

DESIGNATED SUBJECTS

Career Technical Education (CTE)

Credential Program



Dr. Michele Cantwell-Copher, Superintendent
Fresno County Superintendent of Schools



Title IX Nondiscrimination Statement and Related Policies

The Fresno County Superintendent of Schools does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, gender identity, gender expression or sexual orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. Upon the job applicant providing notice to the Fresno County Superintendent of Schools, a reasonable accommodation will be provided to applicant so he/she may participate in the hiring process.

The Superintendent of Schools designates the following position as the Equal Employment Opportunity Coordinator for nondiscrimination in employment: Assistant Superintendent, Human Resources, 1111 Van Ness, Fresno, CA 93721 (559) 265-3000.

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Introduction

Thank you for choosing to process your Preliminary Designated Subjects (DS) Career Technical Education (CTE) Credential Application with the Fresno County Superintendent of Schools Designated Subjects (DS) Career Technical Education (CTE) Educator Preparation Program. The purpose of this **Reference Handbook** is to provide you with pertinent information regarding the Fresno County Superintendent of Schools DS CTE Educator Preparation Program, the CTE Credential process, and available resources.

Designated Subjects (DS) Career Technical Education (CTE) Educator Preparation Program

1318 East Shaw Ave., Suite 420

Fresno, CA 93710-7912

Telephone (559) 497-3860 • Fax (559) 497-3806

Web Site: cte-credential.fcoe.org

Anthony Ayerza, Executive Director

Margo Perkins, Director

FCSS Credentials Department

1111 Van Ness Avenue

Fresno, CA 93721

Telephone (559) 265-3000

Web Site: www.fcoe.org





SECTION I



Fresno County Superintendent of Schools (FCSS)

Preliminary Designated Subjects (DS) Career Technical Education (CTE) Credential

Application Packet Check List (Required for First-time Credential Applicants)

Prior to application submission, all candidates must have a consultation with the CTE Director. Please contact the CTE Department at (559) 497-3860 to schedule your consultation.

Once you have completed your consultation, please contact the FCSS Credentials Office at (559) 265-3000 to schedule your fingerprint appointment. After your fingerprints have been submitted you will be given instructions on how to apply for your Certificate of Clearance. This process should take approximately 7 – 10 days.

As soon as your Certificate of Clearance has been granted (you will receive an email notification from Commission on Teaching Credential - CTC), please call the CTE Department at (559) 497-3860 to schedule an appointment to drop off your completed application. After your application packet has been verified for completion, we will send it to the FCSS Credentials Department for your Preliminary Credential Recommendation. An FCSS Credential Technician will contact you once they receive your application.

Check List:**1. Fees: NO PERSONAL CHECKS**

- **\$69 Fingerprinting Fee** – money order or cashier's check payable to **FCSS**
- **\$52.50 Certificate of Clearance** –payable to **CTC** with debit/credit card
- **\$102.50 Credential Application CTC Form 41-4** –payable to CTC with debit/credit card
- **\$100 Waiver Fee for Certificate of Completion Staff Development/Cross-cultural Language & Academic Development Authorization (if employed by a district)** – money order or cashier's check payable to **CTC**. **This fee and application will be processed through your employing district.**
- **Course Fees:** CTE 100 & 101: **\$1,200**. Health for Educators: **\$350**



Please include the following in the packet to turn into the CTE Director at 1318 E. Shaw Ave., Suite 420, Fresno, CA 93710:

2. FCSS Program Application and Intent to Complete Requirements**3. CTC Form 41-4 Application for Credential** – Follow directions on application.

Complete sections 1, 6, 7 and 9 ONLY. Our office will complete the remaining sections.

**4. High school graduation verification** – Copy of High School Diploma **or** GED certificate **or** official college transcripts verifying a degree above high school (AA, AS, BA, BS, MA, MS, or Ph.D.). Foreign transcripts must be evaluated by a CTC approved organization only. Go to www.ctc.ca.gov for Information Leaflet CL-635**5. Work experience verification** – See **Preliminary CTE Credential Requirements** enclosure qualifying requirements.**6. Licenses** – If applicable, i.e. nursing, etc., attach to application.**7. Completed "Live Scan" electronic fingerprint transaction.** Use form 41-LS only.



Make a duplicate copy of the application for your files before submitting it to FCSS

Fresno County Superintendent of Schools (FCSS)
**Preliminary Designated Subjects (DS)
Career Technical Education (CTE) Credential Requirements**

Individuals must satisfy the following requirements for the Preliminary Designated Subjects Career Technical Education (CTE) Credential:

- Three years of work experience directly related to each industry sector to be named on the credential (see attached CTC Industry Sector Credential Titles CL-888*). One year equals a minimum of 1000 clock hours per calendar year. The experience may be full-time or part-time, paid or unpaid.
- At least one year of the work experience must be within the last five years or two years within the last ten years immediately preceding the issuance of the preliminary credential. For purposes of meeting the recency requirement, any of the following or a combination of the following may be cumulated to total 1000 clock hours: work experience, college-level related coursework, non-college related coursework, occupational internship, or vocational teaching experience.
- Completion of forty-eight (48) semester units of postsecondary vocational training related to the industry sector(s) named on the credential may be substituted for a maximum of two of the three years of required work experience. The course work must be verified by official transcript and may be made on a pro rata basis up to the two-year maximum.
- Additionally, one of the following may be used as one year of work experience toward meeting the three years of required experience: 1) Possession of an advanced industry certificate related to the industry sector to be named on the preliminary credential, as determined by a Commission-approved CTE program sponsor. OR 2) One year of full-time general education teaching experience providing instructional services in preschool or grades K-12 earned in a public or private school of equivalent status.
- High school diploma or diploma based on passage of the GED Test or foreign equivalent of a high school diploma. Graduation from an accredited college or university is also accepted.
- Completed application forms for FCSS and CTC.
- Processing fees for FCSS and CTC. Money orders only or cashier's checks only. No personal checks or cash.
- LiveScan fingerprinting clearance for first-time credential holders.
- Signed Intent to Enroll in Early Orientation and Complete Requirements for Clear Credential.

****Note: Candidates must prove their experience to their employing school district to teach specific subjects within the industry sector authorization.***



SECTION II



CTE Credential Program

Welcome Letter

Welcome to the Designated Subjects Career Technical Education (DS CTE) Credential Program!

We're excited that you're considering a career in Career Technical Education (CTE), and we appreciate your interest in our program. The Fresno County Superintendent of Schools (FCSS) is an approved Program Sponsor through the California Commission on Teacher Credentialing (CTC) for the Designated Subjects (DS) CTE Credential.

This credential opens the door for you to teach career technical, trade, or vocational courses to K-12 students and adults in public schools and training programs. The **Preliminary DS CTE Credential** is issued for three years and authorizes instruction in one or more subjects within the industry sector(s) named on your credential. [Click here to view the list of CTE Industry Sectors and Pathways.](#)

How Your Teaching Assignment is Determined

Your employing schools district is responsible for determining the subjects you are qualified to teach. This decision is based on:

- The CTE industry sector listed on your credential
- Your industry work experience
- Your educational background
- Needs of the site/district

Getting Started: Pre-Screening & Application Process

To begin, you'll need to complete the **Pre-Screening Process**, which helps us determine your eligibility for the credential. This includes submitting documentation of your work experience, education, and other credential requirements.

Here are your next steps:

1. **Review and Complete the Pre-Screening Checklist** – This outlines all required documents and forms.
2. **Gather Supporting Documents** – This includes transcripts, employment verification, and applicable certifications.
3. **Submit Your Packet** – Ensure all materials are complete before submission to avoid processing delays.

[Click here](#) to review the Pre-Screening Checklist carefully **before** filling out and submitting your forms.



CTE Credential Program

Program Information

Year One: Foundations & Getting Started

Welcome to your first year as a CTE candidate! This year is about building your foundational skills, connecting with mentors, and beginning your clinical practice in the classroom.

- Program Enrollment & Orientation
- Attend the mandatory program orientation on Zoom.
- Complete the Early Orientation course.

CTC Designated Subjects CTE Teaching Credentials Links

- [Designated Subjects \(CL-888\)](#)
- <https://www.ctc.ca.gov/credentials/leaflets/industry-sectors-chart>

ELD Authorization

CTE Preliminary Credential and EL Authorization:

- The Preliminary CTE Credential allows candidates to teach while completing their preparation for the Clear CTE Credential.
- To teach ELs while holding the Preliminary CTE Credential, teachers need an annual waiver from the [California Commission on Teacher Credentialing \(CTC\)](#).
- The employer may request this waiver each year the teacher holds the Preliminary Credential. The district will have the candidate complete the application.
- The waiver is contingent upon the teacher making progress towards completing the requirements for the Clear CTE Credential.

Clear CTE Credential and EL Authorization:

- The Clear CTE Credential authorizes teaching ELs through Specially Designed Academic Instruction Delivered in English (SDAIE) in CTE courses.
- This credential is for teachers qualified to teach CTE courses in grades twelve and below and in classes for adults, including services to English learners.



- The Clear CTE Credential also prepares teachers to support English learners in their CTE classrooms.

Required course work

- Early Orientation
- CTE 100: CTE Foundations (7 Weeks) (Office hours Wed & Sat and as requested by a candidate)
- CTE 101: Curriculum and Instruction (7 Weeks) (Office hours Wed & Sat and as requested by a candidate)
- Heath for Educators

New Teacher Trainings

- Seven per year and aligned to Category 2 Standards and current course work

Mentor Support

- Assigned an experienced mentor
- Fall and spring observations and ongoing verbal and written feedback
- Monthly meetings and ongoing support
- Office hours available as requested by a candidate
- Guidance on professional goals, TPEs (Teacher Performance Expectations), and CSTPs (California Standards for the Teaching Profession)
- Canvas support
- Classroom, school, and district data analysis
- Portfolio reviews and guidance

Portfolio

- Begin building your professional portfolio in Canvas and Google Slides
- Include required artifacts

Year Two: Growth & Demonstration

Congratulations on reaching Year Two! Now you'll deepen your practice, refine your teaching, and prepare to demonstrate all you've learned for clear credential.

Required Course work

- Portfolio Course Year Two
- Quarterly zoom calls
- IIs

Mentor Support

- FCSS Mentor monthly check-ins



- Additional support from a district-assigned Supervising Administrator and Site Mentor monthly check-ins
 - CSTP's & Professional Growth Goals support

Ongoing Clinical Practice

- Continue teaching in your CTE industry sector classroom.
- Receive observations and feedback from both your FCSS mentor and site Admin supervisor.

Observations

Fall – FCSS Mentor

Spring – Site Administration

Portfolio Year Two

- Continue to collect evidence of your growth.
- Reflect on, revise, and expand your portfolio to include professional goals, required artifacts, and mentor feedback.
- Portfolio Presentation

Required DISTRICT FORMS To Clear

- Administration Spring Observation
- Final Summary Assessment

Clearing: Final Steps to Your Clear Credential

You're almost there! The last phase is all about demonstrating competence and submitting required documentation so you can earn your Clear CTE Credential.

Final Review of Requirements

Finish All Coursework 80% passage rate

- Make sure you've successfully completed CTE 100, CTE 101, and Health for Educators (with 80% or above)

Demonstration of Competencies

- Clinical & Mentoring Requirements
- Complete two years (four semesters) of CTE teaching
- Gather mentor and supervisor evaluations and assessments

Portfolio Review

- Submit your finalized professional portfolio covering both years
- Final Portfolio Presentation



Additional CTC Requirements

- Current CPR certification (infant, child, adult).
- Satisfy the U.S. Constitution requirement (either via test or qualifying coursework).
- Make sure you have a district letter verifying your two years of CTE Teaching.

Final Evaluation & Director Approval

Candidates must demonstrate competency in all Category II Program Standards by completion of the program to be recommended for a clear CTE credential.

- The Credential Office and program administration will review your file to ensure all clearing documents are complete.
- Once everything is in order, the Program Director will conduct a final check and approve your readiness to clear.
- When the Director confirms you are ready, you'll receive the official Clear Credential Application.
- Submit your application as directed.
- The Director will then recommend you for the Clear CTE Credential.

Renewing Your Clear Designated Subjects Teaching Credential

Once you've earned your Clear CTE Credential, it will be valid for five years. Before the five-year period ends, you must renew your credential to keep it active.

Renewal Process:

- Visit the California Commission on Teacher Credentialing (CTC) website at www.ctc.ca.gov.
- Complete the credential renewal application online.
- Be ready to pay the renewal fee with a credit card.
- This renewal must be completed every five years to ensure your credential remains valid.



CTE Credential Program

Canvas Registration and Login Information

You should have received a *course invitation email* from [<notifications@instructure.com>](mailto:notifications@instructure.com).

- You will need to **register with Canvas** before you can access your dashboard, modules and participate in the course.
- Please click on the **“Get Started”** button in the email notification you received from notifications@instructure.com and *register for your account*.

Now have access to the CTE Foundations CTE 100 **Canvas course site**. Once you have created an account and can view your dashboard you will be able to find course details in the **Module- Welcome: Begin Here**.

Please start exploring our online course-learning environment:

- Start the **Welcome: Begin Here module** and watch the **Canvas: Getting Started videos**.
- Modules will be published each Friday (starting with Friday Oct. 7th). Note- you will not see them until I publish them.
- If you did not receive a course invitation from Canvas, there are two reasons why.
 - 1. We do not have you registered for the credential course. Please see credential course registration OMS link below.
 - Link: *current links are posted in the hub and you will also receive via email*
 - Access Code: CTE01
 - 2. Credential course fee not paid. Please see AllPaid link that was included in the original registration email (Shelley George at sgeorge@fcoe.org).
- Please contact Shelley George at sgeorge@fcoe.org with any questions.



CTE Credential Program

Pre-Screening Checklist

Please complete the pre-screening checklist and include it in your email submission. All documents must be attached to one email (except for official transcripts). If any documents are missing, you will receive an email back to re-submit.

Name: _____

Step 1 - Survey:

- ☐ Complete the CTE Credential Application Survey.
Attached to this email is a PDF titled "Step 1 Survey". Complete the survey, save the PDF. Review: [CTC Industry Sectors](#) to determine your sector.
Attach the completed PDF to your email submission.

Step 2 – Education Requirement:

- ☐ Required: Copy of high school diploma or diploma based on passage of the GED Test.
Attach a copy to your email submission.
- ☐ If Applicable: Official, unopened college transcripts or official electronic transcripts verifying a degree above (AA, AS, BA, BS, MA, MS, or Ph.D.).
If applicable, type in your email submission the date you requested the transcripts and if they will be emailed or mailed.
Send Electronic Transcripts to CTE-Credentials@fcoe.org or mail to:
CTE Credential Program
1318 E. Shaw Ave. Suite 420
Fresno, CA 93710
- ☐ If Applicable: Official evaluation of foreign equivalent of high school diploma and/or degree. Foreign transcripts must be evaluated by CTC approved organizations only. Visit the [CTC Foreign Transcript Evaluations](#) for more detailed information.
If applicable, attach your certification letter from the approved organization to your email submission.
- ☐ If Applicable: Licenses / Certificates (i.e. nursing, cosmetology, etc.)
If applicable, attach a copy to your email submission.

Step 3 – Verify Your Industry Work Experience

Applicants must have industry work experience within a set timeframe (3 options to qualify). You must provide documentation of 3 years of work experience directly related to the CTE industry sector(s) you are applying for, and/or provide documentation of alternate work experience. One (1) year equals a minimum of 1,000 clock hours. 3,000 clock hours can be full-time, part-time*, self-employed, paid, or unpaid. If employment was less than full-time an accounting of the number of hours the applicant was employed is required. Alternate work experience may also be accepted.

Page 1 of 2

[Link to fillable form](#)



CTE Credential Program

Pre-screening Checklist

Step 3 Cont. – Industry Work Experience

Your Time Requirement must include one of the following (check the box you qualify for):

- ☐ 1 year industry work experience within the last 5 years. **Must Complete Step 3A.**
- ☐ 2 years industry work experience within the last 10 years. **Must Complete Step 3A.**
- ☐ 3 years industry work experience within the last 10 years. **Skip Step 3A.**

For your time requirement above, you must submit the following:

- ☐ Work verification letter from employer(s) – See PDF “Employer Sample” attached.
Attach a copy(s) to your email submission.
- ☐ If applicable, Self-Verify (Notarized 5 Artifacts) Work Verification Letter(s): Requires a statement, signed by the applicant under penalty of perjury, verifying experience and substantiated in writing by other person(s) with first-hand knowledge of the applicant's self-employment or avocation. See PDF “Self Verify Sample” attached to welcome email.
If applicable, Attach a copy(s) to your email submission.

Step 3A: Alternate Work Experience Options

If you selected 1 year or 2 years of industry work experience in Step 3, you must provide alternate work experience to meet the 3 year requirement. Check any applicable sections below and include supporting documents in your email submission.

College Coursework	Vocational Teaching Experience	Non-College related coursework	Occupational Internship	Possession of Advanced Industry Certification or License	General Ed Teaching Experience – K12
24 units = 1 year 48 units = 2 years	Maximum of 1 year	Academy / Apprenticeship	Maximum of 1 year	Maximum of 1 year	Minimum One Year Full Time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on your selection(s) above, submit the following in your email submission:					
Official, unopened college transcripts. See page 1, step 2 for directions.	Work verification letter	Transcripts / Certificates / Verification of Training Hours	Work verification letter	Copy of Certification or License	Work verification letter

Step 4: Complete Work Verification Cover Letter (attached to welcome email)

Step 5: Email Submission

- ☐ I have reviewed my email submission, and I am attaching all required documents: CTE Credential Application Survey, High School Diploma/GED Test passage, work verification letter(s), completed work verification cover letter, completed Pre-Screening Check List, etc.

Page 2 of 2

[Link to fillable form](#)



CTE Credential Program

Pre-Screening Work Verification Cover Letter

Please **complete** the checklist below to verify that you have included all the required information. Sign the required certification statement at the bottom and submit this completed form with your pre-screening documents.

Name: _____

Work Experience Verification Letters

The letter must clearly state all the following details:

- ☐ Your Name
- ☐ Your position and title
- ☐ Complete description of Job duties
- ☐ Dates of employment beginning and ending (months and years)
- ☐ Full-time or Part-time (accounting of the total number of hours worked)
- ☐ Printed on company letterhead
- ☐ Include Supervisor's name and position
- ☐ Signed by the Supervisor/HR Representative (original or adobe certified)

Self-Employed Letter

The letter must be a notarized self-verification letter including the Required Certification Statement below and must also include:

- ☐ Supporting letter(s) from individuals with first-hand knowledge of your self-employment or relevant work
- ☐ Five (5) additional documents to support your notarized self-verification letter such as a copy of tax form statement, business cards, current/former business license(s) or permit(s) within dates on letter, letters from former customers (must state the jobs done and the length of the jobs), letters from suppliers, or other business associates (such as your accountant, lawyer), who can verify your occupation

Please review and sign the Required Certification Statement:

"I certify under penalty of perjury that the contents of the letter(s) submitted to the credential program are true and correct to the best of my knowledge."

Signature: _____ Date: _____

Attach this completed and signed check list with supporting letters to your email submission.

[Link to fillable form](#)



Fresno County Superintendent of Schools
Designated Subjects CTE Educator Preparation Program
1318 E. Shaw Avenue, Suite 420
Fresno, CA 93710

For credential questions,
please call (559) 497-3852

Please complete the application checklist and include add it to your secure folder once complete.

Name: _____

Step 1 – Complete the 41-4 Form

Complete the [41-4 Form](#)

Once completed, save the 41-4 Form as a PDF, and add it to your secure folder link.

Step 2 – Complete the FCSS DS CTE Credential Application

Complete the FCSS DS CTE [Credential Application](#)

Once completed, save the PDF, and add it to your secure folder link.

Step 3 – Complete the Intent to Complete Form

Complete the [Intent to Complete Form](#)

Once completed, save the PDF, and add it to your secure folder link.

Step 4 – Fingerprinting

If you hold a valid Certificate of Clearance, please upload a copy of the certificate to your secure folder link. Do not fingerprint or reapply for the Certificate of Clearance. Move to Step 5.

Complete the [Request for Live Scan Service](#) form for fingerprinting

Print a copy once completed and take to your appointment

Make a fingerprinting appointment with any Live Scan Service. Take the completed Request for Live Scan Service form with you. There will be a fingerprint cost to you.

Once your fingerprints are completed, you will then create an account on the CTC site (<https://www.ctc.ca.gov/>) to apply for your Certificate of Clearance. Make sure you apply for



the “Certificate of Clearance”. There is a CTC fee you will need to pay online. You will receive an email from CTC when your Certificate of Clearance (COC) is granted.

Save a copy of the email from CTC or a downloaded copy of your Certificate of Clearance and add it to your secure folder link.

Step 5 - Early Orientation Course

You will receive a CANVAS Link to the Early Orientation course from the Program Director in your approval email from Step 1 (Pre-Screening). Please create an account with CANVAS and accept the link. Once you have completed the Early Orientation course you will receive a certificate.

[Save a copy of your Early Orientation Certificate PDF and add it to your secure folder link.](#)

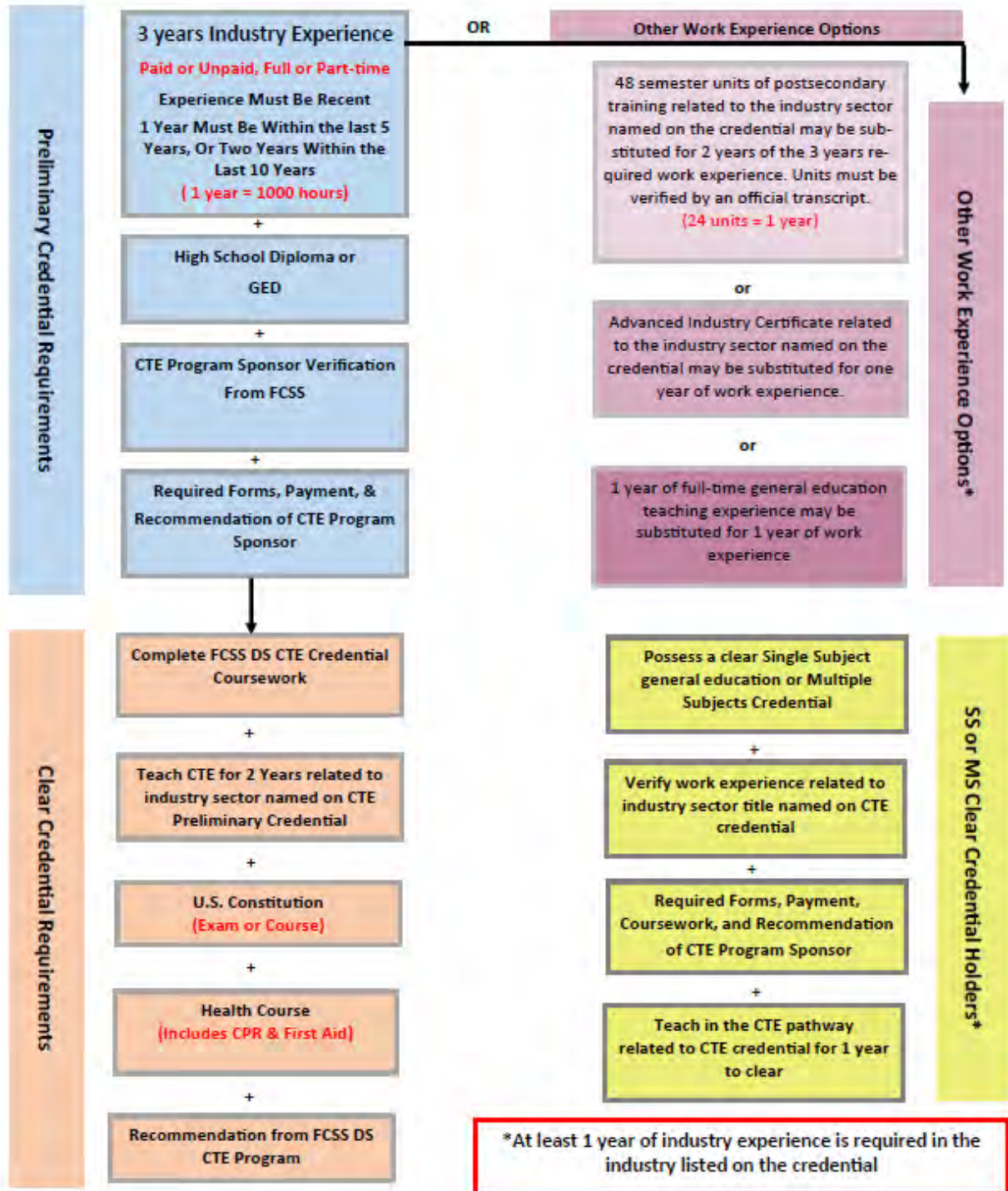
Step 6 – Preliminary CTE Credential

Once all your required documents are uploaded (to your secure folder link) and approved, the Program Director will submit the online recommendation to CTC for your preliminary CTE Credential. After, you will receive an email from CTC with the next steps for the online application & payment process.

Process/pay for your credential as soon as you receive the email. Once that is complete you will receive an email with your recommendation letter attached.



DS CTE Credential Requirements for Potential CTE Teachers





SECTION III

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

DESIGNATED SUBJECTS (DS)

CAREER TECHNICAL EDUCATION (CTE)

EDUCATOR PREPARATION PROGRAM



The following pages describe the program requirements for the CTE credential. Once FCSS has evaluated your application packet and you have received your Certificate of Clearance, FCSS will recommend you for the Preliminary Designated Subjects CTE credential. You must then begin completing your program requirements through your coursework.



Fresno County Superintendent of Schools (FCSS)

Designated Subjects (DS) Career Technical Education (CTE) Credential Requirements
Program Overview

As an approved Program Sponsor, FCSS Designated Subjects CTE Educator Preparation Program recommends candidates to the Commission on Teacher Credentialing (CTC) for the Preliminary Designated Subjects Career Technical Education (CTE) Credential. Within three years, CTE candidates must successfully fulfill the following requirements to obtain for the Clear Designated Subjects (DS) CTE Credential:

- ✓ Complete the free, self-paced, online six (6) Early Orientation course within thirty (30) days of receiving the email instructions. *Note: It is strongly recommended that any CTE candidate lacking appropriate computer hardware and software or basic computer skills (including the ability to utilize the internet and email as well as download, print, and create PDF documents) should purchase the necessary equipment and complete a computer literacy course prior to applying for the CTE credential.*
- ✓ Complete the two required courses (CTE Foundations and Curriculum Development, Instruction, and Assessment)
- ✓ Complete the Health Education for Teachers, CPR (Infant, Child and Adult), and U.S. Constitution requirements.
- ✓ Candidates must be provided continuous advisement and support throughout the CTE Credential Program. FCSS will assign a mentor during the first year. During the second year, employing districts will need to provide a district supervising administrator and site mentor. Candidates must demonstrate competency in all Category II Program Standards by completion of the program to be recommended for the Clear CTE Credential.
- ✓ Verify two years of successful teaching in the authorized industry sector listed on the credential with at least one course in each of four terms, two of which must be with the same employing school district.
- ✓ Teachers with less than two years of successful teaching experience or those who have not met the Teaching Performance Expectations (TPEs) must complete an Advanced Professional Training course to qualify for the Clear DS CTE Credential. These candidates must meet with the Director for advisement.

Please contact the FCSS-CTE Designated Subjects Credential Services at 559-497-3860 or go to our website at <https://cte-credential.fcoe.org> for more information.



Fresno County Superintendent of Schools (FCSS)
Designated Subjects (DS) Career Technical Education (CTE) Credential
Requirements
Coursework

As an approved Program Sponsor, the Fresno County Superintendent of Schools (FCSS) Designated Subjects (DS) Career Technical Education (CTE) Educator Preparation Program recommends candidates to the Commission on Teacher Credentialing (CTC) for the Preliminary Designated Subjects (DS) Career Technical Education (CTE) Credential. The FCSS Designated Subjects CTE Credential Program includes the following required coursework:

Early Orientation Modules 1-6 (complete within thirty days)

Candidates begin the program by completing the free, self-paced, online **Early Orientation** training modules. Applicants must complete the six modules within thirty (30) days of receiving the email instructions. Once completed, upload to your program folder.

Required Coursework (after completion of the EO modules)

- ✓ CTE Foundations (CTE100)
- ✓ Curriculum Development, Instruction & Assessment (CTE101)
- ✓ Health for Educators

Total Program hours and Fees: 180 hours (Total \$2,750)*

FCSS Courses are offered online through a learning platform. Course sequence and descriptions are as follows:

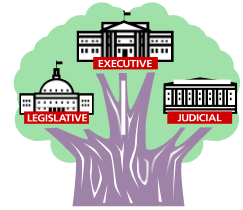
FIRST COURSE: CTE Foundations (CTE 100) CTE Foundations is an overview of the historical foundations of career technical education up to present day practices including funding, and general knowledge needed by CTE teachers to develop as a professional CTE educator. An overview of standards, CTE methodologies, cultural diversity, English Learners, Special Needs students, and classroom management will be the focus of instruction.

SECOND COURSE: Curriculum Development, Instruction, & Assessment (CTE 101) This course is designed for the candidate to learn about instructional methodology and theory for the CTE classroom. The course will provide integrated coverage of differentiated instruction to reach all students including EL and Special Needs students along with classroom management and assessment. The CTE Standards will be used for lesson design and assessment.

THIRD COURSE: Health Education for Teachers This must be taken prior to clearing the credential if a college class has not been taken and verified by transcripts.

IF NEEDED: Advanced Professional Training. This course is required for candidates who have not completed two years of successful teaching or have not met all Teaching Performance Expectations (TPEs) as verified through supervision and mentoring. Candidates demonstrate teaching competency through multiple measures include classroom presentations, observations of veteran teachers, and field experience. Currently, we do not offer this course. If needed, meet with the Director for advisement.

*Subject to change.



U.S. Constitution Requirement

Passage of the U.S. Constitution is required for the Clear Designated Subjects Career Technical Education (CTE) credentials. The requirement may be met by one of the following:

1. Completion of a two (2) semester or three (3) quarter unit college-level course which includes the United States Constitution in the course description. Original transcripts are required.
2. Completion of an online course through UCSD at <https://extension.ucsd.edu/courses-and-programs/u-s-constitution-preparation-course-and-examination>. Exam fee is \$175.
3. Passage of an examination on the United States Constitution administered by Notre Dame de Namur University <https://usconstitutionexam.com/get-started>. Exam fee is \$85.

Available study material: <http://www.constitutionfacts.com/us-constitution-kids/us-history-quiz>

Go to the Print Version section on the right side and print the quizzes with the 10 questions, the 50 questions, and the additional 50 questions. Also, print the detailed answers for each set of questions. That gives you 110 study questions (and detailed answers)



TURN YOUR EXPERTISE INTO IMPACT: BECOME A CTE TEACHER!

Are you ready to shape the future workforce? Career Technical Education (CTE) allows industry professionals like you to bring real-world experience into the classroom, helping students of all ages gain the skills they need for success in today's in-demand careers.

WHY TEACH CTE?

Share Your Expertise

Turn your industry knowledge into valuable lessons for students.

Create Lasting Impact

Inspire students to pursue rewarding careers and build essential skills.

Stay Connected To Your Field

Teach what you love while guiding students toward exciting careers.

HOW TO QUALIFY FOR A PRELIMINARY CTE CREDENTIAL

Meet The Education Requirement

STEP 01

Provide proof of a high school diploma or equivalent (GED)

Submit College Transcripts

STEP 02

- AA, BA or higher
- Foreign diploma (evaluated by a CTC-approved organization)

Verify Your Industry Work Experience

STEP 03

1 year = 1,000 clock hours of full-time or part-time work

TIME REQUIREMENT

Provide documentation of 3 years of work experience directly related to the CTE industry sector(s) on your application. (Employee verification required)

- Must include:**
- 1 year within the last 5 years OR
 - 2 years within the last 10 years
- May include:**
- Full-time or part-time
 - Paid or unpaid roles

Alternate Work Experience Options

If needed, you can supplement your work experience with:

College Coursework

24 units = 1 year
48 units = 2 years

Vocational Training

Post-secondary vocational education

Advanced Certifications/Licenses

Maximum of 1 year

General Education Teaching

1 year of K-12 teaching experience

Note: College coursework must be verified with official transcripts.
At least 1 year of actual work experience required for the three-year preliminary credential.

READY TO APPLY?

Email CTE Credentials to receive the initial forms and detailed steps to start your Preliminary CTE Credential application process CTE-CREDENTIALS@FCOE.ORG



FCSS DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION CTE CREDENTIAL

FIRST-TIME TEACHER CANDIDATE



Final Requirements For Clear Credential

Current CPR certification
(Infant, Child, Adult)

U.S. Constitution
requirement

Final evaluation and
recommendation from
program administration

Apply for the clear
DS CTE credential



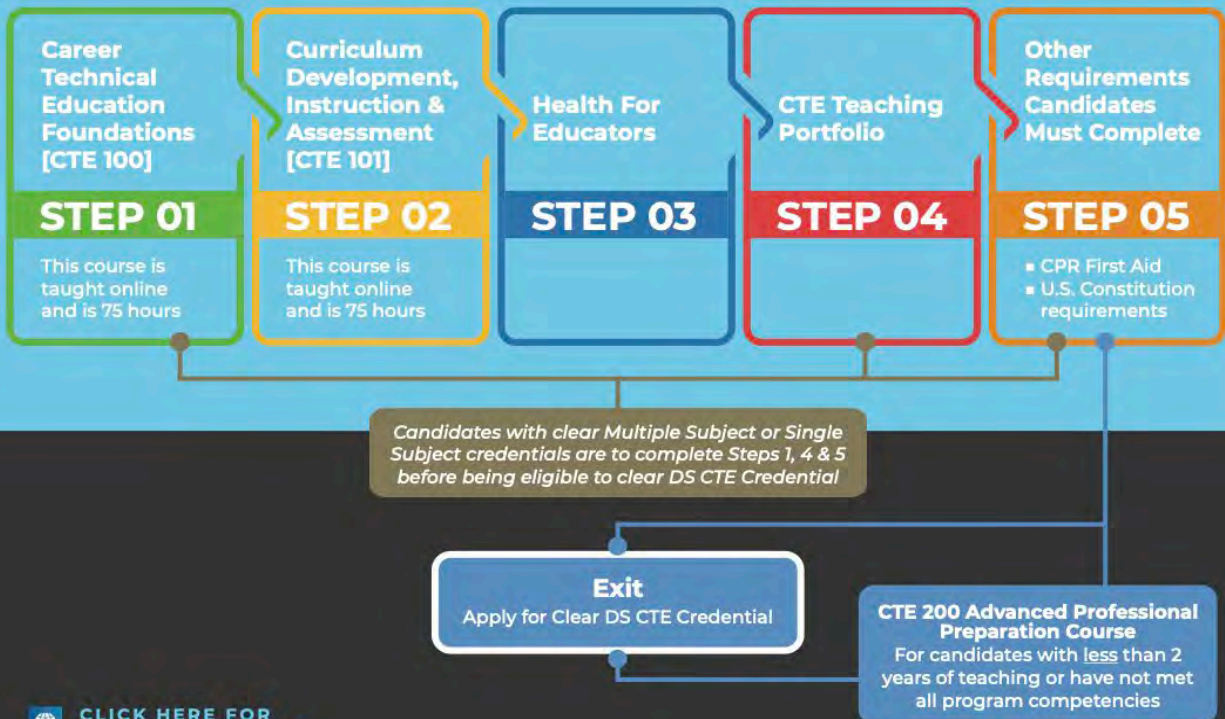
FCSS DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION CTE CREDENTIAL

PROGRAM COURSE OF STUDY

Each course in the program is provided in a sequence, as shown below. Once courses are completed, along with two (one for clear credential teachers) full years of teaching in CTE, teachers may apply for their clear credentials with the recommendation of FCSS.

Early Orientation

Completed within 30 days of receiving your certificate of clearance. This course is self-paced and hosted by CTE Online.





FCSS DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION CTE CREDENTIAL

NEW CTE TEACHERS WITH A CLEAR K-12 CREDENTIAL



Final Requirements For Clear Credential

Current CPR certification
(Infant, Child, Adult)

Final evaluation and
recommendation from
program administration

Apply for the clear
DS CTE credential



FCSS DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION CTE CREDENTIAL

"READY TO CLEAR" PROCESS FOR 2ND YEAR CTE CANDIDATES

Finish All FCSS Coursework

- CTE 100, CTE 101, Health for Educators

STEP
01

Candidates must demonstrate
competency in all required standards
(as determined by the program sponsor)

Clinical Practice

- Complete 4 semesters/2 years of CTE teaching
- Mentor/supervisor observations
- Professional goals

STEP
02

Demonstrate Competencies

- Submit year 1 and year 2 portfolio/evidence for portfolio review

STEP
03

Fulfill State Requirements

- CPR
- U.S. Constitution

STEP
04

Gather & Submit Documentation

- District letter verifying 2 years of teaching
- Administrator final summary review
- Mentor/admin observations

STEP
05

Submit CLEAR Application

- FCSS review and recommendation
- Process application on CTC portal

STEP
06

For questions, contact the
FCSS Credential Office



APPENDIX

Industry Sectors

This chart is intended to be a guide. Some of the occupations, such as “drafting,” can be applied to more than one Industry Sector. Program sponsors are encouraged to examine the work experience of the individual applying for a credential and determine which Industry Sector best applies. Assignments should be considered in the same way. The most important consideration is the background and the expertise of the individual. Effective September 1, 2014, some Industry Sectors have new titles, while some specific occupations moved into different Industry Sectors. See [Coded Correspondence 14-08](#) for more information.

Industry Sectors	Pathways	Specific Occupations
Agriculture and Natural Resources	<ul style="list-style-type: none">• Agricultural Business• Agricultural Mechanics• Agriscience• Animal Science• Forestry and Natural Resources• Ornamental Horticulture• Plant and Soil Science	<ul style="list-style-type: none">• Agriculture business management and marketing• Agriculture mechanics• Animal care• Animal control• Animal production• Crop production• Floriculture and floristry• Forestry, natural resources and rural recreation• Landscaping• Ornamental nursery operation
Arts, Media, and Entertainment	<ul style="list-style-type: none">• Design, Visual, and Media Arts• Performing Arts• Production and Managerial Arts• Game Design and Integration	<ul style="list-style-type: none">• Commercial art• Commercial photography• Game Design Occupations• Multimedia production• Performing arts occupations• Stage technology• Theatrical occupations
Building and Construction Trades	<ul style="list-style-type: none">• Cabinetry, Millwork, and Woodworking• Engineering and Heavy Construction• Mechanical Systems Installation and Repair• Residential and Commercial Construction	<ul style="list-style-type: none">• Boat building• Carpentry• Civil Engineer• Concrete placing and finishing• Construction equipment operation• Construction inspection• Drafting occupations• Drywall installation• Electrician• Fire sprinkler installation• Floor covering installation• Foundry work• Furniture making, finishing and refinishing• General contracting• Glazing• Hazardous materials occupations• Heating, air conditioning, and ventilation installation and service• Heavy Equipment Operator



Building and Construction Trades (cont.)		<ul style="list-style-type: none">• Interior maintenance (residential and commercial)• Lathing• Masonry• Mechanical Engineer/Technician• Millwork and cabinet making• Motor sweeper operator• Painting-construction• Pipefitting and steam fitting• Plastering• Plumbing• Pool and spa service• Refrigeration installation and maintenance• Residential and commercial repair and remodeling• Roofing• Sheet metal fabrication• Structural and reinforcement ironwork• Structural pest control• Tile setting• Upholstering• Welding• Woodworking
Business and Finance	<ul style="list-style-type: none">• Business Management• Financial Services• International Business	<ul style="list-style-type: none">• Accounting occupations• Auditor• Banking• Business Computing Specialist• Business management• Chief Financial Officer• Customs Inspector/Broker• Export Sales• Financial management and services• Human Resources Specialist• Income tax preparation• Insurance occupations• International Business• Investment Consultant• Legal office occupations• Office occupations• Personnel administration occupations• Purchasing Agent• Secretarial/stenography occupations• Tax preparation specialist• Small business ownership and/or management



Education, Child Development, and Family Services	<ul style="list-style-type: none">• Child Development• Consumer Services• Education• Family and Human Services	<ul style="list-style-type: none">• Child care• Child Care Psychologist• Consumer Services• Counselors• Education Administrators• Elderly care services (non-medical)• Family and human service occupations• Librarian• Personal Financial Advisor• Preschool Teacher• Social Outreach Director• Teacher• Teacher aide
Energy, Environment, and Utilities	<ul style="list-style-type: none">• Energy and Power Technology• Environmental Resources• Telecommunications	<ul style="list-style-type: none">• Air Quality Technician• Climatologist• Control system maintenance and repair• Electrical power distribution• Electrician• Electronic consumer products service• Electronics assembly• Energy Auditor• Energy Engineer• Energy, environment and resource manager/technician• Environmental Biologist/Scientist• Hybrid microelectronics• Hydroelectric plant operations• Industrial electronics• Marine power plant maintenance and repair• Solar Occupations• Telecommunications Technicians• Water treatment
Engineering and Architecture	<ul style="list-style-type: none">• Architectural Design• Engineering Technology• Engineering Design• Environmental Engineering	<ul style="list-style-type: none">• Air Pollution Control Engineer• Architect• City Planner• Drafting occupations• Engineering occupations• Environmental Specialist• Field Engineer• Manufacturing Design Engineer• Mechanical/Electrical Drafting• Robotics• Structural Designer• Surveying



Fashion and Interior Design	<ul style="list-style-type: none">• Fashion Design, and Merchandising• Interior Design, Furnishings, and Maintenance• Personal Services	<ul style="list-style-type: none">• Barber*• Clothing, alteration and repair• Cosmetologist*• Esthetician*• Fabric maintenance services• Fashion Buyer• Fashion design• Fashion manufacturing (factory and custom)• Fashion merchandising• Interior Buyer• Interior design• Kitchen and Bath Specialist• Makeup Artist• Jewelry design, fabrication, and repair• Manicurist*• Merchandising Manager• Pattern Maker• Set Decorator• Textile design• Textile production and fabrication• Upholstering
Health Science and Medical Technology	<ul style="list-style-type: none">• Biotechnology• Patient Care• Healthcare Administrative Services• Healthcare Operational Support Services• Public and Community Health• Mental and Behavioral Health	<ul style="list-style-type: none">• Athletic trainer• Biomedical equipment technician• Biomedical Engineer• Biomedical Research and Development Specialist• Central Service Technician• Clinical Data Specialist• Clinical Lab Technologist/scientist• Clinical Simulator Technician• Forensic Pathologist• Community Health Professional• Geneticist• Diagnostic Technician• Dental Assistant• Dental Hygienist• Dental Lab Technician• Geriatric Technician• Health Care Administrator• Health Education Specialist• Health Information Management• Technician/Technologist• Massage Therapist• Materials Manager• Medical/Clinical Assistant• Mental health professional• Medical Sonographer



Health Science and Medical Technology (cont.)		<ul style="list-style-type: none">• Nutritionist/Dietician• Outreach Coordinator• Phlebotomist• Physician's Assistant• Physical Therapy Technician/Technologist• Prosthetic Technician/Technologist• Psychiatric Technician/Psychologist• Public health professional• Nurse (RN/LVN/NP)• Radiological Technician• Rehabilitation Technologist/Therapist• Respiratory Technologist/Therapist• Sports Medicine Specialist• Ultrasound Technician
Hospitality, Tourism, and Recreation	<ul style="list-style-type: none">• Food Science, Dietetics, and Nutrition• Food Service and Hospitality• Hospitality, Tourism, and Recreation	<ul style="list-style-type: none">• Amusement and theme park occupations• Customer service representative related to amusement, theme parks, hotel and lodging, and restaurant and food service establishments• Dietetics and nutrition service• Event and conference planning• Executive Chef• Food and beverage production and preparation• Food and beverage services• Food scientist• Hotel and lodging occupations• Recreation and sports entertainment• Registered Dietitian• Restaurant Management
Information and Communication Technology	<ul style="list-style-type: none">• Information Support and Services Networking• Software and Systems Development• Games and Simulation	<ul style="list-style-type: none">• Big Data Administration• Computer and Information Systems• Computer Programming• Computer Sciences• Computer User Support• E-Business/E-Commerce• Game Production• Information Management• Information Security• Information Systems and Operations• Multimedia Production• Networking Engineer• Network Installation and Operation• Network Support and Maintenance• Robotics



Information and Communication Technology (cont.)		<ul style="list-style-type: none">• Social and New Media Production and Management• Software and Applications Developer• Web and Mobile Application Production
Manufacturing and Product Development	<ul style="list-style-type: none">• Graphic Production Technologies• Machining and Forming Technologies• Welding and Materials Joining• Product Innovation and Design	<ul style="list-style-type: none">• Animator• CAD/CAM Specialist/Designer• Commercial Photographer• Commercial/Industrial Designer• Computer-assisted manufacturing• Computer Numerical Control (CNC) Operations• Cutter• Digital/Graphic Artist• Drafting occupations• Electronics assembly• Electronic publishing• Fitter• Industrial ceramics manufacturing• Machine tool operation and machine shop• Manufacturing Engineer• Metal fabrication• Material/Supply Management• Model Maker• Plastics and composites manufacturing occupations• Printing and graphics occupations• Product development, testing and demonstration• Production process/management• Quality Assurance• Robotics• Technical illustration• Tool and die making• Waterfront manufacturing• Welder• Welding Inspection• Welding Engineer
Marketing, Sales, and Services	<ul style="list-style-type: none">• Marketing• Professional Sales• Entrepreneurship/Self-Employment	<ul style="list-style-type: none">• Advertising Representative/Manager• Business Computer Specialist• Business Owner• Fashion Buyer• Floristry• Insurance Agent/Broker• International trade• Marketing• Market Research Analyst• Office Occupations• Public Relations Specialist



Marketing, Sales, and Services (cont.)		<ul style="list-style-type: none">• Real estate• Retail occupations• Small business ownership and/or management• Small Business Repair and Maintenance• Travel Agent• Various Professional Sales Occupations
Public Services	<ul style="list-style-type: none">• Public Safety• Emergency Response• Legal Practices	<ul style="list-style-type: none">• Court reporting• Cyber Security• Emergency Medical Technician• Emergency Response Dispatcher• Fire control and safety• Fire fighting• Forester• Investigator/Law Librarian• Law enforcement occupations• Legal occupations (deletion of word to expand options)• Loss Prevention Specialist• Paralegal• Protective and security services• Wildland fire services
Transportation	<ul style="list-style-type: none">• Operations• Structural Repair and Refinishing• Systems Diagnostics and Service	<ul style="list-style-type: none">• Airframe and power plant mechanics• Automobile detailing• Automotive body repair and refinishing• Automotive brake installation and repair• Automotive electrical systems service and repair• Automotive heating and air-conditioning service• Automotive mechanics/technician• Automotive parts counterperson• Automotive suspension and steering repair• Automotive transmission and transaxle service and repair• Avionics• Bicycle repair• Claims Adjuster• Container Crane Operator• Diesel equipment mechanics• Dispatcher• Distribution Manager• Electric motor repair• Engine performance technician• Heavy equipment maintenance and repair• Industrial maintenance



Transportation (cont.)	<ul style="list-style-type: none">• Inspectors and Planners• Investigator/Inspector• Marine power plant maintenance and repair• Motorcycle service and repair• Production, Planning, and Expediting Specialist• Railroad operations• Small engine service and repair• Transportation occupations, travel services• Truck and bus driving• Warehousing
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Note: specific occupations marked with an asterisk (*) require a state license outside the purview of the Commission.

Candidates applying based on National Board Certification in Career and Technical Education must select from the industry sectors shown below one that aligns with their area of certification. †

National Board Certification in Career and Technical Education Specialty Areas	Corresponding CTC Industry Sector(s)
Agriculture and Environmental Sciences	Agriculture and Natural Resources
Arts and Communications	Arts, Media, and Entertainment
Business, Marketing, Information Management, and Entrepreneurship	Business and Finance; Information and Communication Technologies; Marketing, Sales, and Services
Family and Consumer Sciences	Education, Child Development, and Family Services; Fashion and Interior Design; Hospitality, Tourism, and Recreation
Health Services	Business and Finance; Health Science and Medical Technology
Human Services	Education, Child Development, and Family Services; Public Services
Manufacturing and Engineering Technology	Building and Construction Trades; Energy, Environment, and Utilities; Engineering and Architecture; Manufacturing and Product Development; Transportation
Technology Education	Building and Construction Trades; Manufacturing and Product Development; Transportation



† Teachers holding National Board Certification will be issued the specific California authorization based upon the industry sector that most closely aligns with their industry certification or work experience. Individuals must submit a copy of their NBPTS “My Profile” status page report. When logging into their NBPTS account, the “My Profile” information may be found using a link in the upper left hand corner of the web page. This information should be printed and attached to the copy of the National Board Certificate when applying.

**SUPERINTENDENT POLICY****NO. SP 4030**

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**Personnel****PROHIBITION OF EMPLOYEE DISCRIMINATION, HARASSMENT AND RETALIATION****Policy Statement:**

The Fresno County Superintendent of Schools ("FCSS" or "County Superintendent") is committed to providing a safe, positive environment where all FCSS employees are assured of full and equal employment access and opportunities, protection from discrimination, harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights.

For purposes of this policy, employees include job applicants, interns, volunteers, other persons with an employment relationship with FCSS, and persons who contract with the FCSS to provide services, as applicable. Moreover, the FCSS prohibits sexual harassment of FCSS employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

This policy shall not be used to resolve any complaint by a student.

QUICK LINKS[Supervisor Report of Incident/Complaint](#)[Incident/Complaint Form](#)[Incident/Complaint Appeal Form](#)

This policy will be included in the **New Employee Orientation**, and the **Annual Employee Notifications** packet which is provided to all FCSS employees.

NONDISCRIMINATION IN EMPLOYMENT

No FCSS employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of one, or a combination of two or more, protected characteristics which include, but may not be limited to, the employee's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

FCSS shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that such inquiry is necessary to comply with federal immigration law. (2 CCR 11028)

LINKS: [SUPERVISOR REPORT OF INCIDENT/COMPLAINT](#) // [INCIDENT/COMPLAINT](#) // [INCIDENT/COMPLAINT APPEAL](#)

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

In addition, unless otherwise provided for in law, FCSS may not discriminate against an employee in any term or condition of employment, or otherwise penalize a person, including termination, based on the person's use of cannabis off the job and away from the workplace, or on a drug screening which finds that the person has nonpsychoactive cannabis metabolites in the person's hair, blood, urine, or other bodily fluid. However, the FCSS retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is offensive and so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on one, or a combination of two or more protected characteristics, which include, but may not be limited to, an employee's pregnancy, childbirth, breastfeeding, or any related medical condition, or on an employee's gender, gender expression, gender identity, or sexual orientation
 - b. Religious creed discrimination based on an employee's religious belief, observance, and practice, including religious dress or grooming practices, or based on FCSS' failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
 - c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
 - d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee
 - e. Requiring an employee to disclose information relating to the employee's reproductive health decision-making
 - f. Including a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless FCSS reasonably expects driving to be one of the job functions for the position and reasonably believes that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the FCSS.

The County Superintendent also prohibits retaliation against any FCSS employee who opposes any discriminatory employment practice by the FCSS or its employees, agents, or

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

representatives, or who complains, reports an incident, testifies, assists, or in any way participates in the FCSS' complaint process pursuant to this policy. No employee who requests accommodations for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the FCSS or a non-disparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to Human Resources or designated Coordinator within one workday. All other employees shall report such incidents to their supervisor or designated Coordinator within one workday.

The County Superintendent or designee shall use all appropriate means to reinforce this nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the FCSS' policies and procedures regarding discrimination. The County Superintendent or designee shall regularly review employment practices and, as necessary, and shall take action to ensure compliance with the nondiscrimination laws.

Any FCSS employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the Complaint Processes Section below. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in SP 4319.12 - Title IX Sexual Harassment Complaint Procedures.

FCSS shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the FCSS is notified that a complaint has been filed with the California Civil Rights Department, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

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The FCSS designates the following position as its coordinator for nondiscrimination in employment to organize and manage FCSS' efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding FCSS' non-discrimination policies ("Coordinator"). The Coordinator can be contacted at:

Deputy Superintendent, Instructional Services
Office of the Fresno County Superintendent of
Schools 1111 Van Ness Avenue
Fresno, CA 93721-2000
(559) 265-3000
dlira@fcoe.org

MEASURES TO PREVENT DISCRIMINATION

To prevent unlawful discrimination, harassment, and retaliation in employment, the County Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where FCSS has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Civil Rights Department (CRD) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)
2. Publicize FCSS' nondiscrimination policy, including the complaint procedures and the Coordinator's contact information, by: (Education Code 234.1; 5 CCR 4960; 34 CFR 100.6, 106.8)
 - a. Including in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting in all FCSS schools and offices, including staff lounges and other prominent locations
 - c. Posting on the FCSS website and providing easy access to them through FCSS-supported social media, when available
3. Disseminate FCSS' nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)
 - a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return
 - b. Sending a copy via email with an acknowledgment return form
 - c. Posting a copy on SharePoint with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

4. Provide training regarding FCSS' nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

FCSS may also provide bystander intervention training to employees that includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

5. Periodically review FCSS' recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure FCSS compliance with law and related recruitment and hiring policies
6. For any FCSS facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

COMPLAINT PROCEDURES

Any complaint alleging unlawful discrimination or harassment covered by this policy shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant may inform a direct supervisor, another supervisor, the Coordinator, the County Superintendent or, if available, a complaint hotline or an ombudsman.

The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the Coordinator, whether or not the complainant files a complaint.

The complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. **Investigation Process:** The Coordinator or designee shall initiate an impartial investigation of an allegation of discrimination or harassment, regardless of whether a complaint has been filed or whether the complaint is complete.

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

The Coordinator or designee shall meet with the complainant to describe FCSS' complaint procedures and discuss the actions being sought by the complainant in response to the allegation. The Coordinator or designee shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The Coordinator or designee shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the Coordinator or designee determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the Coordinator should interview the complainant, the person(s) accused, and other persons who could be expected to have relevant information.

The Coordinator or designee shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the Coordinator or designee may discuss the complaint with the Assistant Superintendent, Human Resources or designee, legal counsel, or FCSS' risk manager.

The Coordinator or designee shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The Coordinator or designee shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Remedial/Corrective Action: After receiving the complaint, the Coordinator or designee shall conclude the investigation and prepare a written report of the findings.

This timeline may be extended by the Coordinator or designee for good cause. If an extension is needed, the parties shall be notified, including an explanation of the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the County Superintendent.

A summary of the findings shall be presented to the complainant and the person accused.

4. Appeal to the County Superintendent: The complainant or any of the person(s) accused may appeal any findings to the County Superintendent within 10 business days of

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receiving the written report of the Coordinator or designee's findings.

The County Superintendent shall be provided with all information presented during the investigation and the County Superintendent shall schedule a meeting as soon as practicable. The County Superintendent shall render a decision within 10 business days of the appeal meeting.

OTHER REMEDIES

In addition to the complaint process available through the FCSS, an employee may file a complaint with either the California Civil Rights Department (CRD) or Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with CRD alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. For filing a complaint with EEOC after first filing a complaint with CRD, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by CRD, whichever is earlier (42 USC 2000e-5)

An employee may also file a complaint with the Wage and Hour Division of the U.S. Department of Labor for an alleged violation of the PUMP Act and/or EEOC for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2)

Additionally, an employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

Adopted: 04/07/1997

Amended: 12/05/2005; 04/14/2010; 04/04/2011; 04/11/2012; 10/22/2013; 01/20/2016; 02/23/2016; 08/14/2020; 10/01/2020; 11/3/2023; 08/01/2024; 09/16/2024; 07/30/2025

REFERENCES

Superintendent Policy SP 4319.11
Superintendent Policy SP 4319.12

Refer to 5145.3 – Nondiscrimination/Harassment (SP & BP) and 5145.3 Nondiscrimination/Harassment (AR) when incident/complaint involves a student.

CSBA

4030
4119.11/4219.11/4319.11
4119.12/4219.12/4319.12

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**Personnel
SEXUAL HARASSMENT**Policy Statement:

The Fresno County Superintendent of Schools ("FCSS" or "County Superintendent") is committed to providing a safe, positive environment where all FCSS employees are assured protection from sexual harassment in accordance with law. The FCSS prohibits sexual harassment, as defined below, in FCSS programs and activities by and against FCSS employees. For purposes of this policy, employees include job applicants, interns, volunteers, other persons with an employment relationship with FCSS, and persons who contracted with the FCSS to provide services, as applicable.

QUICK LINKS

[Supervisor Report of Sexual Harassment Incident/Complaint](#)
[Employee Sexual Harassment Complaint Form](#)
[Employee Sexual Harassment Appeal Form](#)

This policy will be included in the **New Employee Orientation**, and the **Annual Employee Notifications** packet which is provided to all FCSS employees.

The FCSS does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

Additionally, FCSS prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The County Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:
(Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and FCSS policies
2. Publicizing and disseminating the FCSS sexual harassment policy to employees and others to whom the policy may apply
3. Publicize 4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s)

The County Superintendent or designee may periodically evaluate the effectiveness of the FCSS' strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate FCSS' prevention strategies, and using any other effective tool for receiving feedback on systems

LINKS: [SUPERVISOR REPORT OF INCIDENT/COMPLAINT](#) // [INCIDENT/COMPLAINT](#) // [INCIDENT/COMPLAINT APPEAL](#)

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and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

DEFINITIONS

Sexual harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status. (Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688)

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, regardless of whether the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made either an explicit or implicit term or condition of the employee's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the employee;
3. The conduct has the purpose or effect of having a negative impact on the employee's work performance, or of creating an intimidating, hostile or offensive working environment; or
4. Submission to or rejection of the conduct is the basis for any decision affecting the employee regarding benefits, services, honors, programs, or other educational activities available at or through the FCSS.

For purposes of applying the complaint procedures specified in Title IX, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which FCSS exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A FCSS employee conditioning the provision of an employer aid, benefit, or service on the person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to FCSS' education programs or activities
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

TITLE IX COORDINATOR/COMPLIANCE OFFICER

The FCSS designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX in accordance with SP 4319.12 - Title IX Sexual Harassment Complaint Procedures, and oversee the FCSS' response to sexual harassment complaints

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processed under SP 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Deputy Superintendent, Instructional Division
Office of the Fresno County Superintendent of Schools
1111 Van Ness Avenue
Fresno, CA 93721-2000
dlira@fcoe.org

TRAINING

The County Superintendent or designee shall ensure that employees receive training regarding sexual harassment in accordance with state and federal law.

Every two years, the County Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment as specified in Government Code 12950.1. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the FCSS, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)

The FCSS' sexual harassment training and education program shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process

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8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the FCSS' obligation to conduct an effective workplace investigation of a harassment complaint
10. What to do if the supervisor is personally accused of harassment
11. The essential elements of the FCSS' anti-harassment policy, and how to use the policy if a harassment complaint is filed

Employees shall receive a copy of the FCSS' sexual harassment policy and procedures, which they shall read and acknowledge that they have received.

12. Information, including practical examples, of harassment based on sex, gender identity, gender expression, and sexual orientation
13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code 12950.1, the negative effects that abusive conduct has on the victim and others in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The County Superintendent or designee shall retain for at least two years the records of any training provided to employees. Such records shall include, but are not limited to, the names of trained employees, date of the training, the sign-in sheet(s), a copy of all certificates of attendance or completion issued, the type of training, a copy of all written or recorded materials that comprise the training, and name of the training provider. (2 CCR 11024)

Additionally, the County Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45, including the definition of sexual harassment specified in 34 CFR 106.30, the scope of the FCSS' education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

In addition, the FCSS' Title IX sexual harassment training shall include additional training for FCSS investigators and decisionmakers. (34 CFR 106.45)

The County Superintendent or designee shall retain for seven years the materials used to provide training as specified in 34 CFR 106.45, make these materials publicly available on its website.

NOTIFICATIONS

The County Superintendent or designee shall notify employees that the FCSS does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the FCSS may be referred to the Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

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The FCSS shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the Title IX Coordinator. (34 CFR 106.8)

The County Superintendent or designee shall ensure that a copy of SP 4319.11:

1. Be displayed in a prominent location in the main administrative building and FCSS sites where notices of rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
2. Be provided to every FCSS employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired (Education Code 231.5)
3. Appear in any FCSS publication that sets forth the comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the FCSS' website (34 CFR 106.8)
5. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to employees or employee organizations (34 CFR 106.8)

All employees shall receive a copy of an information sheet prepared by the California Civil Rights Department (CRD) or the FCSS that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The FCSS' complaint process available to the employee
5. The legal remedies and complaint process available through CRD and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact CRD and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by CRD and the EEOC

Additionally, the FCSS shall post, in a prominent and accessible location, the CRD poster on discrimination in employment and the illegality of sexual harassment, and the CRD poster regarding transgender rights. (Government Code 12950)

COMPLAINT PROCEDURES

Any FCSS employee who has experienced sexual harassment in the FCSS' education program or activity may file a complaint with the FCSS' Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another employee, a student, or a third party in a FCSS education program or activity shall notify the Title IX Coordinator within one workday.

All complaints alleging sexual harassment by and against employees shall be investigated and resolved in accordance with law and FCSS' procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints

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that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with SP 4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved in accordance SP 4030 - Nondiscrimination in Employment.

Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Title IX Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, and address any continuing effects. Upon investigation of a sexual harassment complaint, any FCSS employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Adopted: 10/01/2020

Amended: 11/3/2023, 07/30/2025

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**Personnel****TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES****Policy Statement:**

The complaint procedures described in this Superintendent Policy shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a Fresno County Superintendent of Schools ("FCSS") employee, while in an education program or activity that FCSS exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A FCSS employee conditioning the provision of a FCSS aid, benefit or service on a person's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person's equal access to the FCSS' education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking as defined in 20 USC 1092 or 34 USC 12291.

For conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the FCSS will determine the appropriate procedures to follow, in accordance with the applicable statutes and regulations governing the alleged conduct based upon when it occurred.

All other complaints alleging sexual harassment brought by or against an FCSS employee shall be investigated and resolved in accordance with Superintendent Policy 4030, Prohibition of Employee Discrimination, Harassment and Retaliation. The determination over which process shall be used to investigate and resolve a complaint shall be made by the FCSS Title IX Coordinator. The Title IX Coordinator shall ensure that all requirements of Superintendent Policy 4030, Prohibition of Employee Discrimination, Harassment and Retaliation, are concurrently met while implementing the Title IX procedure.

The following policy shall not be used to resolve any Title IX complaint filed by a student.

QUICK LINKS

[Supervisor Report of Incident/Complaint](#)
[Incident/Complaint Form](#)
[Incident/Complaint Appeal Form](#)

BASIC REQUIREMENTS

When implementing Title IX grievance procedures, the FCSS shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. The FCSS shall further follow a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against the respondent.

LINKS: [SUPERVISOR REPORT OF INCIDENT/COMPLAINT](#) // [INCIDENT/COMPLAINT](#) // [INCIDENT/COMPLAINT APPEAL](#)

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Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to FCSS' educational program or activity and shall be provided in accordance with the "Remedies" section below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
3. Ensure that the Title IX Coordinator, investigator, decisionmaker, or any person that facilitates an informal resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45.
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance procedures.
5. Establish reasonably prompt timeframes for the conclusion of the grievance procedures, including reasonably prompt timeframes for filing and resolving appeals, if any, and informal resolution processes, if appropriate and offered by FCSS.
- 6.
7. The FCSS' procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited, reasonable extension of timeframes for good cause with written notice to the parties of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
8. Describe the range, or list, the possible disciplinary sanctions and remedies that FCSS may implement following any determination of responsibility.
9. State whether the standard of evidence to be used to determine responsibility is the preponderance of evidence standard or the clear and convincing evidence standard and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment.
10. Include the procedures and permissible bases for the complainant and respondent to appeal.
11. Describe the range of supportive measures available to complainants and respondents.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Additionally, the FCSS shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

REPORTING ALLEGATIONS/FILING A FORMAL COMPLAINT

A FCSS employee who is an alleged victim of sexual harassment may submit a report of sexual harassment to the FCSS Title IX Coordinator using the contact information listed in Superintendent Policy SP 4319.11, Sexual Harassment, or to any other FCSS supervisory or

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management employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall notify the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint. The complaint may be filed with the Title IX Coordinator in person, by mail, or by email. (34 CFR 106.30)

If FCSS has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a formal complaint, as permitted under the Title IX regulations. In situations when an imminent safety threat exists, the Title IX Coordinator shall file a formal complaint. In cases where the Title IX Coordinator files a formal complaint, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

SUPPORTIVE MEASURES

Upon receipt of a Title IX sexual harassment report, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without cost to the complainant or respondent, before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to FCSS' education program or activity without unreasonably burdening the other party. The measures will be designed to protect the safety of all parties or the FCSS' education program or activity without unreasonably burdening the other party, including measures designed to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course or work-related adjustments, changes in class or work schedules, campus escort services, mutual restrictions on contact, changes in class or work locations, leaves of absence, increased security, and/or monitoring of certain areas of the campus or FCSS facility. (34 CFR 106.30, 106.44)

FCSS shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the FCSS' ability to provide the supportive measures. (34 CFR 106.30)

EMERGENCY REMOVAL

If a FCSS employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

If a student is the respondent, the FCSS may, on an emergency basis, remove the student from the education program or activity, provided that the FCSS conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

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Any such removal may not constitute discipline for student record purposes or Superintendent and Board Policy 5144, Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

DISMISSAL OF COMPLAINT

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the FCSS' education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies FCSS in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by FCSS, or sufficient circumstances prevent FCSS from gathering evidence sufficient to reach a determination regarding the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly, and simultaneously to the parties, send written notice of the dismissal and the reasons for the dismissal and shall inform the parties of their right to appeal the dismissal in accordance with the appeal procedures described in the "Appeals" section, below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to SP 4030 – Prohibition of Employee Discrimination, Harassment and Retaliation, as applicable.

INFORMAL RESOLUTION PROCESS

When a formal complaint of sexual harassment is filed, FCSS may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The FCSS shall not require a party to participate in the informal resolution process, or waive the right to an investigation and determination of a formal complaint, nor require such waiver as a condition of enrollment or employment or continuing enrollment or employment. (34 CFR 106.45) As part of an informal resolution, the parties may agree upon discipline without the need for an investigation.

The FCSS may facilitate an informal resolution process provided that FCSS (34 CFR 106.45):

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations of an employee sexually harassing a student.

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**WRITTEN NOTICE OF ALLEGATIONS**

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The FCSS' complaint process, including any informal resolution process.
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including, the identity of parties involved in the incident(s), if known, the conduct allegedly constituting sexual harassment, and the date(s) and location(s) of the alleged incident(s).

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and, that a determination regarding responsibility is made at the conclusion of the complaint process.
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence.
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process.

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker, and inform the parties that, if at any time a party has concerns regarding a conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

CONSOLIDATION OF COMPLAINTS

When the allegations of sexual harassment arise out of the same facts or circumstances, the FCSS may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

INVESTIGATION PROCEDURES

During the investigation process, the FCSS' designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

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4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although FCSS may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties.
5. Provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including evidence that FCSS does not intend to rely on in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint and provide the parties with at least ten (10) days to submit a written response for the investigator to consider prior to the completion of the investigative report.
8. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the alleged conduct or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

WRITTEN DECISION

The FCSS shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct. The decisionmaker shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties, but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue a written decision, simultaneously provided to both parties, as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

The written decision shall be issued within 60 calendar days of the complaint's receipt.

The FCSS may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30.
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held, if applicable.
3. Findings of fact supporting the determination of responsibility or dismissal.
4. Conclusions regarding the application of the FCSS' code of conduct or policies to the facts.
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions recommended or imposed on the respondent, and whether remedies designed to restore or preserve equal access to the FCSS' educational program or activity will be provided by FCSS to the complainant.
6. FCSS procedures and permissible bases for the complainant and respondent to appeal.

APPEAL OF THE DECISION

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome. (34 CFR 106.45)

If an appeal is filed, the FCSS shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
4. Issue a written decision describing the result of the appeal and the rationale for the result.
5. Provide the written decision simultaneously to both parties.

An appeal shall be filed in writing within ten (10) calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation

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in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within twenty (20) calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised 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 anti-discrimination laws, if applicable.

REMEDIES

When a determination of responsibility for sexual harassment has been made against the respondent, the FCSS shall provide remedies to the complainant, as appropriate. Such remedies may include the same individualized services described in the "Supportive Measures" section, above, but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

DISCIPLINARY ACTIONS

The FCSS may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45) When an employee is found to have committed sexual harassment or retaliation, the FCSS shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law, policies, procedures, and collective bargaining agreements.

RECORD-KEEPING

The FCSS or designee shall maintain, for at least a period of seven years (34 CFR 106.45):

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript, if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom.
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including FCSS' basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances.
3. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process. The FCSS shall make such training materials publicly available on its website.

For complaints containing allegations of childhood sexual assault, the FCSS or designee shall also indefinitely maintain the following (Code of Civil Procedure 340.1):



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1. A record of the allegation(s).
2. A record of the investigation procedures followed.
3. A record of the written determination.
4. A record of the corrective action implemented, if any.
5. A record of any appeals and the outcome of the same.
6. All training materials addressing the prohibition and investigation of childhood sexual assault.

Additionally, the FCSS or designee shall indefinitely maintain a record of insurance which evidences the agency's coverage for acts of sexual assault.

Adopted: 08/01/2024

Amended: 09/16/2024, 07/30/2025

CSBA

4119.12/4219.12/4319.12

References

Refer to 5145.71 – Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures (AR) when incident/complaint involves a student.



Fresno County Office of Education
1111 Van Ness Avenue
Fresno CA 93721
Phone (559) 265-3016
www.fcoe.casc.org

Designated Subjects Career Technical Education Credential Program Complaint Procedure Form

Complaint procedure

- Complaint Form is submitted to the FCSS DS Credential Program Leadership
- Complaint is investigated by the FCSS DS Credential Program Leadership
- A meeting is held with the candidate and a mutually agreed upon plan of action to rectify the situation is developed and implemented

Date of incident _____

Name _____

Please describe the issue of your complaint in detail. You may attach additional page(s) if necessary. Please file this complaint with the FCSS DS Credential Program Leadership.

Date of meeting with candidate and FCSS DS Credential Program _____

Leadership Plan of Action:

Candidate/Applicant Signature

FCSS DS Credential Program Leadership Signature



LINK

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**Personnel
CIVILITY POLICY**Policy Statement

The Fresno County Superintendent of Schools (FCSS) is committed to fostering a respectful and inclusive work environment. This civility policy extends to all forms of communication, including face-to-face interactions, phone calls, email, text messages and social media. The FCSS believes in the importance of maintaining professionalism, open dialogue, and a culture of mutual respect. This policy provides guidelines for a safe, welcoming environment that promotes high levels of student and staff achievement and the free exchange of ideas in support of quality educational services.

QUICK LINK[Civility Reporting Form](#)

Civility is a commitment to respect one another and encourage professional and academic growth with open communication, honesty, and empathy. Conversely, uncivil conduct interferes with the vision, mission, goals, and productivity of the FCSS and can negatively impact student learning.

The FCSS Mission Statement:

"The Office of the Fresno County Superintendent of Schools provides educational leadership, fosters partnerships and coordinates services to districts to ensure equitable opportunities for ALL students."

Through this policy, the FCSS intends to promote mutual respect, civility, courtesy, and safe boundaries among employees, students, parents/guardians, volunteers, and other members of the public. This policy's purpose is to acknowledge equity as the cornerstone of the FCSS, encourage positive communications and discourage disruptive, volatile, hostile, or aggressive communications or actions. Furthermore, this policy is intended to maintain, to the extent possible, a safe, harassment and discrimination-free workplace for all FCSS employees, students, parents/guardians, volunteers, and the public.

The basic purpose of this policy is three-fold:

1. To promote a work and learning environment that is safe, productive, equitable, and nurturing for all staff and students.
2. To encourage the free flow of ideas without fear or intimidation.
3. To provide students with appropriate models for respectful problem-solving.

For purposes of this policy, "uncivil conduct" includes, but is not limited to, directing vulgar, obscene, profane, demeaning, or disparaging gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one's voice at another individual; repeatedly interrupting another individual who is speaking at an appropriate time and place; and invading the personal space of an individual after being directed to move away.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints so long as:

LINK: [CIVILITY REPORTING](#)

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1. The ideas are presented in a respectful manner and at a time and place that are appropriate; and
2. Such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process or working environment; and
3. The content of the expressed idea is reasonably related to the FCSS business.

In most cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct, or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, such as when an employee's immediate supervisor is the source of the concerns, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from an administrator.

Individuals are encouraged to work out issues of concern promptly, and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy to resolve concerns.

This policy seeks to promote a culture of respect and civility. Severe or persistent acts of uncivil conduct may violate other Superintendent Policies (SP), such as:

- [SP HR-1315 Sexual Harassment](#)
- [SP HR-1316 Prohibition of Employee Discrimination, Harassment and Retaliation](#)
- [SP HR-1317 Prohibition of Pupil Discrimination, Harassment Retaliation and/or Sexual Harassment](#)

Violation of such policies may result in further action, such as discipline, adverse employment action or criminal charges, as applicable. Nothing in this policy is intended to interfere with the ability of FCSS officials to maintain order and discipline in the work environment or school setting.

The FCSS shall review this policy regularly in the context of issues that occur. Department/Program leadership are encouraged to guide, support, and evaluate the FCSS' efforts to establish and reinforce a culture of civility and respect for all.

The following steps are intended to support all partners in the educational process, maintain a safe, equitable, nurturing work and learning environment, provide a model of respectful problem-solving, and reduce the potential for serious or widespread disruptions within the FCSS. The following steps are not intended to manage threatening or intimidating behavior which is serious enough to constitute harassment or to cause one to fear for his/her safety.

Employees:

When an employee believes they have been treated in an uncivil manner by another employee, student of the FCSS, parent, volunteer, or adult member of the community, they should follow the steps outlined below:

Step 1: Within two (2) working days of the incident, speak directly and respectfully with the individual, in an appropriate time, place and manner, seeking to resume communications on a civil basis. Employees may proceed to Step 2 if the source of the uncivil conduct is the employee's immediate supervisor or when the employee is not comfortable addressing the incident on their own.

LINKS: SP HR-1315 // SP HR-1316 // SP HR-1317 (Links currently unavailable. Revisions are being done))

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Step 2: At any time after Step 1 has been attempted, if civil discussion cannot be resumed, the employee should ask his/her supervisor or other appropriate supervisor to facilitate a conversation, or initiate a discussion on their behalf, with the individual perceived to have been uncivil. Such a facilitated conversation should focus on the expectation of civility and requirements for achieving civil exchanges in the future. If the employee deems it necessary, the employee may complete the Civility Reporting Form and submit to his/her supervisor or other appropriate supervisor with a copy to Human Resources.

Step 3: At any time after Step 2 has been implemented, if uncivil conduct toward the employee continues, the employee and his/her supervisor or other appropriate supervisor will discuss and/or pursue remedies beyond this policy with the assistance of Human Resources and/or Legal Services.

Students:

When a student believes they have been treated in an uncivil manner by an employee, adult volunteer, or another student of the county office, they should follow the steps outlined below:

Step 1: Within two (2) working days of the incident, seek advice from a teacher, or other trusted employee of the school, as well as from a parent/guardian. If advisable, speak directly and respectfully with the individual, in an appropriate time, place and manner, seeking to resume communications on a civil basis.

Step 2: If direct, personal contact with the individual is not advisable, or does not produce a satisfactory result, the student should ask a teacher or administrator to facilitate a conversation between the student and the individual perceived to have been uncivil. Such a facilitated conversation should occur with the knowledge of the student's parent/guardian and should focus on the expectation of civility and requirements for achieving civil exchanges in the future.

Step 3: At any time after Steps 1 and 2 have been attempted, if it is determined that civil communications and appropriate problem-solving cannot be restored between/among the individuals affected, the administrator may modify the conditions under which the individuals interact with one another and may suggest or require the use of additional resources to help address needs.

Any FCSS employee may:

- a. Verbally inform and/or counsel a fellow employee, other agency employee/representative, parent/guardian or member of the public, who engage in unacceptable or disruptive behavior, to act and communicate civilly;
- b. Provide a written copy of this policy to a fellow employee, another agency employee/representative, parent or member of the public who engages in unacceptable or disruptive behavior;
- c. Terminate a meeting, conference, telephone conversation or exchange with a fellow employee, other agency employee/representative, parent/guardian or member of the public who engages in unacceptable or disruptive behavior; and/or
- d. Report any incident involving unacceptable or disruptive behavior to his or her immediate supervisor, Department/Program Administration, Assistant Superintendent, Human Resources, or designee.



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Note: At all times, the Assistant Superintendent, Human Resources/designee shall be a resource to any employee whose working relationship to the individual perceived to have been uncivil creates an unusual obstacle to problem-solving.

Retaliation toward any person making proper use of this Superintendent Policy is unacceptable and will not be tolerated.

Adopted: 09/01/2015

Amended: 09/17/2019, 10/11/2021; 11/3/2023

References

Fresno County Superintendent of Schools | Fresno County Board of Education - Philosophy, Goals, Objectives, and Comprehensive Plans:

- NO. 0000 VISION
- NO. 0100 PHILOSOPHY
- NO. 0410 NON-DISCRIMINATION IN COUNTY SUPERINTENDENT AND COUNTY BOARD PROGRAMS AND ACTIVITIES
- NO. 0415 EQUITY

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**Personnel****CHILD ABUSE PREVENTION AND MANDATED REPORTER PROCEDURES**Policy Statement

The County Superintendent is committed to supporting the safety and well-being of students and desires to facilitate the prevention of and response to child abuse and neglect. Employees of the County Superintendent are obligated to know and understand their legal, ethical, and professional obligations pertaining to mandatory child abuse reporting within an educational setting. The following policy implements strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

QUICK LINK TO FORMSSuspected Child Abuse Report: [DOJ form SS Form 8572 and Directions](#)Report of Suspected Dependent Adult/Elder Abuse: [SOC Form 341 and Directions](#)Release of Child to Peace Officer: [FCSS Release of Child to Peace Officer Form](#)Child Abuse Prevention and Mandated Reporter Employee: [Certification/Acknowledgement Form](#)**DEFINITIONS****Child abuse or neglect includes the following:** (Penal Code § 11165.5, § 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code §11165.1
3. Neglect of a child as defined in Penal Code §11165.2.
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code §11165.3.
5. Unlawful corporal punishment or injury as defined in Penal Code §11165.4.

Child abuse or neglect does not include:

1. A mutual affray between minors. (Penal Code §11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment. (Penal Code §11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code §44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code §49001)

LINKS: [DOJ FORM 8572](#) // [SOC FORM 341](#) // [FCSS RELEASE](#) // [CERTIFICATION/ACKNOWLEDGEMENT](#)

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5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student. (Education Code §49001)
6. Homelessness or classification as an unaccompanied minor (Penal Code [11165.15](#))

Reasonable Suspicion means when it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code [11166](#))

Child Protective Agencies means law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department, and child protective services.

MANDATED REPORTERS AND THEIR RESPONSIBILITIES FOR REPORTING

County office employees who are mandated reporters must report all known or suspected incidents of child abuse or neglect. Mandated reporters shall not investigate any suspected incidents, but rather shall cooperate with agencies responsible for reporting, investigating, and prosecuting cases of child abuse and neglect.

County office employees are mandated reporters as defined by California Penal Code §11165.7, include, but are not limited to:

- A teacher
- A classified employee of a public/charter school
- A licensed nurse or health care provider
- Administrative officers or supervisors of child attendance
- Administrators and employees of a licensed child day care facility
- Administrators, presenters, and counselors of a child abuse prevention program
- An instructional/teacher aide, assistants
- An employee of a county office of education or the State Department of Education whose duties bring the employee into contact with children on a regular basis
- Athletic coaches, administrators, and directors
- Certificated pupil personnel employees

The county office recognizes that students with special needs are especially vulnerable to physical, emotional, or sexual abuse. The mandated reporting procedures established shall address the needs of students with special needs as well as other students.

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code §11166)

The reporting duties of mandated reporters are individual and cannot be delegated to another person. When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the report may be made by a member of the team selected and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code §11166)

LINKS: [PENAL CODE 11165.15](#) // [PENAL CODE 11166](#)

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No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code §11166)

REPORTABLE OFFENSES

A mandated reporter shall make a report when, in his/her professional capacity or within the scope of his/her employment, he/she knows or reasonably suspects that a child has been the victim of child abuse or neglect. This report shall occur immediately or as soon as practically possible by telephone. Within **36 hours** of knowing or reasonably suspecting the abuse or neglect, a written report shall be prepared and transmitted to the appropriate agency.

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code §11166.05)

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury where the victim is a child under age 14 (Penal Code §152.3) or the child is 15 or younger and the aggressor is ten or more years older than the child (Penal Code §288).

REPORTING PROCEDURES**1. Initial Telephone Report**

Immediately or as soon as practically possible after knowing or reasonably suspecting child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code §11166)

When the telephone report is made, the mandated reporter shall provide the following information, if available:

- a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter;
- b. The child's name and address;
- c. The present location of child;
- d. The names, addresses, and telephone numbers of the child's parent/guardians;
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information;
- f. The name, address, telephone number, or other relevant personal information about the person(s) who might have abused or neglected the child; and
- g. Any other relevant information.

At the conclusion of the telephone report, the mandated reporter should ask for and document the name of the official contacted, the specific date and time, and any instructions or advice received.

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**2. Written Report**

Within 36 hours of knowing or reasonably suspecting child abuse or neglect, the mandated reporter shall prepare and either mail, hand deliver, fax, or electronically submit to the appropriate agency a written follow-up report on Department of Justice SS Form 8572 (Suspected Child Abuse) or if a dependent adult is the subject of abuse or neglect, on SOC Form 331 (Report of Suspected Dependent Adult/Elder Abuse). (Penal Code §11166, §11168) Forms are available through reporting agencies and are hyperlinked on page one of this SOP.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code §11167)

- a. The name, business address, and telephone number of the mandated reporter, and the capacity that makes the person a mandated reporter;
- b. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source or sources of that information;
- c. The child's name and address, present location, and, if applicable, school, grade, and class;
- d. The names, addresses, and telephone numbers of the child's parents/guardians; and
- e. The name, address, telephone number, and other relevant information about the person or persons who might have abused or neglected the child.

The mandated reporter shall make a report even if some of this information is not known or confirmed. The information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating. (Penal Code §11167)

Upon completion of the written report, the mandated reporter is strongly encouraged to make a copy of all documents provided to law enforcement or the appropriate agency, place the copy in a sealed envelope, and forward it to the appropriate cabinet member who will maintain the sealed envelope in a locked file. The envelope shall denote:

- a. The child's last name and first initial;
- b. The last four (4) digits of the child's social security number;
- c. The name and address of the child's school; and
- d. The name and badge number of the CPS/APS social worker or law enforcement officer who received the report.

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are highly encouraged, but not required to, notify their supervisor as soon as possible after the initial telephone report is made to an appropriate agency. When so notified, the supervisor shall inform the County Superintendent or designee.

The supervisor so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and this policy. At the mandated reporter's request, the supervisor may assist in completing and filing the necessary forms.

The mandated reporter shall not be required to disclose his/her identity to the program manager, immediate supervisor, or designee (Penal Code § 11166). He/she may provide or mail a copy of the written report to the supervisor or designee without his/her signature or name.

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Reporting the information to an employer, supervisor, program manager, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code § 11166)

NOTIFICATIONS

All new employees will be informed of their reporting obligations as mandated reporters and of their confidentiality rights. All employees will be provided with a copy of this policy (SP HR- 1305) and sign the Child Abuse Prevention and Mandated Reporter Employee Certification / Acknowledgement. In addition, employees shall be provided with this procedure annually thereafter.

Employees who work with dependent adults, i.e. students with special needs who are age 18 and older, shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code §§ 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report with reckless disregard of the truth or falsity of the report. (Penal Code § 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code § 11166)
3. No employee shall be subject to any sanction by FCSS for making a report. (Penal Code § 11166)

TRAINING

Within the first six weeks of each school year, the County Superintendent or designee shall provide training on mandated reporting requirements to FCSS employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code [44691](#); Penal Code [11165.7](#))

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code [44691](#); Penal Code [11165.7](#))

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code [44691](#))

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code [44691](#))

LINKS: [EDUCATION CODE 44691](#) // [PENAL CODE 11165.7](#)

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**CONFIDENTIALITY**

All reports of child abuse shall be kept confidential to the extent necessary to carry out the legal requirements of mandated reporting.

The identity of the county office employee who reports suspected child abuse shall remain confidential and shall be disclosed only among designated child protective agencies, by court order, or when needed for specified court actions.

All county office employees involved in processing mandated reporting shall endeavor in good faith to protect the privacy of all parties involved. Discussions among county office employees **shall be prohibited** unless necessary to process mandated reporting requirements to the appropriate child protective services agencies.

VICTIM INTERVIEWS

Whenever a representative of a government agency investigating suspected child abuse or neglect or the State Department of Social Services deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code § 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the supervisor or designee shall inform him/her of the following requirements: (Penal Code § 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code § 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code § 11174.3)

PARENT/GUARDIAN COMPLAINTS

Upon request, the County Superintendent or designee shall provide parents/guardians with a copy of this policy. To file a complaint naming a county office employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures."

If a parent/guardian alleges that an employee has abused or neglected a child, the employee receiving the information shall provide the parent/guardian with a copy of this policy. The employee is also obligated, pursuant to Penal Code § 11166, to file a report as a mandated reporter.

If the child is enrolled in special education, a separate complaint may be filed with the California

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Department of Education pursuant to 5 CCR 4650.

COMPLAINTS INVOLVING AN FCSS EMPLOYEE

Any employee who has reasonable suspicion that another FCSS employee has committed child abuse must file a report with the appropriate agency identified above under "Reporting Procedures" and must report the suspected conduct to the appropriate supervising FCSS administrator who shall then immediately notify Human Resources. Human Resources shall promptly investigate and the named employee will be provided with all appropriate due process rights.

RELEASE OF CHILD TO PEACE OFFICER

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the County Superintendent, designee, and/or site administrator **shall not notify the parent/guardian**, but shall provide the peace officer with the address and telephone number of the child's parent/guardian. The peace officer or agent have the responsibility to notify the parent/guardian of the situation. (Education Code §48906)

Peace officers shall be asked to sign the FCSS Release of Child to Peace Officer Form for appropriate release and acceptance of responsibility.

ENFORCEMENT

A violation of this policy shall constitute just cause for discipline, up to and including dismissal, and shall be deemed to be a violation of or refusal to obey state law and the policies and regulations of the county office.

**SUPERINTENDENT POLICY****NO. SP HR-1305**

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**GOVERNMENT AGENCIES*****Call 911 for Police, Ambulance or Fire Emergency***

Immediately or as soon as practically possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department, sheriff's department, county probation department, or county welfare department.

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either mail, hand deliver, fax, or electronically submit to the appropriate agency a written follow-up report.

LOCAL GOVERNMENTAL AGENCIES THAT INVESTIGATE ABUSE REPORTS

<u>CHILDREN'S PROTECTIVE SERVICES (CPS)</u> Fresno County Department of Social Services 1404 L. Street, Fresno 93721 CHILD PROTECTION HOTLINE (559) 255-8320 California Child Abuse Hotline (800) 540-4000 24 hours a day, 7 days a week	<u>ADULT PROTECTIVE SERVICES (APS)</u> Fresno County Department of Social Services 2025 E Dakota Ave, Fresno 93726 ADULT PROTECTION HOTLINE – (559) 600-3383 (800) 418-1426 California Elder Abuse Hotline (800) 722-0432 24 hours a day, 7 days a week
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FRESNO COUNTY LAW ENFORCEMENT DEPARTMENTS

<u>CLOVIS POLICE</u> (559) 324-2800 1233 5 th St, Clovis 93612	<u>FRESNO CITY POLICE</u> (559) 621-7000 2323 Mariposa St, Fresno 93721	<u>PARLIER POLICE</u> (559) 646-6600 8770 S Mendocino Ave, Parlier 93648
<u>COALINGA POLICE</u> (559) 935-2313 270 N 6 th St, Coalinga 93210	<u>HURON POLICE</u> (559) 945-2046 17051 12 St, Huron 93234	<u>REEDLEY POLICE</u> (559) 637-4250 843 G St, Reedley 93654
<u>FIREBAUGH POLICE</u> (559) 659-3051 1575 11 th St, Firebaugh 93622	<u>KERMAN POLICE</u> (559) 846-6633 850 S Madera Ave, Kerman 93630	<u>SANGER POLICE</u> (559) 875-8521 1700 7 th St, Sanger 93657
<u>FOWLER POLICE</u> (559) 834-2112 128 S 5 th St, Fowler 93625	<u>KINGSBURG POLICE</u> (559) 897-4418 1300 California St, Kingsburg 93631	<u>SELMA POLICE</u> (559) 896-2525 1935 E Front St, Selma 93662
<u>FRESNO COUNTY SHERIFF</u> (559) 600-3111 2200 Fresno St, Fresno 93724	<u>ORANGE COVE POLICE</u> (559) 626-5106 550 Center St, Orange Cove 93646	24 hours a day 7 days a week 365 days a year

OTHER SERVICE AGENCIES

<u>ADULT MENTAL HEALTH SERVICES</u> FRESNO COUNTY DEPT OF BEHAVIORAL HEALTH Outpatient/Intensive Services/Substance Abuse/Et al. CRISIS (800) 654-3937 PHONE (559) 600-9180 4441 E Kings Canyon, Fresno 93702	<u>CHILDREN'S MENTAL HEALTH SERVICES</u> FRESNO COUNTY DEPT OF BEHAVIORAL HEALTH Outpatient/CCAIR/EDT/IOP/Et al. CRISIS (559) 600-6760 RURAL (800) 654-3937 3133 N Millbrook Ave, Fresno 93703
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LINKS: [CPS-AMS](#) // [AMHS](#) // [CMHS](#)

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

<u>DOMESTIC VIOLENCE SERVICE</u> MARJAREE MASON CENTER (800) 640-0333 – 24 hour crisis line FRESNO – (559) 233-4357 REEDLEY – (559) 638-0494 1600 M St, Fresno 93721	<u>RAPE COUNSELING SERVICES</u> <u>CARMEN MEZA CENTER</u> HOTLINE: (559) 222-7273 24 hour crisis line FRESNO – (559) 497-2900 259 N Blackstone, Fresno 93701 FIREBAUGH – (559) 659-0232 838 O St, Firebaugh 93622
<u>CRIME VICTIMS ASSISTANCE CENTER</u> (559) 600-2822 2233 Kern St, Fresno 93721	

Adopted: 05/20/2014

Amended: 09/19/2019

References**Management Resources**

Prohibition of Employee Harassment: Discrimination, Physical, Gender, Psychological and / or Sexual Harassment, SP HR-1316.

Prohibition of Pupil Harassment: Discrimination, Physical, Gender, Psychological and / or Sexual Harassment, SP HR-1317

Legal References

Education Code Section 44691 – Staff Development in the Detection of Child Abuse and Neglect

Education Code Section 48906 – Notification – Release of Student to Law Enforcement Officer

Education Code Section 49001 – Prohibition of Corporal Punishment

Child Abuse and Neglect Reporting Act, California Penal Code Sections 11164 – 11174.3

LINKS: [DVS](#) // [RCSCMC](#) // [CVAC](#)



**SUPERINTENDENT POLICY****NO. 5113.2**

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**Students****WORK PERMITS**

The County Superintendent recognizes that part-time employment can provide students with income, job experience, and valuable life skills and should be permitted to the extent that such employment does not interfere with a student's education. Before accepting any offer of employment, students who are minors shall obtain work permits from the County Superintendent or designee in accordance with law, regardless of whether the employment will occur when school is in session and/or not in session.

In determining whether to grant or continue a work permit, the County Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, except during periods of extended school closure due to emergency as described in Education Code 49200 and the accompanying administrative regulation. On a case-by-case basis, the County Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

Work permits shall be limited to part-time employment as defined by law, except when the County Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

Adopted: 10/15/2020

Amended: 04/20/2023

Legal Reference**Education Code**

48230 Exemption from full-time school attendance for students with work permits

48231 Exemption from compulsory attendance for students entering attendance area near end of term

49100-49101 Compulsory attendance

49110-49119 Permits to work

49130-49135 Permits to work full time

49140-49141 Exceptions

49160-49165 Employment of minors; duties of employers

49180-49183 Violations

49200 Permit to work during extended emergency school closure

51760-51769.5 Work experience education

52300-52499.66 Career technical education



SUPERINTENDENT POLICY

NO. 5113.2

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

Labor Code

1285-1312 Employment of minors

1391-1394 Working hours for minors

Code of Regulations, Title 5

10120-10121 Work permits

16023-16027 District records, retention and destruction

Code of Regulations, Title 8

11701-11707 Prohibited and dangerous occupations for minors

11750-11763 Work permits and conditions, minor employed in entertainment industry

Code of Federal Regulations, Title 29

570.1-570.129 Child labor regulations

Attorney General Opinions

18 Ops.Cal.Atty.Gen. 114 (1951)

Management Resources

California Department of Education Publications

Permit to Employ and Work, Form B1-4

California Department of Industrial Relations Publications

Child Labor Laws, 2013

Websites


California Department of Education, Work Experience Education:


<http://www.cde.ca.gov/ci/ct/we>

California Department of Industrial Relations: <http://www.dir.ca.gov>

5113.2, 12/2020; Doc#122825-2








As of January 1, 2025, in accordance with Education Code section 44939.5 (as amended by California AB2534) applicants for certificated positions are required by law to provide a complete list of every school district, county office of education, charter school and/or state special school with which you have previously been employed, regardless of the length of service. Please include any part-time and/or substitution work in addition to any full-time employment positions. Failure to disclose any previous educational employment may result in the disqualification of your application and/or may be deemed dishonesty in the hiring process and subject to discharge should you become employed.

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