

## Administrative Regulation

Legal Claims Against the District, Procedures for

All legal claims against the Board of Education, the district, and/or its officers or employees for money or damages excepted by provisions of the Government Code, which are not governed by any other statute or regulation expressly related thereto, shall be governed by the following procedures:

1. A claim must be presented to and acted upon by the Board as a prerequisite to a suit thereon.
2. Any such claim must be presented not later than one year following the accrual of the cause of action thereon.
3. The Board shall act upon the claim not later than 45 days after presentation thereof.
4. A claim shall be deemed presented when delivered to the Office of the Superintendent personally or sent by registered/certified mail and duly receipted therefor.
5. Failure of the Board to act upon a claim shall be deemed a rejection of the claim.

Ref: EC Section 35202  
Government Code Sections 815, 950, 935(b), 945.6

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