

**Exhibit 4212.9-E(1): Employee Notifications**

**Status:** ADOPTED

**Original Adopted Date:** 05/01/2016 | **Last Revised Date:** 06/01/2025

**Last Adopted Date:** 11/19/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

**I. To All Employees**

When/Whom to Notify: At the beginning of school year or upon employment  
Education or Other Legal Code: Education Code 231.5, Government Code 12950  
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11  
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application  
Education or Other Legal Code: Education Code 17612  
Board Policy/Administrative Regulation #: AR 3514.2  
Subject: Use of pesticide products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule  
Education or Other Legal Code: Education Code 37616  
Board Policy/Administrative Regulation #: BP 6117  
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule  
Education or Other Legal Code: Education Code 46162  
Board Policy/Administrative Regulation #: BP 6112  
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually  
Education or Other Legal Code: Education Code 49013; 5 CCR 4622  
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260  
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually  
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25  
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175  
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and students participating in a newcomer program

When/Whom to Notify: Annually

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per school year

Education or Other Legal Code: Education Code 49414.7

Board Policy/Administrative Regulation #: 5141.21

Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: 5141.21

Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year

Education or Other Legal Code: Education Code 49414.3

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually, and upon request, in districts with 25 or more employees

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of a qualifying act of violence

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account

Education or Other Legal Code: Labor Code 2810.7

Board Policy/Administrative Regulation #: None

Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday

Education or Other Legal Code: Labor Code 3550

Board Policy/Administrative Regulation #: AR 4157.1

Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period Education or Other Legal Code: Labor Code 3551

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury

Education or Other Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses

Education or Other Legal Code: Welfare and Institutions Code 827

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants

Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, AR 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed

Education or Other Legal Code: 2 CCR 11095

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: A notice explaining the CFRA's provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees

Education or Other Legal Code: 8 CCR 3203

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees

Education or Other Legal Code: 34 CFR 106.8

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually

Education or Other Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment

Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8

Board Policy/Administrative Regulation #: AR 6178

Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

## **II. To Certificated Employees**

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12

Education or Other Legal Code: Education Code 234.1

Board Policy/Administrative Regulation #: BP 5145.3

Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Education or Other Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Education or Other Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction; monthly report of

compensation

When/Whom to Notify: To certificated employees

Education or Other Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated

Education or Other Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee

Education or Other Legal Code: Education Code 44664

Board Policy/Administrative Regulation #: AR 4115

Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Education or Other Legal Code: Education Code 44842

Board Policy/Administrative Regulation #: AR 4112.1

Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter

Education or Other Legal Code: Education Code 44916

Board Policy/Administrative Regulation #: AR 4112.1, AR 4121

Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15

Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5

Board Policy/Administrative Regulation #: BP 4116

Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year

Education or Other Legal Code: Education Code 44934, 44934.1, 44936

Board Policy/Administrative Regulation #: BP 4118; AR 4118

Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education or Other Legal Code: Education Code 44938

Board Policy/Administrative Regulation #: BP 4118

Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education or Other Legal Code: Education Code 44938

Board Policy/Administrative Regulation #: BP 4118

Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education or Other Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4118

Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee

Education or Other Legal Code: Education Code 44948.3

Board Policy/Administrative Regulation #: AR 4118

Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Education or Other Legal Code: Education Code 44949, 44955

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released

Education or Other Legal Code: Education Code 44954

Board Policy/Administrative Regulation #: BP 4121

Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

### **III. To Classified Employees**

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification  
Education or Other Legal Code: Education Code 45169  
Board Policy/Administrative Regulation #: AR 4212  
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted  
Education or Other Legal Code: Education Code 45192, 45195  
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11  
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents  
Education or Other Legal Code: 13 CCR 1234  
Board Policy/Administrative Regulation #: AR 3542  
Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter  
Education or Other Legal Code: 13 CCR 2480  
Board Policy/Administrative Regulation #: AR 3542  
Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment  
Education or Other Legal Code: 49 CFR 382.113, 382.601  
Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42  
Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus  
Education or Other Legal Code: 49 CFR 382.303  
Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42  
Subject: Post accident information, procedures, and instruction

#### **IV. To Administrative/Supervisory Personnel**

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract  
Education or Other Legal Code: Education Code 35031  
Board Policy/Administrative Regulation #: BP 2121, BP 4312.1  
Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position  
Education or Other Legal Code: Education Code 44896  
Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

## **V. To Individual Employees Under Special Circumstances**

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of a qualifying act of violence

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee

Education or Other Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness

Education or Other Legal Code: Education Code 48851.3, 42 USC 11432

Board Policy/Administrative Regulation #: AR 6173

Subject: Duties of district liaison for homeless students and availability of training and services

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Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
13 CCR 1234	<a href="#">Reports regarding school buses and bus drivers</a>
13 CCR 2480	<a href="#">Vehicle idling; limitations</a>
2 CCR 11023	<a href="#">Harassment and discrimination prevention and correction</a>
2 CCR 11035-11051	<a href="#">Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions</a>
2 CCR 11087-11098	<a href="#">California Family Rights Act</a>
5 CCR 4622	<a href="#">Uniform complaint procedures</a>
5 CCR 80303	<a href="#">Reports of change in employment status; alleged misconduct</a>
8 CCR 3204	<a href="#">Access to employee exposure and medical records</a>
8 CCR 5191	<a href="#">Chemical hygiene plan</a>
8 CCR 5194	<a href="#">Hazard communication</a>
Civ. Code 1798.29	<a href="#">District records; breach of security</a>
Ed. Code 17612	<a href="#">Notification of pesticide use</a>

Ed. Code 22455.5	<a href="#">STRS information to potential members</a>
Ed. Code 22461	<a href="#">Postretirement compensation limitation</a>
Ed. Code 231.5	<a href="#">Sexual harassment policy</a>
Ed. Code 234.1	Educational Equity: Federal Program Monitoring
Ed. Code 35031	<a href="#">Term of employment</a>
Ed. Code 35171	<a href="#">Availability of rules and regulations for evaluation of performance</a>
Ed. Code 3550	Insurance carrier notice
Ed. Code 37616	<a href="#">Consultation regarding year-round schedule</a>
Ed. Code 44663-44664	<a href="#">Evaluation of certificated employees</a>
Ed. Code 44842	<a href="#">Reemployment notices; certificated employees</a>
Ed. Code 44896	<a href="#">Transfer of administrator or supervisor to teaching position</a>
Ed. Code 44916	<a href="#">Written statement of employment status</a>
Ed. Code 44929.21	<a href="#">Notice of reelection decision; districts with 250 ADA or more</a>
Ed. Code 44929.23	<a href="#">Districts with less than 250 ADA</a>
Ed. Code 44934	<a href="#">Notice of disciplinary action for cause</a>
Ed. Code 44938	<a href="#">Notice of unprofessional conduct and opportunity to correct</a>
Ed. Code 44940.5-44941	<a href="#">Notification of suspension and intent to dismiss</a>
Ed. Code 44948.3-44948.5	<a href="#">Dismissal of probationary employees</a>
Ed. Code 44948.5	<a href="#">Nonreelection procedures; districts under 250 ADA</a>
Ed. Code 44949	<a href="#">Dismissal of probationary employees</a>
Ed. Code 44951	<a href="#">Continuation in position unless notified; administrative or supervisory personnel</a>
Ed. Code 44954	<a href="#">Nonreelection of temporary employees</a>
Ed. Code 44955	<a href="#">Reduction in number of permanent employees</a>
Ed. Code 44955.5	<a href="#">Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</a>
Ed. Code 45113	<a href="#">Notification of charges; classified employees</a>
Ed. Code 45117	<a href="#">Notice of layoff; classified employees</a>
Ed. Code 45169	<a href="#">Employee salary data; classified employees</a>
Ed. Code 45192	<a href="#">Industrial accident and illness leave for classified employees</a>

Ed. Code 45195	<a href="#"><u>Additional leave</u></a>
Ed. Code 46160-46162	<a href="#"><u>Alternative schedule for junior high and high school; public hearing with notice</u></a>
Ed. Code 48201	<a href="#"><u>Transfer student's record for acts that resulted in suspension or expulsion</u></a>
Ed. Code 48851.3	<a href="#"><u>Education of students in foster care and students who are homeless</u></a>
Ed. Code 49013	<a href="#"><u>Complaints regarding student fees</u></a>
Ed. Code 49079	<a href="#"><u>Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</u></a>
Ed. Code 49414	<a href="#"><u>Epinephrine auto-injectors</u></a>
Ed. Code 49414.3	<a href="#"><u>Administration of opioid antagonist</u></a>
Ed. Code 51225.25	Student participating in a newcomer program; definition
Gov. Code 1126	<a href="#"><u>Incompatible activities of employees</u></a>
Gov. Code 12945.8	Accommodations and leave for victims of a qualifying act of violence
Gov. Code 12950	<a href="#"><u>Sexual harassment</u></a>
Gov. Code 21029	<a href="#"><u>Retirement credit for period of military service</u></a>
Gov. Code 54957	<a href="#"><u>Complaints against employees; right to open session</u></a>
Gov. Code 54963	<a href="#"><u>Unauthorized disclosure of confidential information</u></a>
Gov. Code 8355	<a href="#"><u>Certification of drug-free workplace, including notification</u></a>
H&S Code 104420	<a href="#"><u>Tobacco-free schools</u></a>
H&S Code 120875	<a href="#"><u>Information on AIDS, AIDS-related conditions, and hepatitis B</u></a>
H&S Code 120880	<a href="#"><u>Notification to employees re AIDS, AIDS-related conditions, and hepatitis B</u></a>
H&S Code 1797.196	<a href="#"><u>Automated external defibrillators; notification of use and locations</u></a>
Lab. Code 2800.2	<a href="#"><u>Notification of availability of continuation health coverage</u></a>
Lab. Code 3550-3553	<a href="#"><u>Notifications: Workers' compensation benefits</u></a>
Lab. Code 5401	<a href="#"><u>Workers' compensation; claim form and notice of potential eligibility</u></a>
Pen. Code 11165.7	<a href="#"><u>Child Abuse and Neglect Reporting Act; notification requirement</u></a>

Pen. Code 11166.5	<a href="#">Employment; statement of knowledge of duty to report child abuse or neglect</a>
Unemp. Ins. Code 2613	<a href="#">Disability insurance; notice of rights and benefits</a>
W&I Code 827	<a href="#">Limited exception to juvenile court record</a>
<b>Federal</b>	<b>Description</b>
20 USC 2354	<a href="#">Local application for career and technical education programs</a>
29 CFR 825.300	<a href="#">Family and Medical Leave Act; notice requirement</a>
34 CFR 100	<a href="#">Nondiscrimination under programs receiving federal assistance</a>
34 CFR 104.8	<a href="#">Nondiscrimination</a>
34 CFR 106.9	<a href="#">Severability</a>
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	<a href="#">Uniformed Services Employment and Reemployment Rights Act; notice requirement</a>
40 CFR 763.84	<a href="#">Asbestos inspections, response actions and post-response actions</a>
40 CFR 763.93	<a href="#">Asbestos management plans</a>
41 USC 8101-8106	Drug-Free Workplace Act
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
49 CFR 382.113	<a href="#">Controlled substance and alcohol use and testing notifications</a>
49 CFR 382.303	<a href="#">Post-accident information, procedures, and instructions</a>
49 CFR 382.601	<a href="#">Controlled substance and alcohol use and testing notification</a>
<b>Management Resources</b>	<b>Description</b>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>

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1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3-E(1)	<a href="#">Uniform Complaint Procedures</a>
1312.3-E(2)	<a href="#">Uniform Complaint Procedures</a>

2121	<a href="#">Superintendent's Contract</a>
3260	<a href="#">Fees And Charges</a>
3260	<a href="#">Fees And Charges</a>
3513.3	<a href="#">Tobacco-Free Schools</a>
3513.3	<a href="#">Tobacco-Free Schools</a>
3514	<a href="#">Environmental Safety</a>
3514	<a href="#">Environmental Safety</a>
3514.1	<a href="#">Hazardous Substances</a>
3514.1	<a href="#">Hazardous Substances</a>
3514.2	<a href="#">Integrated Pest Management</a>
3515.3	<a href="#">District Police/Security Department</a>
3515.3	<a href="#">District Police/Security Department</a>
3542	<a href="#">School Bus Drivers</a>
3580	<a href="#">District Records</a>
3580	<a href="#">District Records</a>
4020	<a href="#">Drug And Alcohol-Free Workplace</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4033	<a href="#">Lactation Accommodation</a>
4112.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
4112.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
4112.5	<a href="#">Criminal Record Check</a>
4112.5-E(1)	<a href="#">Criminal Record Check</a>
4112.6	<a href="#">Personnel Files</a>
4115	<a href="#">Evaluation/Supervision</a>
4115	<a href="#">Evaluation/Supervision</a>
4116	<a href="#">Probationary/Permanent Status</a>
4116	<a href="#">Probationary/Permanent Status</a>
4117.14	<a href="#">Postretirement Employment</a>
4117.3	<a href="#">Personnel Reduction</a>
4117.7	<a href="#">Employment Status Reports</a>

4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.43	<a href="#">Universal Precautions</a>
4119.43	<a href="#">Universal Precautions</a>
4121	<a href="#">Temporary/Substitute Personnel</a>
4121	<a href="#">Temporary/Substitute Personnel</a>
4136	<a href="#">Nonschool Employment</a>
4154	<a href="#">Health And Welfare Benefits</a>
4154	<a href="#">Health And Welfare Benefits</a>
4157	<a href="#">Employee Safety</a>
4157	<a href="#">Employee Safety</a>
4157.1	<a href="#">Work-Related Injuries</a>
4158	<a href="#">Employee Security</a>
4158	<a href="#">Employee Security</a>
4161.1	<a href="#">Personal Illness/Injury Leave</a>
4161.11	<a href="#">Industrial Accident/Illness Leave</a>
4161.2	<a href="#">Personal Leaves</a>
4161.5	<a href="#">Military Leave</a>
4161.8	<a href="#">Family Care And Medical Leave</a>
4212	<a href="#">Appointment And Conditions Of Employment</a>
4212.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
4212.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
4212.5	<a href="#">Criminal Record Check</a>
4212.5-E(1)	<a href="#">Criminal Record Check</a>
4212.6	<a href="#">Personnel Files</a>
4216	<a href="#">Probationary/Permanent Status</a>
4217.3	<a href="#">Layoff/Rehire</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.11	<a href="#">Sexual Harassment</a>

4219.43	<a href="#">Universal Precautions</a>
4219.43	<a href="#">Universal Precautions</a>
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4254	<a href="#">Health And Welfare Benefits</a>
4254	<a href="#">Health And Welfare Benefits</a>
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4257	<a href="#">Employee Safety</a>
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4261.8	<a href="#">Family Care And Medical Leave</a>
4312.1	<a href="#">Contracts</a>
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4312.42	<a href="#">Drug And Alcohol Testing For School Bus Drivers</a>
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4312.5-E(1)	<a href="#">Criminal Record Check</a>
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5141.21	<a href="#">Administering Medication And Monitoring Health Conditions</a>
5141.21	<a href="#">Administering Medication And Monitoring Health Conditions</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
6117	<a href="#">Year-Round Schedules</a>
6173	<a href="#">Education For Homeless Children</a>
6173	<a href="#">Education For Homeless Children</a>
6173-E(1)	<a href="#">Education For Homeless Children</a>
6173-E(2)	<a href="#">Education For Homeless Children</a>
6178	<a href="#">Career Technical Education</a>
6178	<a href="#">Career Technical Education</a>
9310	<a href="#">Board Policies</a>
9321	<a href="#">Closed Session</a>
9321-E(1)	<a href="#">Closed Session</a>
9321-E(2)	<a href="#">Closed Session</a>

**Policy 4212.9: Employee Notifications**

**Status:** ADOPTED

**Original Adopted Date:** 06/01/1994 | **Last Revised Date:** 06/01/2025

**Last Adopted Date:** 11/19/2025

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

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**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
13 CCR 1234	<a href="#">Reports regarding school buses and bus drivers</a>
13 CCR 2480	<a href="#">Vehicle idling; limitations</a>
2 CCR 11023	<a href="#">Harassment and discrimination prevention and correction</a>
2 CCR 11035-11051	<a href="#">Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions</a>
2 CCR 11087-11098	<a href="#">California Family Rights Act</a>
5 CCR 4622	<a href="#">Uniform complaint procedures</a>
5 CCR 80303	<a href="#">Reports of change in employment status; alleged misconduct</a>
8 CCR 3204	<a href="#">Access to employee exposure and medical records</a>
8 CCR 5191	<a href="#">Chemical hygiene plan</a>
8 CCR 5194	<a href="#">Hazard communication</a>
Civ. Code 1798.29	<a href="#">District records; breach of security</a>
Ed. Code 17612	<a href="#">Notification of pesticide use</a>

Ed. Code 22455.5	<a href="#">STRS information to potential members</a>
Ed. Code 22461	<a href="#">Postretirement compensation limitation</a>
Ed. Code 231.5	<a href="#">Sexual harassment policy</a>
Ed. Code 234.1	Educational Equity: Federal Program Monitoring
Ed. Code 35031	<a href="#">Term of employment</a>
Ed. Code 35171	<a href="#">Availability of rules and regulations for evaluation of performance</a>
Ed. Code 3550	Insurance carrier notice
Ed. Code 37616	<a href="#">Consultation regarding year-round schedule</a>
Ed. Code 44663-44664	<a href="#">Evaluation of certificated employees</a>
Ed. Code 44842	<a href="#">Reemployment notices; certificated employees</a>
Ed. Code 44896	<a href="#">Transfer of administrator or supervisor to teaching position</a>
Ed. Code 44916	<a href="#">Written statement of employment status</a>
Ed. Code 44929.21	<a href="#">Notice of reelection decision; districts with 250 ADA or more</a>
Ed. Code 44929.23	<a href="#">Districts with less than 250 ADA</a>
Ed. Code 44934	<a href="#">Notice of disciplinary action for cause</a>
Ed. Code 44938	<a href="#">Notice of unprofessional conduct and opportunity to correct</a>
Ed. Code 44940.5-44941	<a href="#">Notification of suspension and intent to dismiss</a>
Ed. Code 44948.3-44948.5	<a href="#">Dismissal of probationary employees</a>
Ed. Code 44948.5	<a href="#">Nonreelection procedures; districts under 250 ADA</a>
Ed. Code 44949	<a href="#">Dismissal of probationary employees</a>
Ed. Code 44951	<a href="#">Continuation in position unless notified; administrative or supervisory personnel</a>
Ed. Code 44954	<a href="#">Nonreelection of temporary employees</a>
Ed. Code 44955	<a href="#">Reduction in number of permanent employees</a>
Ed. Code 44955.5	<a href="#">Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</a>
Ed. Code 45113	<a href="#">Notification of charges; classified employees</a>
Ed. Code 45117	<a href="#">Notice of layoff; classified employees</a>
Ed. Code 45169	<a href="#">Employee salary data; classified employees</a>
Ed. Code 45192	<a href="#">Industrial accident and illness leave for classified employees</a>

Ed. Code 45195	<a href="#"><u>Additional leave</u></a>
Ed. Code 46160-46162	<a href="#"><u>Alternative schedule for junior high and high school; public hearing with notice</u></a>
Ed. Code 48201	<a href="#"><u>Transfer student's record for acts that resulted in suspension or expulsion</u></a>
Ed. Code 48851.3	<a href="#"><u>Education of students in foster care and students who are homeless</u></a>
Ed. Code 49013	<a href="#"><u>Complaints regarding student fees</u></a>
Ed. Code 49079	<a href="#"><u>Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</u></a>
Ed. Code 49414	<a href="#"><u>Epinephrine auto-injectors</u></a>
Ed. Code 49414.3	<a href="#"><u>Administration of opioid antagonist</u></a>
Ed. Code 51225.25	Student participating in a newcomer program; definition
Gov. Code 1126	<a href="#"><u>Incompatible activities of employees</u></a>
Gov. Code 12945.8	Accommodations and leave for victims of a qualifying act of violence
Gov. Code 12950	<a href="#"><u>Sexual harassment</u></a>
Gov. Code 21029	<a href="#"><u>Retirement credit for period of military service</u></a>
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29 CFR 825.300	<a href="#">Family and Medical Leave Act; notice requirement</a>
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<b>Management Resources</b>	<b>Description</b>
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6173	<a href="#">Education For Homeless Children</a>
6173-E(1)	<a href="#">Education For Homeless Children</a>
6173-E(2)	<a href="#">Education For Homeless Children</a>
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6178	<a href="#">Career Technical Education</a>
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9321	<a href="#">Closed Session</a>
9321-E(1)	<a href="#">Closed Session</a>
9321-E(2)	<a href="#">Closed Session</a>