stating that the distribution, posting, or publishing of the materials does not imply endorsement of the group's activities, products, or services. Butte County Office of Education and school-sponsored publications shall include a disclaimer stating any advertised products or services are not endorsed.

Criteria for Approval

The County Superintendent, Principal, or designee shall not accept for distribution any materials or advertisements that:

1. Are lewd, obscene, libelous, or slanderous
2. Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

3. Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act
4. Proselytize or position Butte County Office of Education on any side of a controversial issue
5. Discriminate against, attack, or denigrate any group on account of any unlawful consideration
6. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, non-nutritious foods and beverages, and movies or products unsuitable for children
7. Solicit funds or services for an organization, with the exception of solicitations authorized in policy and regulation
8. Distribute unsolicited merchandise for which an ensuing payment is requested

The County Superintendent or designee may also consider the educational value of the materials or advertisements, the age or maturity of the students in the intended audience, and whether the materials or advertisements support the basic educational mission of the school, directly benefit the students, or are of intrinsic value to the students or their parents/guardians.

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks, as deemed appropriate by the County Superintendent or designee in accordance with law, policy, and regulations.

Legal Reference:

CALIFORNIA CONSTITUTION

Article 1, Section 2 Free speech rights

EDUCATION CODE

7050-7058 Political activities of school officers and employees

35160 Authority of governing boards

35160.1 Broad authority of school districts

35172 Promotional activities

38130-38138 Civic Center Act

BUSINESS AND PROFESSIONS CODE

25664 Advertisements encouraging minors to drink

U.S. CONSTITUTION

Amendment 1, Freedom of speech and expression

ADOPTED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1330

USE OF SCHOOL FACILITIES

The County Superintendent believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the County Superintendent authorizes the use of school facilities by county residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The County Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the County Superintendent or designee shall maintain procedures and regulations that:

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Subject to his/her discretion, the County Superintendent or designee may grant the use of school facilities or grounds on those days on which schools are closed.

There shall be no advertising on school facilities and grounds except as allowed by policy.

As necessary to ensure efficient use of school facilities, the County Superintendent or designee may enter into an agreement for the joint use of any school facilities or grounds only if it is determined that it is in the best interest of the Butte County Office of Education and the community.

Fees

The County Superintendent shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds.

The County Superintendent shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs.

Additionally, when any use of school facilities or grounds is for religious services, Butte County Office of Education shall charge an amount at least equal to direct costs.

In determining direct costs to be charged for community use of each, or each type of, school facility or grounds, the County Superintendent or designee shall calculate, the community's proportionate share of the following costs:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

1. Capital direct costs including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds.
However, capital direct costs shall not be charged to organizations retained by Butte County Office of Education or a county school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs.
2. Operational direct costs including estimated costs of supplies, utilities, janitorial services, other services of employees and/or contracted workers, and salaries and benefits paid to employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of Butte County Office of Education students.

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds.

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

MILITARY AND VETERANS CODE

1800 Definitions

CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1330

USE OF SCHOOL FACILITIES

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

Civic Center Use

Subject to policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes:

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories.

10. Other purposes deemed appropriate by the County Superintendent or designee

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

However, the County Superintendent or designee may approve the use of facilities for special events that may involve the acquisition, possession, use, or consumption of alcoholic beverages when the event is covered by a special events permit and will occur at a time when students are generally not on the school grounds.

Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to Butte County Office of Education and ensure the safety of participants, as determined by the County Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

Butte County Office of Education may exclude certain school facilities from non-school use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. Butte County Office of Education may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of the facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Groups or organizations shall provide Butte County Office of Education with evidence of insurance against claims arising out of the group's own negligence when using school facilities.

<u>Type of Insurance</u>	<u>Limits of Liability</u>
General Bodily Injury	\$1,000,000
Property Damage	Combined Limit

As permitted, the County Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

ADOPTED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 1340

ACCESS TO RECORDS

The County Superintendent recognizes the right of citizens to have access to public records of Butte County Office of Education. The County Superintendent intends the staff to provide any person reasonable access to the public records of the Butte County Office of Education and Butte County Office of Education schools during normal business hours and within the requirement of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The staff may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the County Superintendent or designee and as specified in Butte County Office of Education's Administrative Regulations.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other Statutes.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35170 Authority to secure copyrights

35250 Duty to keep certain records and reports

41020 Requirement for annual audit

42103 Publication of proposed budget; hearing

44031 Personnel file contents and inspections

44839 Medical certificates; periodic medical examination

49060-49079 Pupil records

49091.10 Parental review of curriculum and instruction

52850 Applicability of article (School-Based Program Coordination Plan availability)

GOVERNMENT CODE

3547 Proposals relating to representation

6250-6270 California Public Records Act

6275-6276.48 Other exemptions from disclosure

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil records

APPROVED: October, 2015

REVISED:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 1340

ACCESS TO RECORDS

Definitions

Public records include any writing containing information relating to the conduct of the Butte County Office of Education's business prepared, owned, used, or retained by the county office regardless of physical form or characteristics.

Writing means any handwriting, typewriting, printing, photostating, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Member of the public means any person, except a member, agent, officer, or employee of the Butte County Office of Education or a federal, state, or other local agency acting within the scope of his/her membership, agency, office, or employment.

Public Records

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved budgets and annual audits
2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings
6. Meeting agendas
7. Official communications between Butte County Office of Education and other government agencies
8. School-based program plans
9. Information and data relevant to the evaluation and modification of plans
10. Initial proposals of exclusive employee representatives and of the Butte County Office of Education
11. Claims filed against Butte County Office of Education and records pertaining to pending litigation
12. Statements of economic interests required by the Conflict of Interest Code
13. Employment contracts and settlement agreements
14. Instructional materials including, but not limited to, textbooks

Governing Board members shall have the ability to access public records permitted by law in the administration of their duties or open to inspection by members of the public.

The County Superintendent or designee shall ensure that any public record containing personal information is redacted to ensure that such information, including, but not limited to, an employee's home address or social security number, is not disclosed to the public.

Confidential Records

Records to which the members of the public shall not have access include, but are not limited to:

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

1. Preliminary drafts, notes, interagency or intra-office memoranda which are not retained by Butte County Office of Education in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure
2. Records specifically prepared for litigation to which Butte County Office of Education is a party or to respond to claims made against the county office pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law
3. Personnel records, medical records, student records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy

The home addresses and home telephone numbers of employees may only be disclosed as follows:

- a. To an agent or a family member of the employee
 - b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed
 - d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to Butte County Office of Education employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents
4. Test questions, scoring keys, and other examination data except as provided by law
 5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the Butte County Office of Education relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained
 6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information
 7. Library circulation and patron use records of a borrower or patron including, but not limited to, his/her name, address, telephone number, email address, borrowing information, or use of library information resources
 8. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

not limited to, provisions of the Evidence Code relating to privilege

9. Documents prepared by or for Butte County Office of Education to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt operations and that are for distribution or consideration in closed session
10. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school districts
11. Minutes of Board meetings held in closed session
12. Computer software developed by Butte County Office of Education
13. Information security records, the disclosure of which would reveal vulnerabilities to, or increase potential for an attack on, Butte County Office of Education's information technology system
14. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act
15. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes
16. Records for which the Butte County Office of Education can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record

Inspection of Records and Requests for Copies

Any person may request a copy or inspection of any Butte County Office of Education record that is open to the public and not exempt from disclosure.

Within 10 days of receiving any request to inspect or copy a record, the County Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the it's possession. The County Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision.

In unusual circumstances, the County Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request:

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

records which are demanded in a single request

3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the Butte County Office of Education (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the County Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available.

Public records shall be open to inspection at all times during county office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so.

The County Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the County Superintendent or designee.

If any person requests that a public record be provided in an electronic format, the record shall be made available in any electronic format in which it holds the information. The record shall be provided as a copy of the electronic record in the format requested as long as the requested format is one that has been used to create copies for its own use or for use by other agencies.

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances:

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the County Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the County Superintendent or designee shall do all of the following:

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

Butte County Office of Education

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the County Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial.

APPROVED: October, 2015

REVISED: