



Notification to Employee of Potential Exposure to COVID- 19 in the Workplace

Curtis Creek School District

Notification to Employee of Potential Exposure to COVID-19 in the Workplace

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1. Notice

Pursuant to AB 685 and Labor Code Section 6409.6, please be advised that according to the information below, you may have been on the premises at the same worksite as a qualifying individual within their infectious period and that you may have been exposed to COVID-19.

- **Date the District received notice of a qualifying individual:** _____
- **Worksite:** _____
- **A qualifying Individual was:** CHECK ANY OR ALL OF THE FOLLOWING THAT APPLY
 - diagnosed with COVID-19 AND/OR
 - received a positive COVID-19 test AND/OR
 - was ordered to quarantine due to possible exposure to COVID-19 AND/OR
 - died due to COVID-19

At this time and based on the information available to us, the District has determined that you **HAVE** had close contact (defined as being within 6 feet for longer than 15 cumulative minutes within a 24-hour period) with a qualifying individual. Therefore, you **ARE / ARE NOT** required to self-quarantine.

- If required to quarantine, please follow the instructions in section 4. a.
- While in quarantine, please monitor yourself for symptoms according to section 3.
- If you develop symptoms consistent with COVID-19, as described in section 3, please follow the instructions for Self-Isolation as described in section 4. b.
- As an additional precautionary step, ANYONE with potential exposure in the workplace will be provided testing according to the district COVID-19 Prevention Plan and the procedures identified in section 2.

Please note the District has, in cooperation and coordination with employee representatives, implemented significant safety measures consistent with the guidelines from the Local Public Health Department (LPH), the California Department of Public Health (CDPH), Cal/OSHA, and the Centers for Disease Control (CDC) to reduce the risk of exposure to COVID-19 while at work and to ensure employee safety. Specific District procedures are outlined in sections 7 and 8 and can be found on our <https://www.curtiscreekschool.com/>.

We understand this notice may be concerning. If you have questions or wish to discuss any of the information set forth in this correspondence, including further details regarding your rights, please contact [Dede Fulkerson](#)

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2. Information on Testing for COVID-19

If you have questions about any of the following, please contact:

Position Title: Dawn Mori/Dede Fulkerson

Name: Superintendent-Payroll/HR Specialist

Phone: 209-533-1083

Email: dmori@ccreekmustangs.com dfulkerson@ccreekmustangs.com

CDC: [COVID Testing Overview](#)

Two kinds of tests are available for COVID-19: viral tests and antibody tests.

- A [viral test](#) tells you if you have a current infection.
- An [antibody test](#) might tell you if you had a past infection.

Considerations for who should get tested

- People who have symptoms of COVID-19.
- People who have had [close contact](#) (within 6 feet for a total of 15 minutes or more) with someone with confirmed COVID-19.
- People who have been asked or referred to get testing by their healthcare provider, local or state health department.

Not everyone needs to be tested. If you do get tested, you should self-quarantine/isolate at home pending test results and follow the advice of your health care provider or a public health professional.

Results

- If you test positive, know what protective steps to take to [prevent others from getting sick](#).
- If you test negative, you probably were not infected at the time your sample was collected. The test result only means that you did not have COVID-19 at the time of testing. Continue to take steps to [protect yourself](#).

CDPH: [Information on COVID-19 Testing](#)

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3. Symptom Monitoring

If you have questions about any of the following, please contact:

Position Title: Payroll/HR Specialist

Name: Dede Fulkerson

Phone: 209-533-1083 ext. 1

Email: dfulkerson@ccreekmustangs.com

Symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

When to seek emergency medical attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

**This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.*

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

CDC: [Coronavirus Symptom Information](#)

CDC: [Symptoms of COVID-19](#)

CDC: [Stay Home if You're Sick](#)

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4. Instructions for Isolation, Quarantine and Return to Work Vaccinated.

If you have questions about any of the following, please contact:

Position Title: Payroll/ HR Specialist

Name: Dede Fulkerson

Phone: 209-533-1083 ext. 1

Email: dfulkerson@ccreekmustangs.com

➤ Should you be exposed to COVID-19:

These instructions are for Vaccinated and Asymptomatic people who have been in close contact with someone who has been diagnosed with COVID-19. If you have been exposed to someone with COVID-19, you could be infected and spread the disease before you feel any symptoms even if you never feel sick.

- Are fully vaccinated and it has been two weeks following receipt of the second dose in a 2-dose series, OR two weeks following receipt of one dose of a single-dose vaccine.
- The employee reported/ reports NO symptoms since the COVID-19 exposure.
- No exclusion required- report to work.
- Recommend- test 4-7 days after exposure, regardless of symptoms, and wear a face covering around others at all times for 14 days.

Get tested if experiencing COVID-19 symptoms.

EXPOSED, Vaccinated and Symptomatic Employees with symptoms who are laboratory confirmed to have COVID-19 following vaccination:

- At least 1-day (24 hours) has passed since recovery, defined as resolution of fever without the use of fever-reducing medications and
- improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- 10 days have passed since symptoms first appeared.

- Stay home except to get medical care
- Do not have any visitors
- Stay at least 6 feet away from other people, especially those in high-risk groups that are more likely to get sick, such as people who:

- Are over age 65

- Are severely overweight
- Have a chronic disease (like cancer, diabetes, or heart/lung disease)
- Have a weak immune system
- Wear a face covering when around others
- Cover your coughs and sneezes

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- Wash your hands often with soap and water for at least 20 seconds, or if you can't wash your hands, use hand sanitizer with at least 60% alcohol
- Disinfect any surfaces you touch frequently
- If you must be in a shared space, open windows when possible

[Self-Quarantine Instructions for Individuals Exposed to COVID-19 CDPH](#)

[Self-Quarantine Guidance for Individuals Exposed to COVID-19 CDPH](#)

Instructions for Isolation, Quarantine and Returning to Work Unvaccinated.

➤ **Should you be exposed to COVID-19:**

These instructions are for Unvaccinated and Asymptomatic people who have been in close contact with someone who has been diagnosed with COVID-19. If you have been exposed to someone with COVID-19, you could be infected and spread the disease before you feel any symptoms even if you never feel sick.

Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19

- 10 days have passed since the Positive Test Date

Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19

- At least 1-day (24 hours) has passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- 10 days have passed since symptoms first appeared.

➤ **Should you become ill with COVID-19 with or without test confirmation:**

These instructions are for people who have or likely have COVID-19. They include information for households, families, caregivers, or close contacts. COVID-19 is very contagious. If you have tested positive or have symptoms of COVID-19, you should self-isolate to prevent spreading the disease to your family, friends, and community.

You should self-isolate for at least 10 days after your symptoms start (or 10 days after you were tested if you never have symptoms). After you self-isolate and before you can be around others, your symptoms should also be improving (including not having a fever for at least 24 hours).

- Stay home except to get medical care
- Do not have any visitors

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- Wear a face covering around others
- Cover your coughs and sneezes
- Wash your hands often with soap and water for at least 20 seconds, or if you can't wash your hands, use hand sanitizer with at least 60% alcohol
- Disinfect any surfaces you touch frequently
- Use a separate bathroom or disinfect a shared bathroom after each use

Stay at least 6 feet away from other people, especially those in high risk

[Self-Isolation Instructions for Individuals Who Have or Likely Have COVID-19 CDPH](#)

[Self-Isolation Guidance for Individuals Who Have or Likely Have COVID-19 CDPH](#)

groups more likely to get sick, such as people who:

- Are over age 65
 - Are severely overweight
 - Have a chronic disease (like cancer, diabetes, heart/lung disease)
 - Have a weak immune system
- If you must be in a shared space, open windows when possible

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5. Guidance on Returning to Work or School Following COVID-19 Diagnosis

If you have questions about any of the following, please contact:

Position Title: Payroll/ HR Specialist

Name: Dede Fulkerson

Phone: 209-533-1083 ext. 1

Email: dfulkerson@ccreekmustangs.com

- Individuals who test positive for COVID-19, **and** who have had symptoms, may return to work or school when:
 - At least 10 days have passed since symptoms first appeared, AND
 - At least 1 day, 24 hours have passed with no fever (without use of fever-reducing medications), AND
 - Other symptoms have improved.
- Individuals who test positive for COVID-19 who **never** develop symptoms, may return to work or school when:
 - 10 days after the date of their first positive test for SARS-CoV-2.
- Vaccinated Individuals who have been exposed to COVID-19 but have yet to develop symptoms:
 - No exclusion required- report to work.
 - Recommend-get tested 3-5 days after exposure, regardless of symptoms, and wear a face covering around others at all times for 14 days.
- Unvaccinated Individuals who have been exposed to COVID-19 but have yet to develop symptoms:
 - **10** days have passed since the Positive Test Date.
- Asymptomatic Untested Employees who had close contact to a laboratory-confirmed COVID-19 case at work, home, or in the community and do not have symptoms OR employees who refuse or are unable to test after close contact with a laboratory-confirmed case, despite recommendation for testing and do not have symptoms.:
 - **10** days have passed since the date of exposure.

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6. Information on Leaves and Benefits:

If you have questions about any of the following, please contact:

Position Title: Superintendent OR Payroll/HR Specialist

Name: Dawn Mori/ Dede Fulkerson

Phone: 209-533-1083

Email: dmori@ccreekmustangs.com dfulkerson@ccreekmustangs.com

You may be entitled to the following COVID-19 benefits under applicable federal, state, and/ or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, the employers own leave policies, leave guaranteed by bargaining unit contract.

District Policies and Procedures

Please know the District has applicable policies and employee contract provisions regarding COVID-19 related benefits to which you may be entitled to, including, but not limited to, workers' compensation and leave rights. The District's applicable policies are online at <http://www.gamutonline.net/district/curtisecreek/>. The most relevant policies are found in the 4000 – Personnel, series, including, but not limited to:

- Board Policy ("BP") and Administrative Regulation ("AR") 4113.4/4213.4/4313.4, Temporary Modified/Light-Duty Assignment
- BP 4119.41/4219.41/4319.41, Employees with Infectious Disease
- BP and AR 4119.43/4219.43/4319.43, Universal Precautions
- BP 4154/4254/4354, Health and Welfare Benefits
- BP and AR 4157/4257/4357, Employee Safety
- BP and AR 4157.1/4257.1/4357.1, Work-Related Injuries
- BP 4361.1, Personal Illness And Injury Leave; AR 4161.1/4261.1/4361.1, Personal Illness/Injury Leave
- AR 4161.11/4261.11, Industrial Accident/Illness Leave
- BP 4361.2, Personal and Emergency Leave; AR 4161.2/4261.2/4361.2, Personal Leaves
- BP, AR, and Exhibits ("E") 4361.8, Family Care and Medical Leave
- BP and AR 4161.9/4261.9/4361.9, Catastrophic Leave Program

Leave Pursuant to a Collective Bargaining Agreement

The Bargaining Agreements are available online as outlined below and may include information regarding your right to leaves.

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Federal and State Leaves Available:

[Side by Side Comparison of COVID-19 Paid Leave](#)

You may have leave rights pursuant to law, including paid sick leave under the Families First Coronavirus Response Act (FFCRA).

Information regarding FFCRA is available at the U.S. Department of Labor website at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>. If you wish to take an applicable leave of absence, please contact your immediate supervisor, or otherwise follow the District's normal leave of absence procedures.

Employee Leave Benefits

Please contact the HR Department for leave benefit options.

Work Comp Benefits:

If you have questions about any of the following, please contact:

Position Title: Superintendent

Name: Dawn Mori

Phone: 209-533-1083

Email: dmori@ccreekmustangs.com

Workers' Compensation Benefits. If you believe you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, you may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, please notify your employer that you believe your COVID-19-related illness is work-related and file a DWC 1 Claim Form pursuant to Labor Code Section 5401.

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7. Disinfection Plan

If you have questions about any of the following, please contact:

Position Title: Payroll/ HR Specialist

Name: Dede Fulkerson

Phone: 209-533-1083 ext. 1

Email: dfulkerson@ccreekmustangs.com

Disinfection protocols are conducted in accordance with the District COVID-19 Prevention Plan and include, but are not limited to:

<https://www.curtiscreekschool.com/site/handlers/filedownload.ashx?moduleinstanceid=1457&dataid=2663&FileName=Injury%20and%20Illness%20Prevention%20Program%20COVID-19.pdf>

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8. Employee Protection Plan

If you have questions about any of the following, please contact:

Position Title: Superintendent

Name: Dawn Mori

Phone: 209-533-1083 ext. 2

Email: dmori@ccreekmustangs.com

Employee Safety Protocols have been implemented in accordance with the District COVID-19 Prevention Plan and include, but are not limited to:

<https://www.curtiscreekschool.com/cms/lib/CA01902340/Centricity/Domain/118/Curtis%20Creek%20Tuolumne%20JPA%20Template-COVID-19%20Prevention%20Program-Final.pdf>

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9. Anti-Discrimination/Retaliation Protection

If you have questions about any of the following, please contact:

Position Title: Superintendent-Payroll/HR Specialist

Name: Dawn Mori/Dede Fulkerson

Phone: 209-533-1083

Email: dmori@ccreekmustangs.com dfulkerson@ccreekmustangs.com

The District has policies protecting employees from discrimination, harassment, and retaliation, as mandated under federal and state laws. Please see the District Policies outlined below for further information. These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

Policies against COVID-19 related harassment and discrimination are as follows:

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [5131](#) - Conduct)

(cf. [5131.2](#) - Bullying)

(cf. [5137](#) - Positive School Climate)

(cf. [5145.7](#) - Sexual Harassment)

(cf. [5145.9](#) - Hate-Motivated Behavior)

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(cf. [5146](#) - Married/Pregnant/Parenting Students)

(cf. [6164.6](#) - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

(cf. [1312.3](#) - Uniform Complaint Procedures)

(cf. [1330](#) - Use of Facilities)

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

(cf. [6145](#) - Extracurricular and Cocurricular Activities)

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(cf. [6145.2](#) - Athletic Competition)

(cf. [6164.2](#) - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code [48900.4](#). Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4119.21/4219.21/4319.21](#) - Professional Standards)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [5144](#) - Discipline)

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. [5145.2](#) - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. [3580](#) - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

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48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

49060-49079 Student records

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Prohibition of discrimination based on age

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

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Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Resolution Agreement Between the Arcadia Unified School District, U.S. Department of Education, Office for Civil Rights, and the U.S. Department of Justice, Civil Rights Division, (2013) OCR 09-12-1020, DOJ 169-12C-70

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2003

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Office of the Attorney General: <http://oag.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy CURTIS CREEK ELEMENTARY SCHOOL DISTRICT

adopted: June 16, 2020 Sonora, California