

AGENDA

REGULAR BOARD MEETING

Tuesday, November 1, 2016
7:00 p.m. District Conference Room

1. **Call to order- Flag Salute**

In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in the meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the Tipton Elementary School District office at (559) 752-4213. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35, 104 ADA Title II), and allow for the preparation of documents in appropriate alternate format

2. **Public Input:**

In order to ensure that Members of the public are provided a meaningful opportunity to address the board on agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time the matter is taken up by the Board. Board presentations are limited to 3 minutes per person and 15 minutes per topic.

2.1 Community Relations/Citizen Comments-

2.2 Reports by Employee Units CTA/CSEA-

2.3 Correspondence-

Save the Date, Fresno County School Trustees Association Spring Reception

3. **CONSENT CALENDAR: Action items:**

3.1 Minutes of the Regular Board Meeting, October 4, 2016

3.2 Discard Library Books

3.3 Agreement with TCOE for School Nurse Services

3.4 Field Trip and Conference Attendance Requests

4. **ADMINISTRATIVE: Action items:**

4.1 Approval of Public Disclosure for Administrators

4.2 Approval of Administrative Salary Schedules

4.3 Setting Date for Annual Organizational Meeting

4.4 Approval of Superintendent Contract Amendment

5. **FINANCE: Action items:**

5.1 Vendor Payments

5.2 Budget Revisions

6. **INFORMATION: (Verbal Reports & presentations)**

6.1 MOT--FOOD SERVICE—PROJECTS.

CBEDS Count

7. **Any Other Business-**

7.1 Quarterly Board Policy Updates – Informational

8. Adjourn to Closed Session: The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of closed session as required by law.

8.1 Personnel items: Employment, Resignations, Transfers, Leaves etc. of Certificated and Classified Personnel.

8.2 Student transfers, expulsion, reinstatements, suspensions, inter District request, etc.

8.3 Discussion on Certificated/Classified Negotiation

8.4 Management Negotiation and Discussion.

9. Reconvene to open session

10. Report out from Closed Session

11. Adjournment

The Board upon discussion and a vote of agreement may make any item an action item.

Notice: If documents are distributed to Board Members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 370 N. Evans Road, Tipton CA. 93272, telephone 752-4213.

Agenda posted October 27, 2016

2. Public Input:

2.3 Correspondence-

Save the Date, Fresno County School Trustees Association Spring Reception

Save the Date!

*Fresno County School Trustees Association Spring Reception & Dinner Meeting**

When

Tuesday, March 21, 2017 • 6 p.m. Reception/No Host Bar • 7 p.m. Dinner

Where

CPDES Banquet Hall • 172 W. Jefferson, Fresno • (Easton Area)

Speakers

Kevin Gordon

The Political & Fiscal Backdrop Impacting Public Education in California
President and Founding Partner, Capital Advisors Group

Jack O'Connell

26th State Superintendent of Public Instruction
and Founding Partner, Capital Advisors Group



RSVP to Jennifer Freeman

559 265•3012 • jfreeman@fcoe.org

*This event is being held in lieu of the reception historically held during the annual CSBA Conference and Trade Show.

3. CONSENT CALENDAR: Action items:

3.1 Minutes of the Regular Board Meeting, October 4, 2016

Minutes

REGULAR BOARD MEETING

Tuesday, October 4, 2016
7:00 p.m. District Conference Room

1. **Call to order- Flag Salute**

Board President, Tony Macedo, called the meeting to order at 7:00 pm and led the flag salute. Board Members present: Tony Macedo, John Cardoza, and Shelley Heeger. Absent were Iva Sousa and Greg Rice.

Guest present: Megan Rice, Kathleen Rice, Stacey Bettencourt and Fausto Martin.

2. **Public Input:**

2.1 Community Relations/ Citizen Comments

Megan Rice, Librarian, mentioned to the board that the book fair will be open during our carnival.

2.2 Reports by Employee Units CTA/CSEA

2.3 Correspondence

Review and Approval of Budget, Fiscal Year 2016-2017

3. **CONSENT CALENDAR: Action items:**

3.1 Minutes Regular Board Meeting September 6, 2016

3.2 Minutes of Special Board Meeting September 13, 2016

3.3 Minutes of Special Board Meeting September 27, 2016

3.4 Conference, Field Trip, Fund Raiser and Facilities Requests

Motion to approve the consent calendar was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

4. **ADMINISTRATIVE: Action items:**

4.1 Board Resolution #2016-2017-08 In the Matter of Authorizing Participation in the SISC Flex Plan

Motion to approve Board Resolution #2016-2017-08 was made by Shelley Heeger and second by John Cardoza

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

4.2 Board Resolution #2016-2017-09 Approving Selection of Contractor and Authorizing the Execution of Lease-Leaseback Agreement and Related Documents for Construction of Multi-Purpose Room

Motion to approve Board Resolution #2016-2017-09 was made by Shelley Heeger and second by John Cardoza

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

4.3 Public Disclosure of Summary of Salary Settlement Agreement with CSEA

Motion to approve CSEA Public Disclosure was made by Shelley Heeger and second by John Cardoza

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

4.4 Approve Salary Schedule for Certificated and Classified 2016-2017

Motion to approve Salary Schedule for Certificated and Classified staff was made by Shelley Heeger and second by John Cardoza

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

4.5 Agreement with TCOE for Licensed Vocational Nurse

Motion to approve Licensed Vocational Nurse Agreement with TCOE was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

5. FINANCE: Action items:

5.1 Vendor Payments

Motion to approve vendor payments was made by Shelley Heeger and second by John Cardoza

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

5.2 Budget Revisions

Motion to approve budget revisions was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

6. INFORMATION: (Verbal Reports & presentations)

6.1 MOT--FOOD SERVICE—PROJECTS

Mr. Martin Fausto, MOT Director, explained to the board why our electrical bill continues to increase. Mr. Fausto mentioned that Edison new tiered billing system is the cause.

7. Any Other Business:

8. Adjourn to Closed Session: 7:36 pm

9. Reconvene to open session: 8:10 pm

10. Report out from Closed Session: 8:11 pm

8.2 Student transfers, expulsion, reinstatements, suspensions, inter District request, etc.

Motion to approve student transfers was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

8.3 Discussion on Certificated/Classified Negotiation

Motion to approve tentative agreement between CSEA and Tipton Elementary School District was made by Shelley Heeger and second by John Cardoza.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

Article 7

Classified employees will get a 3.5% raise on the salary schedule

Article 8

Fully paid benefits at \$1313.48 per month totaling \$15,761.76

Article 8.6

Medical, Dental and Vision Insurance Benefits Coverage Subject to Insurance Carrier

Requirements. Unit members who receive the benefits described in this Article shall be entitled to select a medical, dental, and vision insurance plans from the District’s insurance carrier’s plan offerings, as the District’s insurance carrier or insurance plan offerings may change from time to time. Entitlement to medical, dental or visions benefits described in this Article shall be subject to all requirements, rules and restrictions imposed by the District’s insurance carrier, as those requirements, may change from time to time. Upon the District awareness of changes, a notification will be sent out to CSEA Chapter President within 5 business days. CSEA may request a meeting to discuss and negotiate the effects of any said changes.

8.4 Management Negotiation and Discussion.

Motion to approve management proposal was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea – 3 - Shelley Heeger, Tony Macedo, and John Cardoza

No – 0

Abstain – 0

Absent – 2 - Iva Sousa and Greg Rice

Management Proposal

1. 3.5% increase on the salary schedule
2. Fully paid benefits \$1313.48 per month totaling \$15,761.76

11. Adjournment 8:11 pm

Minutes approved on November 1, 2016

Tony Macedo, President

Greg Rice, Clerk

Miguel A. Guerrero Ed.D., Secretary

3. CONSENT CALENDAR: Action items:

3.2 Discard Library Books

Memo

To: Dr. Guerrero
From: Megan Rice
Date: October 21, 2016
Re: List of Weeded books from the Library August - October 2016

Attached is a list of books that have been weeded from the Library Collection due to the fact that these books were torn, missing pages, damaged, irrelevant, out of date, etc.

Weeding Project: Several of our library shelves are double stacked with books, which can lead to books being damaged much more quickly and also make locating specific titles much more difficult. There are a number of book titles that are out of date or simply have not been circulated in 8+ years. This weeding project is in effort to make our library of better quality (not just a large quantity of books). This will also allow us to see which areas we may be lacking relevant sources in and create room for the new titles we add each year.

Books that are severely damaged and worn will be disposed of. Those books that are still in readable condition I would like to give the teachers a chance to take them for their classroom libraries. After they have taken what they wish, I would then like to disperse the remaining books to the students at a future date. All of the books listed have been stamped with "discard", our barcode and labels have been removed, and removed from our library system.

If you should have any further questions, please let me know.

Thank you,

Megan Rice

October 21, 2016

Tipton Elementary School Library

Discarded books August - 2016

Title/Author/Number of copies

Adios, Anna/Giff, Patricia Reilly

Alvin and the chipmunks, shipwrecked: castaway critters/Bright, J.E.

The always war/Haddix, Margaret Peterson

Among the hidden/Haddix, Margaret Peterson/2

An American army of two/Greenson, Janet

Are you my mother/Eastmna, P.D.

Aries rising/Hill, Bonnie Hearn

Ark angel/Horowitz, Anthony/2

The babysitting wars/McCoy, Mimi

Bad kitty gets a bath/Bruel, Nick

Bad kitty meets the baby/Bruel, Nick

Battle of the bands/Grace, N.B./4

Beach party/Mason, Jane

Beware of dog/Balaban, Bob

A big guy took my ball/Willems, Mo

Big nate from the top/Peirce, Lincoln

Big nate goes for broke/Peirce, Lincoln

Big nate in a class by himself/Peirce, Lincoln

Big nate makes the grade/ Peirce, Lincoln

Big nate out loud/Peirce, Lincoln

Big nate strikes again/Peirce, Lincoln

Bizenghast/LeGrow, M. Alice

Blissful joy and the SAT's: a multiple-choice romance/ Greenwald, Sheila/2

The blue ghost/Bauer, Marion Dane
Blue willow/Gates, Doris
Bone/Smith, Jeff
The boy who saved Cleveland: based on a true story/ Giblin, James Cross
Buffalo nickel/Smith, C.W.
Bunnicula: a rabbit-tale of mystery/Howe, Deborah
Bunnicula meets edgar allan crow/Howe, James
Butterfly, butterfly/Horacek, Petr
By the light of the solvery moon/Freedman, Claire
The candy corn contest/Giff, Patricia Reilly
The canning season/Horvath, Polly
Can't catch me, I'm the gingerbread man/Gilson, Jamie
Casebook: A perry mason thriller/Garder, Erle Stanley
Catching fire/Collins, Suzanne
The cat in the hat/Seuss, Dr.
Caught/Haddix, Margaret Peterson/2
Christy miller collection/Gunn, Robin Jones
Crossing the wire/Hobbs, Will
Curious George: lost and found/Zappy, Erica
The curse of davey jones/Richards, Kitty
Dancing through the defense/Gorman, S.S.
Daredevil bladers/Gorman, S.S.
The day it snowed tortillas/Hayes, Joe
Deadly creatures dictionary/Twist, Clint
Deep and dark and dangerous/Hahn, Mary Downing
The devil's code/Sandford, John

Diary of a wimpy kid: Cabin fever/Kinney, Jeff/2
Diary of a wimpy kid: Dog days/Kinney, Jeff
Diary of a wimpy kid: the third wheel/Kinney, Jeff
Diary of a wimpy kid: the ugly truth/Kinney, Jeff/2
Diary of wimpy kid: greg heffley's journal/Kinney, Jeff/2
Dinotrux/Gall, Chris
The doll people/Martin, Ann M.
Dork diaries: OMG! All about me diary/Russell, Rachel Renee
Double identity/Haddix, Margaret Peterson
The dragonet prophecy/Sutherland, Tui T.
Eagle strike/Horowitz, Anthony/2
Earthquake at dawn/Gregory, Kristiana
Eleven/Giff, Patricia Reilly/2
Endangered species/Millidge, Judith
Everything on a waffle/Horvath, Polly
Eye boggler: a mesmerizing mass of amazing illusions/Sarcone, Gianni A.
A few fair days/Gardam, Jane
Five little ducklings/Gerth, Melanie
Ghost town at sundown/Osbornem, Mary Pope
Goal maker/Gorman, S.S.
Go big or go home/Hobbs, Will
Going into the sun/George, Jean Craighead
The golden compass: the story of the movie/Harrison, Paul
Goldie/Miles, Ellen
Good dog, bonita/Giff, Patricia Reilly
Great bear lake/Hunter, Erin

The great cow race/Smith, Jeff
Green eggs and ham/Seuss, Dr.
Guess who/Ho, Jannie
Guinness world records, 2013/Glenday, Craig
Happy birthday, anna, sorpresa/Giff, Patricia Reilly
High school musical: the junior novel/Grace, N.B./3
High school musical 3: senior year/Grace, N.B.
Hikaru no go/Hotta, Yumi
Honus & me: a baseball card adventure/Gutman, Dan/3
The homework machine/ Gutman, Dan/2
The hound of the baskervilles/ Greenwood, Marie
How do dinosaurs get well soon?/Yolen, Jane
How do dinosaurs say good night?/Yolen, Jane
How I got my shrunken head/Stine, R.L.
How to dork your diary/Russell, Rachel Renee
Ida B/Hannigan, Katherine
Incantation/Hoffman, Alice
In the land of the lawn weenies: and other warped and creepy tales/Lubar, David
Into the gauntlet/Haddix, Margaret Peterson/3
I spy ultimate challenger: a book of picture riddles
I thought my soul would rise and fly: the diary of patsy a freed girl/Hansen, Joyce
It's a fiesta, Benjamin/Giff, Patricia Reilly
Jazmin's notebook/Grimes, Nikki
JLA: the flash's book of speed/Hibbert, Clare
Julie of the wolves/George, Jean Craighead
Keeper of the night/Holt, Kimberly Willis

The last lap/Gault, William Campbell
The last summer: spain 1936/Griffiths, Helen
The liberation of Gabriel king/Going, K.L./3
Lily's crossing/Giff, Patricia Reilly/2
A line in the sand: the Alamo diary of lucinda Lawrence/Garland, Sherry
A mango-shaped face/Mass, Wendy
Maximum boy starring in maximum girl unmasked/ Greenburg, Dan
Mickey & me/Gutman, Dan
The million dollar kick/Gutman, Dan
The missing 'gator of gumbo limbo: an eco mystery/George, Jean Craighead
Misty's twilight/Henry, Marguerite
My father's dragon/Gannett, Ruth Stiles
My side of the mountain/ George, Jessica/2
A newberry zoo: a dozen animal stories/Greenberg, Martin H.
Nicholas and the gang/Goscinnny, Rene
The night before Christmas/Jakobs, D.
Night of the ninjas/Osborne, Mary Pope
Nory Ryan's song/Giff, Patricia Reilly
Nothing but trouble, trouble, trouble/Hermes, Patricia
The old willis place: a ghost story/Hahn, Mary Downing
Olive's ocean/ Henkes, Kevin/2
Old yeller/Gipson, Fred/2
Olivia/Falconer, Ian
Owen foote, mighty scientist/Greene, Stephanie
Paula Deen's cookbook for lunch-box set/Deen, Paula
Penny from heaven/Holm, Jennifer L./2

The pepins and their problems/Horvath, Polly
Perfect pets peek a boo/Bugbird, Tim
Pete the cat I love my white shoes/Litwin, Eric
The phantom of the subway/Stilton, Geronimo
Phantom of the video store/Gantt, Leticia
Philip hall likes me. I reckon maybe/Greene, Bette/3
Piper reed: navy brat/Holt, Kimberly Willis
The pitcher who went out of his mind/Gutman, Dan
Prairie summer/Geisert, Bonnie
Princess academy/Hale Shannon
The princess bride: S. morgenstern's classic tale of true love and high adventure/Goldman, William
Red pizzas for a blue count/Stilton, Geronimo
Return to groosham grange: the unholy grail/Horowitz, Anthony
Ride, fly guy, ride!/Arnold, Tedd
Rimwalkers/Grove. Vicki
Rosy's romance/Greenwald, Sheila
Sailing for gold/Hopkinson, Deborah
Say cheese and die/ Stine, R.L.
Say hola, sarah/Giff, Patricia Reilly
Scorpia rising/Horowitz, Anthony/2
The sea of monsters/Riordan, Rick
The secret life of a boarding school brat/Gordon, Amy
Sent/Haddix, Margaret Peterson
Shadow of the dragon/Garland, Sherry/2
Sheep/Hobbs, Valerie
The silent storm/Garland, Sherry

Silverfin: a james bond adventure/ Higson, Charlie
Snuggle up, sleepy ones/Freedman, Claire
Soccer is a kick/Gorman, S.S.
The spiderwick chronicles: the movie storybook/West, Tracey
Spongebob saves the day/Baily, Kristin
Stink and the incredible super-galactic jawbreaker/McDonald, Megan
The stowaway: a tale of California pirates/Gregory, Kristiana
Summer light/Rice, Luanne
Summer of my german soldier/Greene, Bette
Super fly guy/Arnold, Tedd
Survive/Gorman, S.S.
Sweetgrass/Hudson, Jan
Switching well/Griffin, Peni R.
Tales from a not-so-happy heartbreaker/Russell, Rachel Renee
Tanya's big green dream/Glaser, Linda
There was an old lady who swallowed fly guy/Arnold, Tedd/2
They came from center field/Gutman, Dan
This island isn't big enough for the four of us/Greer, Gery
Three dreams and a nightmare, and other tales of the dark/Gorog, Judith
Thunder at Gettysburg/Gauch, Patricia Lee
Toby scudder, ultimate warrior/Gifaldi, David
Totally talented pets/Skies, Cecile
The treasure bird/Griffin, Peni R./2
Truth or dare/King, M.C./2
The war at home/Green, Connie Jordan
Which way freedom/Hansen, Joyce

The wind in the willows/Grahame, Kenneth/2

A wisper and a wish/Gunn, Robin Jones

Witness/Hesse, Karen

The woodshed mystery/Warner, Gertrude Chandler

3. CONSENT CALENDAR: Action items:

3.3 Agreement with TCOE for School Nurse Services

Tulare County Office of Education

Committed to Students, Support and Service

Jim Vidak
County
Superintendent
of Schools

7000 Doe Avenue
Visalia, CA 93291

www.tcoe.org

Child Care
Suite C
559 651-3022
fax 559 651-3802

Choices
Building 300
559 651-0155
fax 559 651-0172

**Educational
Resource Services**
Suite A
559 651-3031
fax 559 651-1012

Migrant Education
Suite B
559 651-3035
fax 559 651-1701

**School Health
Programs**
Building 700
559 651-0130
fax 559 651-1995

Theatre Company
Building 300
559 651-1482
fax 559 651-0172

October 5, 2016

Dear Superintendent,

Enclosed you will find the 2016-17 school year Agency Agreement for School Nurse services requested between your school district and the Tulare County Superintendent of Schools office. As agreed, the services requested commenced August, 2016.

You will notice on the second page we have indicated where your signature is required after you have read the agreement. Dr. Wheaton, Deputy Superintendent, has signed our agency portion of the agreement.

Once you have signed the agreement, please make a copy for your records and **return the Original Signed Agreement** to our office at the address listed below.

Margarita Quintana, Secretary
School Health Programs
Tulare County Office of Education
7000 Doe Ave., Bldg. 700
Visalia, CA 93291

Please do not hesitate to contact our office at (559) 651-0130, ext. 3710 if you have any questions.

Sincerely,



Nan Arnold, Program Manager
School Health Programs

TCOE CONTRACT #:

170322

For TCOE Office Use	
Vendor #	_____
Req. #	_____
PO #	_____
Contract #	_____

AGENCY AGREEMENT

THIS AGREEMENT, is entered into between the **Tulare County Superintendent of Schools**, referred to as SUPERINTENDENT and **Tipton School District**, referred to as DISTRICT.

ACCORDINGLY, IT IS AGREED:

1. **TERM:** This Agreement shall become effective as of August 1, 2016 and shall expire on June 30, 2017.
2. **SERVICES:** SUPERINTENDENT shall provide services as set forth: (See attached Exhibit for details. The Exhibit is made part of this Agreement by reference.)
Provide a qualified staff member(s) pursuant to Education Code section 44872, 44267.5 and 44877 to perform health/school nursing services including:
 - Conducting medical case finding, screening and referral activities related to health defects of pupils.
 - Referring parents of pupils needing medical care or welfare assistance to appropriate resources.
 - Conducting a program directed toward the control of communicable diseases in the school and community.
 - Serving as a health education resource person to staff and pupils.
3. **COST OF SERVICES:** DISTRICT agrees to pay SUPERINTENDENT the sum of **\$31,320.00** for **Health/School Nursing services** for **37 days** as provided in this Agreement. Salary and benefits are estimated and will be adjusted to actual costs.
 - Pay all mileage directly to the staff member(s) for travel from the SUPERINTENDENT'S central office to the assigned areas and back to SUPERINTENDENT'S central office.
 - Allow staff member(s) time to attend professional conferences associated with the services provided to the DISTRICT.
4. **METHOD OF PAYMENT:** District agrees to pay SUPERINTENDENT for Health/School Nursing services as provided in this Agreement. Pursuant to Education Code section 1752, SUPERINTENDENT shall transfer this sum from the funds of DISTRICT to the County School Service Fund after **March 1, 2017**.
5. **INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.
6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

DISTRICT
Tipton School District
370 N. Evans
Tipton, CA 93272

SUPERINTENDENT
Craig Wheaton, Ed.D, Deputy Superintendent
Administrative Services
Tulare County Office of Education
P.O. Box 5091
Visalia CA 93278-5091

By: _____

By: Craig Wheaton

Date: _____

Date: 9/28/16

TCOE Program Information

Contact Person and Phone No.: Nan Arnold, Program Manager, (559) 651-0130 ext. 3710
Division: Instructional Services
Program Title: School Health Programs
Budget Number: 010-00040-0-000000-000000-86770-0-0-0

Please return an original copy to:

Tulare County Office of Education
Craig Wheaton, Ed.D, Deputy Superintendent/Administrative Svcs.
ATTN: Elizabeth Sisk, Business Services Secretary
P.O. Box 5091
Visalia, CA 93278-5091

3. CONSENT CALENDAR: Action items:

3.4 Field Trip and Conference Attendance Requests

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Gilbert GRADE 4-8

CLASSES ATTENDING 4-8 FNL

DATE OF TRIP 11/16 NUMBER OF PUPILS 50 ADULTS 2

DESTINATION Bakersfield Condor Game

BUS TO LEAVE SCHOOL AT 9:00 RETURN AT 3:00

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: FNL

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 500 Kids pay - \$30 FNL pays

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Debbie Gilbert

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT [Signature]

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Heinks GRADE 5th-8th

CLASSES ATTENDING Spelling Bee Participants

DATE OF TRIP TBD NUMBER OF PUPILS 12 ADULTS 1

DESTINATION TBD (either Pixley or Waukena School)

BUS TO LEAVE SCHOOL AT 12:00? TBD RETURN AT 3:30? TBD

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Rural Schools' Spelling Bee

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ ~~10~~ ?? TBD

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____ (students will need to eat early)

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE [Signature]

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT [Signature]

FIELD TRIP APPROVAL FORM
(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER (S) Liva and McReynolds GRADE 4th

CLASSES ATTENDING Liva and McReynolds

DATE OF TRIP 05-05-17 # OF PUPILS 46 ADULTS 10

TRIP DATE 05-05-17 DESTINATION Mission San Luis Obispo

BUS TO LEAVE SCHOOL AT 6:00 am and Mission San Miguel
RETURN AT 5:00 pm

BUS ROUTING AND STOPS

See attached paper. We will be using Charter Bus.

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE.

PRELIMINARY STEPS: _____

TRIP RELEVANCY Ca. history, students will see first hand a Mission of Ca. They will view the Spanish influence and the impact the had on the Native Indians of Ca.

OTHER INFORMATION 5 students per chaperone.

COST \$ 1,619.00

* CAFETERIA LUNCHES NEEDED YES NO _____ HOW MANY 46 students
10 adults

SIGNATURE OF TEACHER IN CHARGE _____

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT [Signature]

- ↓
- * Breakfast Juice & Snack
 - * Lunch
 - * Return trip Snack



**Tipton Elementary School District
Conference Attendance Request**



Today's Date: 10/06/2016

Name: Erika Mendoza Grade: _____

Name of Conference: California School Nutrition Association
(TRAINING)

Date of the Conference 11/10/2016 to 11/13/2016

Date of Departure: 11/10/13

Date of Return 11/13/2016

Registration Deadline 10/15/2016

Conference Registration Fee \$ 255 + 159^{Hotel} College Credit: Y/N

Advance Payment Required: Yes No

Check Payable To: CSVA

Mail Payment to: CSVA . 1

Name P.O. Box 11376

Address Burbank, CA, 91510

City, State, and ZIP code

Signature: Erika Mendoza

Date: 10/06/2016

Office Use Only	
Funding Source: <u>130-5310</u>	CODE: _____
Conference Request Approved: <u>[Signature]</u>	
Conference Request Denied: _____	

4. ADMINISTRATIVE: Action items:

4.1 Approval of Public Disclosure for Administrators

**Summary of Salary Settlement Agreement
With the**

TIPTON ELEMENTARY School District

Section 1: AGREEMENT

Document **FINAL**
(circle one)

Name of Bargaining/Represented Unit **ADMINISTRATION**

The proposed agreement covers the period beginning **7/1/2016** and ending **6/30/2017** and

will be acted upon by the Governing Board at its meeting on **11/1/2016**

Select the type of employee represented
1. Certificated Salaries
1A. CLASSIFIED SALARIES

Report Version 2014.1
G:\TESD\Salary Disclosures\Salary-Settlement-Conf. MGMT 10-4-2016.xls

TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS: In compliance with the Public Disclosure requirements of AB-1200 (Statutes 1991, Chapter 1213) as well as the Salary Settlement Notification requirements of SB-1677 when Teachers Salary/Benefit Negotiations are finalized after the final budget is adopted.

PUBLIC DISCLOSURE

The agreement was publicly disclosed on : **10/25/2016**
Date

The agreement was [posted at / advertised in] : **LOUNGE/SEPT. BOARD AGENDA**
Location (circle one) Details of Distribution

GENERAL

Section 2: STATUS OF BARGAINING UNIT AGREEMENTS

If this Public Disclosure is **NOT** applicable to all of the District's bargaining units, indicate the current status.

	(Select One)	Settled	# of Employees Represented
Certificated	(Select One)	Settled	3
Classified	(Select One)	Settled	3

Section 3: PROPOSED CHANGE IN COMPENSATION

Compensation	Costs prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year Increase/Decrease 2015-16	Year 2 Increase/Decrease 2016-17	Year 3 Increase/Decrease 2017-18
1 Salary Schedule	\$ 477,120.62	\$16,699.22	\$0.00	\$0.00
% Increase		3.50% %	0.00% %	0.00% %
Step and Column		0.00% %	0.00% %	0.00% %
2 Other Compensation Stipends, Bonuses, Longevity Overtime, Differential, etc	\$0.00	\$0.00	\$0.00	\$0.00
Description of other compensation				
3 Statutory Benefits STRS, PERS, FICA, WC, UI, Medicare	\$97,448.41	\$3,410.69	\$0.00	\$0.00
4 Health/Welfare Plans	\$96,814.51	\$0.00	\$0.00	\$0.00
5 Total Compensation, Add Items 1 thru 4 to equal 5	\$ 671,383.54	\$20,109.91	\$0.00	\$0.00
6 Total Number of Represented Employees (Use FTEs if appropriate)	6.00			
7 Total Compensation Cost for Average Employee	\$111,897.26	\$3,351.65	\$0.00	\$0.00

Section 4: EXPLANATIONS REGARDING PROPOSAL

Please include an explanation for all questions.

1 Provide a brief narrative of the proposed agreement, including but not limited to:
Proposed changes in compensation, step and column, COLA, health & welfare, include effective dates.
3.5% SALARY INCREASE ON STEP AND COLUMN

2 Were any additional steps, columns, or ranges added to the schedules? (If yes, explain)
NO

3 Explain Non-Compensation Items. ie. Class Size changes, Staff Development Days, Teacher Prep Time, etc.
NONE

4 Explain specific impact (positive or negative) on instructional and support programs to accommodate the settlement? Include staff reductions or increases, elimination or addition of services or programs.
RETAIN HIGHLY QUALIFIED STAFF

5 Describe contingency language included in the agreement.
NONE

6 Are there any major provisions that do not directly affect the district's costs such as binding arbitration, grievance procedures, etc.?
NONE

7 What is the Source of Funding for Proposed Agreement in Current Year?
GENERAL FUND AND LCAP AND CAFETERIA

8 If multi-year agreement, what is the source of funding, including assumptions used, to fund the obligations in future years?
SINGLE YEAR AGREEMENT

Section 6: IMPACT ON CURRENT YEAR

TIPTON ELEMENTARY School District

General Fund	Latest Brd Apprvd Budget	Settlement Costs		Other Budget Adjustments	New Projected Budget
		Agreement Adjustments	Previously Budgeted		
OPERATING REVENUES					
LCFF/Revenue Sources (8010-8099)	\$5,604,724	\$0	\$0	\$0	\$5,604,724
Federal Revenues	\$212,950	\$0	\$0	\$0	\$212,950
Other State Revenues	\$413,605	\$0	\$0	\$0	\$413,605
Other Local Revenues	\$160,974	\$0	\$0	\$0	\$160,974
TOTAL	\$6,392,253	\$0	\$0	\$0	\$6,392,253
OPERATING EXPENDITURES					
Certificated Salaries	\$2,543,552	\$15,362	\$0	\$89,024	\$2,647,938
Classified Salaries	\$889,055	\$0	\$0	\$26,613	\$915,668
Employee Benefits	\$1,537,783	\$3,072	\$0	\$26,030	\$1,566,885
Books and Supplies	\$470,199	\$0	\$0	\$0	\$470,199
Services, Other Operating Expenses	\$775,495	\$0	\$0	\$0	\$775,495
Capital Outlay	\$22,000	\$0	\$0	\$0	\$22,000
Other Outgo	\$160,069	\$0	\$0	\$0	\$160,069
Direct/Indirect Support Costs	-\$24,462	\$0	\$0	\$0	-\$24,462
TOTAL	\$6,373,691	\$18,434	\$0	\$141,667	\$6,533,792
OPERATING SURPLUS (DEFICIT)	\$18,562	-\$18,434	\$0	-\$141,667	-\$141,539
OTHER FINANCING SOURCES/USES					
Transfers In	\$0	\$0	\$0	\$0	\$0
Transfers <Out>	-\$300,000	\$0	\$0	\$0	-\$300,000
Other Sources	\$0	\$0	\$0	\$0	\$0
Other <Uses>	\$0	\$0	\$0	\$0	\$0
Contributions	\$12,470	\$0	\$0	\$0	\$12,470
TOTAL	-\$287,530	\$0	\$0	\$0	-\$287,530
CURRENT YEAR INCREASE (DECREASE) TO FUND BALANCE	-\$268,968	-\$18,434	\$0	-\$141,667	-\$429,069
FUND BALANCE, RESERVES					
Beginning Fund Balance	\$2,785,975				\$2,785,975
Audit Adjustments/Restatements	\$0				\$0
Adjusted Beginning Fund Balance	\$2,785,975				\$2,785,975
Ending Fund Balance	\$2,517,007	-\$18,434	\$0	-\$141,667	\$2,356,906
COMPONENTS OF ENDING BALANCE:					
a. Nonspendable	\$0				\$0
b. Restricted	\$0				\$0
c. Committed	\$0				\$0
1. Stabilization Arrangements	\$0				\$0
2. Other Commitments	\$0				\$0
d. Assigned	\$0				\$0
e. Unassigned/Unappropriated	\$0				\$0
1. Reserve for Economic Uncertainties	\$0				\$0
2. Unassigned/Unappropriated	\$2,517,007				\$2,356,906
f. Total Components of Ending Fund Balance	\$2,517,007				\$2,356,906
(Line f must agree with Ending Fund Balance)					

Section 7: IMPACT ON CURRENT YEAR UNRESTRICTED RESERVES

1. State Reserve Standard		
Total Expenditures, Transfers Out and Uses	\$	6,833,792
State Standard Minimum Reserve Percentage		4%
State Standard Minimum Reserve Amount	\$	273,352
2. Budgeted Unrestricted Reserved		
1. General Fund Budgeted Unrestricted Reserved for Economic Uncertainties (9789)	\$	0
2. General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$	2,283,875
3. Special Reserve Fund (17) Budgeted Designated for Economic Uncertainties & Undesignated Ending Fund Balance	\$	0
Total District Budgeted Unrestricted Reserves (sum lines 1 - 3)	\$	2,283,875
3. Do unrestricted reserves meet the state standard minimum reserve amount?		
Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN LCFF FUNDING

(a) LCFF Base Funding for year prior to settlement	\$4,410,658.00
(b) Projected LCFF Base Funding for year of settlement	\$4,351,704.00
(c) Amount of Current-Year Increase: (b) minus (a)	-\$58,954.00
(d) Percentage Increase Base LCFF Funding: (c) divided by (a)	-1.34%
(e) Total Compensation Percentage Increase from Section 3, Line 7, Page 1 for current year	3.00%

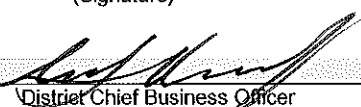
THE FOLLOWING BUDGET REVISIONS WILL BE NECESSARY TO FUND THE COSTS OF THIS AGREEMENT

Revisions must be filed with County Office of Education within 45 days of adoption (E.C. 42142)

Description	Revenue Increases	Expenditure Decreases	Fund Balance Reduction
Salary Settlement Costs net of Previously Budgeted Increases			
Reductions in Travel and Conference Expenses			
Totals (must agree with Section 6)	\$0	\$0	\$0

Budget Revisions must be filed with County Office of Education on or before:

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement.

 	<u>10/25/2016</u> Date	Certification of Financial Condition Positive Certification Select One
District Superintendent (Signature)		
 District Chief Business Officer (Signature)	<u>10/25/2016</u> Date	Positive Certification Select One

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on, 11/1/2016
took action to approve the proposed Agreement with the ADMINISTRATION Bargaining Unit and adopted the new budget
figures as calculated per the agreement.

 	<u>11/1/2016</u> Date
President, Governing Board (Signature)	

Section 9: MULTI-YEAR PROJECTION - GENERAL FUND

TIPTON ELEMENTARY School District

General Fund	2015-16 Projected Budget	Change	2016-17 Projected Budget	Change	2017-18 Projected Budget
Latest prepared Form MYP - ATTACH TO DISCLOSURE					
Date Prepared	10/25/2016				
It Includes this Settlement	YES				
Fund 01 Expenditures and Other Financing Uses	\$6,634,421		\$6,745,573		\$6,920,229
Total Available Reserves	\$1,754,822		\$1,368,297		\$743,700
IMPACT OF AGREEMENT ON AVAILABLE RESERVES	(\$18,434)		\$0		\$0
OTHER ADJUSTMENTS TO AVAILABLE RESERVES					
ESTIMATED RESERVES AFTER SETTLEMENT	\$1,736,388		\$1,368,297		\$743,700

MINIMUM RESERVE LEVEL					
Minimum Required Percent	4%				
Required Amount per Form MYP Attached		265,377	269,823		276,809
Required Amount after Settlement		273,352	0		
Over (Under) Required Reserves		1,463,036	1,368,297		743,700
Reserve Requirement Met?		Yes	Yes		Yes

Section 3 :Proposed Change in Compensation		Fiscal Impact of Proposed Agreement			
Compensation	Costs prior to Proposed Agreement	Current Year	Year 2	Year 3	
		Increase/Decrease 2015-16	Increase/Decrease 2016-17	Increase/Decrease 2017-18	
1 Salary Schedule	\$ 438,902.22	\$15,361.58	\$0.00	\$0.00	
% Increase		3.50%	0.00%	0.00%	%
		\$0.00	\$0.00	\$0.00	
Step and Column		0.00%			%
2 Other Compensation		\$0.00	\$0.00	\$0.00	
Stipends, Bonuses, Longevity Overtime, Differential, etc		0.00%			%
Description of other compensation					
3 Statutory Benefits STRS, PERS, FICA,WC,UI, Medicare	\$87,779.25	\$3,072.27	\$0.00	\$0.00	
		3.50%			%
4 Health/Welfare Plans	\$80,668.75	\$0.00	\$0.00	\$0.00	
		0.00%			%
5 Total Compensation, Add Items 1 thru 4 to equal 5	\$ 607,350.22	\$18,433.85	\$0.00	\$0.00	
		3.04%	0.00%	0.00%	%

Section 6: IMPACT ON CURRENT YEAR

General Fund - Unrestricted	Latest Brd Apprvd Budget	Settlement Costs Agreement Adjustments	<Previously> Budgeted	Other Budget Adjustments	New Projected Budget
OPERATING REVENUES					
LCFF/Revenue Sources (8010-8099)	\$5,604,724				\$5,604,724
Federal Revenues	\$0				\$0
Other State Revenues	\$231,219				\$231,219
Other Local Revenues	\$52,068				\$52,068
TOTAL	\$5,888,011		\$0	\$0	\$5,888,011
OPERATING EXPENDITURES					
Certificated Salaries	\$2,506,244	\$15,362		\$89,024	\$2,610,630
Classified Salaries	\$491,021	\$0		\$26,613	\$517,634
Employee Benefits	\$1,322,522	\$3,072		\$26,030	\$1,351,624
Books and Supplies	\$348,375				\$348,375
Services, Other Operating Expenses	\$541,250				\$541,250
Capital Outlay	\$22,000				\$22,000
Other Outgo	\$48,069				\$48,069
Direct/Indirect Support Costs	-\$43,619				-\$43,619
TOTAL	\$5,235,862	\$18,434	\$0	\$141,667	\$5,395,963
OPERATING SURPLUS (DEFICIT)	\$652,149	-\$18,434	\$0	-\$141,667	\$492,048
OTHER FINANCING SOURCES/USES					
Transfers In	\$0				\$0
Transfers <Out>	-\$300,000				-\$300,000
Other Sources	\$0				\$0
Other <Uses>	\$0				\$0
Contributions	-\$513,501				-\$513,501
TOTAL	-\$813,501	\$0	\$0	\$0	-\$813,501
CURRENT YEAR INCREASE (DECREASE) TO FUND BALANCE	-\$161,352	-\$18,434	\$0	-\$141,667	-\$321,453
FUND BALANCE, RESERVES					
Beginning Fund Balance	\$2,605,329				\$2,605,329
Audit Adjustments/Restatements	\$0				\$0
Adjusted Beginning Fund Balance	\$2,605,329				\$2,605,329
Ending Fund Balance	\$2,443,977	-\$18,434	\$0	-\$141,667	\$2,283,875
COMPONENTS OF ENDING BALANCE:					
a. Nonspendable					
b. Restricted					
c. Committed					
1. Stabilization Arrangements					
2. Other Commitments					
d. Assigned					
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncertainties					
2. Unassigned/Unappropriated	\$2,443,977				\$2,283,875
f. Total Components of Ending Fund Balance	\$2,443,977				\$2,283,875
(Line f must agree with Ending Fund Balance)					

Section 3: Proposed Change in Compensation		Fiscal Impact of Proposed Agreement			
Compensation	Costs prior to Proposed Agreement	Current Year Increase/Decrease 2015-16	Year 2 Increase/Decrease 2016-17	Year 3 Increase/Decrease 2017-18	
1 Salary Schedule	\$ 38,218.40	\$1,337.64	\$0.00	\$0.00	
% Increase		3.50%	0.00%	0.00%	%
		\$0.00	\$0.00	\$0.00	
Step and Column		0.00%	0.00%	0.00%	%
2 Other Compensation		\$0.00	\$0.00	\$0.00	
Stipends, Bonuses, Longevity Overtime, Differential, etc		0.00%	0.00%	0.00%	%
Description of other compensation					
3 Statutory Benefits STRS, PERS, FICA, WC, UI, Medicare	\$9,669.16	\$338.42	\$0.00	\$0.00	
		3.50%	0.00%	0.00%	%
4 Health/Welfare Plans	\$16,145.76	\$0.00	\$0.00	\$0.00	
		0.00%	0.00%	0.00%	%
5 Total Compensation, Add Items 1 thru 4 to equal 5	\$ 64,033.32	\$1,676.06	\$0.00	\$0.00	
		2.62%	0.00%	0.00%	%

Section 6: IMPACT ON CURRENT YEAR					
Cafeteria Fund	Latest Brd Apprvd Budget	Settlement Costs Agreement Adjustments	Previously Budgeted	Other Budget Adjustments	New Projected Budget
OPERATING REVENUES					
LCFF/Revenue Limit Sources (8010-8099)	\$0				\$0
Federal Revenues	\$369,000				\$369,000
Other State Revenues	\$30,000				\$30,000
Other Local Revenues	\$26,500				\$26,500
TOTAL	\$425,500		\$0	\$0	\$425,500
OPERATING EXPENDITURES					
Certificated Salaries	\$0	\$0			\$0
Classified Salaries	\$151,170	\$1,338		\$3,953	\$156,461
Employee Benefits	\$61,020	\$338		\$927	\$62,285
Books and Supplies	\$282,000				\$282,000
Services, Other Operating Expenses	\$15,000				\$15,000
Capital Outlay	\$0				\$0
Other Outgo	\$0				\$0
Direct/Indirect Support Costs	\$24,462				\$24,462
TOTAL	\$533,652	\$1,676	\$0	\$4,880	\$540,208
OPERATING SURPLUS (DEFICIT)	-\$108,152	-\$1,676	\$0	-\$4,880	-\$114,708
OTHER FINANCING SOURCES/USES					
Transfers In	\$0				\$0
Transfers <Out>	\$0				\$0
Other Sources	\$0				\$0
Other <Uses>	\$0				\$0
Contributions	\$0				\$0
TOTAL	\$0	\$0	\$0	\$0	\$0
CURRENT YEAR INCREASE (DECREASE) TO FUND BALANCE	-\$108,152	-\$1,676	\$0	-\$4,880	-\$114,708
FUND BALANCE, RESERVES					
Beginning Fund Balance	\$277,883				\$277,883
Audit Adjustments/Restatements	\$0				\$0
Adjusted Beginning Fund Balance	\$277,883				\$277,883
Ending Fund Balance	\$169,731	-\$1,676	\$0	-\$4,880	\$163,174
COMPONENTS OF ENDING BALANCE:					
Reserve for:					
Revolving Cash					
Stores					
Other Reserves					
Designations					
Economic Uncertainties					
Other Designations	\$169,731				\$163,174
Undesignated/Unappropriated	\$0				\$0

July 1 Budget
General Fund
Multiyear Projections
Unrestricted/Restricted

54 72215 000000
Form MYP

Tipton Elementary
Tulare County

Description	Object Codes	2016-17 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2017-18 Projection (C)	% Change (Cols. E-C/C) (D)	2018-19 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	5,603,146.00	0.59%	5,636,373.00	1.68%	5,731,058.00
2. Federal Revenues	8100-8299	212,950.00	0.76%	214,560.00	0.00%	214,560.00
3. Other State Revenues	8300-8599	413,605.00	-31.40%	283,729.00	0.00%	283,729.00
4. Other Local Revenues	8600-8799	160,974.00	0.00%	160,973.60	0.00%	160,973.60
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		6,390,675.00	-1.49%	6,295,635.60	1.50%	6,390,320.60
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				2,543,552.00		2,594,423.00
b. Step & Column Adjustment				50,871.00		51,888.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	2,543,552.00	2.00%	2,594,423.00	2.00%	2,646,311.00
2. Classified Salaries						
a. Base Salaries				887,955.00		905,714.00
b. Step & Column Adjustment				17,759.00		18,114.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	887,955.00	2.00%	905,714.00	2.00%	923,828.00
3. Employee Benefits	3000-3999	1,537,783.00	2.37%	1,574,158.00	6.26%	1,672,633.00
4. Books and Supplies	4000-4999	511,912.13	0.50%	514,471.85	0.50%	517,043.84
5. Services and Other Operating Expenditures	5000-5999	717,612.00	0.50%	721,200.00	0.50%	724,807.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	160,069.00	0.00%	160,069.00	0.00%	160,069.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(24,462.00)	0.00%	(24,462.00)	0.00%	(24,462.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	300,000.00	0.00%	300,000.00	0.00%	300,000.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		6,634,421.13	1.68%	6,745,573.85	2.59%	6,920,229.84
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(243,746.13)		(449,938.25)		(529,909.24)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		2,064,481.91		1,820,735.78		1,370,797.53
2. Ending Fund Balance (Sum lines C and D1)		1,820,735.78		1,370,797.53		840,888.29
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	2,500.00		2,500.00		2,500.00
b. Restricted	9740	63,412.86		0.46		0.06
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		94,688.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	0.00		269,500.00		274,000.00
2. Unassigned/Unappropriated	9790	1,754,822.92		1,098,797.07		469,700.23
F. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		1,820,735.78		1,370,797.53		840,888.29

Description	Object Codes	2016-17 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2017-18 Projection (C)	% Change (Cols. B-C/C) (D)	2018-19 Projection (E)
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		269,500.00		274,000.00
c. Unassigned/Unappropriated	9790	1,754,822.92		1,098,797.07		469,700.23
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z			0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		1,754,822.92		1,368,297.07		743,700.23
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		26.45%		20.28%		10.75%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	No					
b. If you are the SELPA AU and are excluding special education pass-through funds:						
1. Enter the name(s) of the SELPA(s):						
<hr/>						
2. Special education pass-through funds						
(Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)						
		0.00		0.00		0.00
2. District ADA						
Used to determine the reserve standard percentage level on line F3d (Col. A: Form A, Estimated P-2 ADA column, Line A4; enter projections)						
		545.71		545.71		545.71
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		6,634,421.13		6,745,573.85		6,920,229.84
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		6,634,421.13		6,745,573.85		6,920,229.84
d. Reserve Standard Percentage Level (Refer to Form 01CS, Criterion 10 for calculation details)		4%		4%		4%
e. Reserve Standard - By Percent (Line F3c times F3d)		265,376.85		269,822.95		276,809.19
f. Reserve Standard - By Amount (Refer to Form 01CS, Criterion 10 for calculation details)		66,000.00		66,000.00		66,000.00
g. Reserve Standard (Greater of Line F3e or F3f)		265,376.85		269,822.95		276,809.19
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

TIPTON ELEMENTARY School District

Parent & Teacher Organizations

Name of Organization	Street Number/Name	P.O. Box #	City	Zip Code
PTO		787	Tipton	93272
ASES		787	Tipton	93272
Kiwanias Club			Tipton	93272

Current List must be supplied for each settlement disclosure

4. ADMINISTRATIVE: Action items:

4.2 Approval of Administrative Salary Schedules

Tipton Elementary School District Managers and Supervisors Salary Schedule

2016-2017 (Effective July 1, 2016 with 3.5% increase)

	Step 1	Step 2	Step 3	Step 4	Step 5
Food Service Manager 215 Days	35130	37571	39555	40663	42208
MOT Supervisor 260 Days	50841	53695	56404	57915	60026
Business Manager 260 Days	67574	68925	70303	71709	73115

All Managers must make themselves available at one board meeting every three months.

Master Stipend	\$1,000	(Payable evenly in 12 monthly increments)
Doctorate	\$1,500	(Payable evenly in 12 monthly increments)

District Paid Health Insurance (as allotted for Certificated and Classified Employees)

10 Month Positions (will be prorated vacation days, 8 days allowed)

Superintendent _____

Date: _____

Date Board Approved

**Tipton Elementary School District
Administrative Salary Schedule**

2016-2017 (Effective July 1, 2016 with 3.5% increase)

	Step 1	Step 2	Step 3	Step 4	Step 5
Projects Director-Vice Principal 203 Days	80018	81416	82813	84211	85609
Principal 205 Days	99548	101257	102966	104675	106353

Master Stipend \$1,000 (Payable evenly in 12 monthly increments)
Doctorate \$1,500 (Payable evenly in 12 monthly increments)

District Paid Health Insurance

Superintendent _____

Date: _____

Date Board Approved

**Tipton Elementary School District
Superintendent Contract**

2016-2017 (Effective July 1, 2016 with 3.5% increase)

	Days	Hourly	Daily	Monthly	Yearly
Superintendent 215 Days	215	73.74	589.89	10568.79	126825.5

Master Stipend	\$1,000	(Payable evenly in 12 monthly increments)
Doctorate	\$1,500	(Payable evenly in 12 monthly increments)

District Fully Paid Health Insurance

Superintendent _____

Date: _____

Date Board Approved

4. ADMINISTRATIVE: Action items:

4.3 Setting Date for Annual Organizational Meeting

Tulare County Office of Education

Committed to Students, Support and Service

Jim Vidak
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 733-6328
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

October 17, 2016

To: District Superintendents

From: Jim Vidak, County Superintendent of Schools

SUBJECT: **SETTING DATE FOR ANNUAL ORGANIZATIONAL MEETING
BETWEEN DECEMBER 2 AND DECEMBER 16, 2016
[ED. CODE §35143]**

At its regular November meeting, the governing board should set the date for its annual organizational meeting, to be held this year between December 2 and December 16, 2016.

Pursuant to Education Code §35143, the organizational meeting **MUST** be held in the 15-day period beginning on the **first Friday in December**, the beginning of the term for newly elected board members and the end of term for departing board members.

At the organizational meeting a regular schedule of meetings for the coming year is adopted; new officers are elected for the following calendar year; and, if this is an election year for your district, new board members are sworn in pursuant to Education Code §5017 and 5328. Certificates and oaths of office will be provided for this purpose by this office.

Section 35143 also requires districts to notify all board members and members-elect in writing, at least 15 days prior to the meeting, of the date and time of the annual meeting, and also to notify the county superintendent. The attached form is provided for your convenience in meeting these requirements. **Please send the form to my office, attn: Shelly DiCenzo, immediately following the November meeting.** The form may also be used to notify board members and members-elect in writing.

JV/sd

Attachment: Notification of Annual Organizational Meeting

NOTIFICATION OF ANNUAL ORGANIZATIONAL MEETING

TO: (1) Tulare County Superintendent of Schools, Attn: Shelly DiCenzo
(2) Governing Board Members and Members-Elect of this District

FROM: Superintendent

Tipton Elementary School District

RE: **NOTIFICATION OF DAY AND TIME OF ANNUAL ORGANIZATIONAL MEETING, HELD PURSUANT TO EDUCATION CODE §35143**

At a regular meeting of the governing board of the Tipton Elementary School District, held on the 1st day of November, 2016, this board determined that the annual organizational meeting will take place as follows:

Date: December 6, 2016

Time: 7:00 p.m. (*circle one*)

Place: Tipton Elementary School

Board Room

370 N. Evans Road, Tipton CA 93272
Location Name, Room Number and Address

4. ADMINISTRATIVE: Action items:

4.4 Approval of Superintendent Contract Amendment

**TIPTON ELEMENTARY SCHOOL DISTRICT
AMENDMENT TO CONTRACT FOR 2016-2019
MIGUEL A. GUERRERO
SUPERINTENDENT**

This is an Amendment (“Amendment”) to the Superintendent Contract from July 1, 2016 through June 30, 2019 (“Employment Agreement”) between the Governing Board of the Tipton Elementary Unified School District (“District”) and Miguel A. Guerrero (“Employee” or “Superintendent”) (collectively referred to as the “Parties”), and is effective July 1, 2016.

The Parties agree to amend paragraph two by adding subsection (f) of the Superintendent’s Employment Agreement to read as follows:

1. **Automatic Cost-Of-Living Adjustment (“COLA”)**. Commencing with the 2016-2017 fiscal year the Superintendent shall automatically receive a cost-of-living adjustment (“COLA”) equal to the same percentage, if any, granted to the District’s certificated employees effective on July 1, 2016.

2. **Other Terms and Conditions**. All other terms and conditions of the 2016-2019 Employment Agreement are unchanged and unaffected by this Amendment and shall remain in full force and effect.

SUPERINTENDENT

Miguel A. Guerrero

Date

TIPTON ELEMENTARY SCHOOL DISTRICT

Tony Macedo, Board President

Date

This Agreement was approved by the Governing Board in open session at a regularly called meeting held on November 1, 2016.

Date

5. FINANCE: Action items:

5.1 Vendor Payments

APY Input List

BOARD MEETING NOVEMBER 1, 2016

Entered by: anthonyh		Vendor	Ref	RefNo	InvoiceDate	InvoiceNo	AccountCode	Amount
13971		ALMEIDA, VIRGINIA	PV	170381	10/13/2016 12:00:00 AM	STC Supply Reimb.	010-903336-0-11100-10000-43000-0	\$35.80
13971		ALMEIDA, VIRGINIA	PV	170382	10/13/2016 12:00:00 AM	STC TRAVEL REIMB.	010-903336-0-11100-10000-52000-0	\$68.58
13036		AMERICAN FIDELITY	PV	170320	9/29/2016 12:00:00 AM	SEPTEMBER 2016 LTD	010-00000-0-00000-00000-95024-0	\$337.01
14198		ANNETTE MILLER	PV	170341	9/29/2016 12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$100.85
14188		Anthony Hernandez	PV	170383	10/13/2016 12:00:00 AM	ACSA TRAVEL REIMB	010-00000-0-00000-72000-52000-0	\$315.04
12788		ARAMARK UNIFORM SERVICES INC	PV	170317	9/15/2016 12:00:00 AM	601120272	010-00000-0-00000-81000-55000-0	\$204.74
12788		ARAMARK UNIFORM SERVICES INC	PV	170318	9/22/2016 12:00:00 AM	601127652	010-00000-0-00000-81000-55000-0	\$180.74
13638		ASSOCIATION OF CALIF. SCH. ADM	PV	170319	9/23/2016 12:00:00 AM	035617	010-00000-0-00000-71000-53000-0	\$547.49
13905		AT&T	PV	170316	9/4/2016 12:00:00 AM	559 687-2221 064	010-00000-0-00000-82000-59000-0	\$320.93
13286		BETTENCOURT, STACEY	PV	170322	9/29/2016 12:00:00 AM	TRAVEL REIMB.	010-00000-0-11100-10000-52000-0	\$43.20
12360		BOARD OF EQUALIZATION	PV	170388	10/13/2016 12:00:00 AM	FUEL TAX JUN-SEPT 16	010-07230-0-00000-36000-58000-0	\$4.20
13603		BURRELL, GEORGINA	PV	170321	9/29/2016 12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$500.00
14037		CALIFORNIA BUSINESS MACHINES	PV	170325	9/16/2016 12:00:00 AM	160709	010-00000-0-11100-10000-58000-0	\$314.00
13309		CASBO	PV	170389	10/12/2016 12:00:00 AM	588031	010-00000-0-00000-72000-52000-0	\$255.00
13619		CDW GOVERNMENT, INC.	PV	170327	9/13/2016 12:00:00 AM	FHT0005	010-07200-0-11100-10000-43000-0	\$31.32
13389		CLASSIC CHARTER	PV	170326	9/29/2016 12:00:00 AM	ORDER 120895	010-07200-0-11100-10000-58000-0	\$1,619.00
12602		COLSON AUTO PARTS	PV	170328	9/15/2016 12:00:00 AM	832335	010-07230-0-00000-36000-43000-0	\$9.39
12602		COLSON AUTO PARTS	PV	170379	9/22/2016 12:00:00 AM	833280	010-07230-0-00000-36000-43000-0	\$198.14
14153		Diamond Technologies Inc	PV	170345	9/27/2016 12:00:00 AM	17696	010-07200-0-11100-10000-58000-0	\$820.00
5481		EMPLOYMENT DEVELOPMENT DEPT.	PV	170384	10/13/2016 12:00:00 AM	UI QTR 3 2016	010-00000-0-00000-00000-95025-0	\$409.85
13831		F & M BANK VISA-FINANCE CHARGE	PV	170385	10/13/2016 12:00:00 AM	4330811040007885	010-00000-0-00000-71000-58000-0	\$12.99
13831		F & M BANK VISA-BANKING SUPPLIES	PV	170387	10/13/2016 12:00:00 AM	4330811040007877	010-00000-0-00000-72000-43000-0	\$219.00
13831		F & M BANK VISA-DISTRICT FLOWERS	PV	170370	9/29/2016 12:00:00 AM	4330811040007885	010-00000-0-00000-72000-43000-0	\$19.01
13831		F & M BANK VISA-STAFF DEV. LUNCHEON	PV	170370	9/29/2016 12:00:00 AM	4330811040007885	010-00000-0-00000-72000-43000-0	\$59.94
13831		F & M BANK VISA-STAFF DEV. LUNCHEON	PV	170370	9/29/2016 12:00:00 AM	4330811040007885	010-00000-0-00000-72000-43000-0	\$4.00
13831		F & M BANK VISA-STAFF DEV. LUNCHEON	PV	170370	9/29/2016 12:00:00 AM	4330811040007885	010-00000-0-00000-72000-43000-0	\$163.57
13831		F & M BANK VISA-FRONT OFFICE SUPPLIES	PV	170370	9/29/2016 12:00:00 AM	4330811040007885	010-00000-0-00000-72000-43000-0	\$181.00
13831		F & M BANK VISA-FINANCE CHARGE	PV	170386	10/13/2016 12:00:00 AM	4330811040007893	010-00000-0-00000-72000-58000-0	\$2.68
13831		F & M BANK VISA-CLASSROOM SUPPLIES	PV	170370	9/29/2016 12:00:00 AM	4330811040007885	010-00000-0-00000-72000-58000-0	\$25.65
13831		F & M BANK VISA-FINANCE CHARGE	PV	170371	9/29/2016 12:00:00 AM	4330811040007893	010-00000-0-00000-72000-58000-0	\$15.89
13831		F & M BANK VISA-EDJOIN MEMBER FEE	PV	170372	9/29/2016 12:00:00 AM	4330811040007869	010-00000-0-00000-72000-58000-0	\$450.00
13831		F & M BANK VISA-FINANCE CHARGE	PV	170372	9/29/2016 12:00:00 AM	4330811040007869	010-00000-0-00000-72000-58000-0	\$23.81
13831		F & M BANK VISA-FRONT OFFICE SUPPLIES	PV	170370	9/29/2016 12:00:00 AM	4330811040007885	010-00000-0-11100-10000-43000-0	\$178.95
13831		F & M BANK VISA-CLASSROOM PAPER PRODUCTS	PV	170372	9/29/2016 12:00:00 AM	4330811040007869	010-00000-0-11100-10000-43000-0	\$53.55
13831		F & M BANK VISA-SUPPLIES STAFF DEVELOPMENT	PV	170372	9/29/2016 12:00:00 AM	4330811040007869	010-00000-0-11100-10000-43000-0	\$54.90
13831		F & M BANK VISA-ATHLETICS SUPPLIES	PV	170372	9/29/2016 12:00:00 AM	4330811040007869	010-00000-0-11100-10000-43000-0	\$135.28
13831		F & M BANK VISA-ATHLETICS SUPPLIES	PV	170372	9/29/2016 12:00:00 AM	4330811040007869	010-00000-0-11100-10000-43000-0	\$255.71
13831		F & M BANK VISA-ATHLETICS SUPPLIES	PV	170372	9/29/2016 12:00:00 AM	4330811040007869	010-00000-0-11100-10000-43000-0	\$200.46
13831		F & M BANK VISA-CAASSP TRAINING EXPENSE	PV	170385	10/13/2016 12:00:00 AM	4330811040007885	010-00000-0-11100-10000-52000-0	\$27.82
13831		F & M BANK VISA-PREZI SOFTWARE PLUS CREDIT	PV	170387	10/13/2016 12:00:00 AM	4330811040007877	010-00000-0-11100-10000-53000-0	\$34.15
13831		F & M BANK VISA-DEPOSIT TO ISLAND WATER PARK	PV	170385	10/13/2016 12:00:00 AM	4330811040007885	010-00000-0-11100-10000-58000-0	\$537.34

13831	F & M BANK VISA-STAFF DEV. LUNCHEON	PV 170370	9/29/2016	12:00:00 AM	4330811040007885	010-07200-0-11100-10000-43000-0	\$37.96
13831	F & M BANK VISA-ORIENTAL CRAFT SUPPLIES	PV 170372	9/29/2016	12:00:00 AM	4330811040007869	010-07200-0-11316-10000-43000-0	\$83.41
13831	F & M BANK VISA-ORIENTAL CRAFT SUPPLIES	PV 170387	10/13/2016	12:00:00 AM	4330811040007877	010-60100-0-11100-10000-43000-0	\$128.44
13831	F & M BANK VISA-ASES SPORTS SUPPLIES	PV 170372	9/29/2016	12:00:00 AM	4330811040007869	010-60100-0-11100-10000-43000-0	\$43.26
13831	F & M BANK VISA-ACTION RENTALS-MOT SUPPLIES	PV 170371	9/29/2016	12:00:00 AM	4330811040007893	010-81500-0-00000-81000-58000-0	\$234.22
13943	GUERRERO, MIGUEL	PV 170392	10/13/2016	12:00:00 AM	TRAVEL REIMB.	010-00000-0-00000-71000-52000-0	\$54.00
13943	GUERRERO, MIGUEL	PV 170336	9/29/2016	12:00:00 AM	TRAVEL REIMB.	010-00000-0-00000-71000-52000-0	\$118.80
13943	GUERRERO, MIGUEL	PV 170390	10/13/2016	12:00:00 AM	DISTRICT SUPPLIES	010-00000-0-00000-72000-43000-0	\$21.70
13231	JESSICA HURTADO	PV 170393	10/13/2016	12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$440.28
12591	KAREN KEEN	PV 170337	9/29/2016	12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$125.86
14192	LEVEL 3-INTEINET	PV 170338	9/1/2016	12:00:00 AM	405885	010-90100-0-00000-82000-59000-0	\$6,698.46
13790	LINDA MCREYNOLDS	PV 170397	10/13/2016	12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$465.42
13961	LOWE'S	PV 170394	10/6/2016	12:00:00 AM	2589	010-81500-0-00000-81000-43000-0	\$149.43
13961	LOWE'S	PV 170395	9/16/2016	12:00:00 AM	28029	010-81500-0-00000-81000-43000-0	\$76.86
13961	LOWE'S	PV 170396	10/13/2016	12:00:00 AM	2686	010-81500-0-00000-81000-43000-0	\$265.52
14146	Manfredi, Gina	PV 170340	9/29/2016	12:00:00 AM	TRAVEL REIMB	010-00000-0-11100-10000-43000-0	\$46.44
14254	MARIO GARCIA	PV 170391	10/13/2016	12:00:00 AM	DRIVER TRAINING	010-07230-0-00000-36000-52000-0	\$100.00
14092	MEDICAL BILLING TECH, INC.	PV 170343	9/12/2016	12:00:00 AM	AR-20038	010-56400-0-11100-10000-58000-0	\$9.80
14092	MEDICAL BILLING TECH, INC.	PV 170344	9/19/2016	12:00:00 AM	AR-19980	010-56400-0-11100-10000-58000-0	\$250.00
14255	MEGAN RICE	PV 170398	10/13/2016	12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$179.06
14255	MEGAN RICE	PV 170399	10/13/2016	12:00:00 AM	H&W REIMB	010-00000-0-00000-72000-58000-0	\$150.00
14255	MEGAN RICE	PV 170346	9/29/2016	12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$500.00
13523	MICHAEL PHARIS	PV 170342	9/16/2016	12:00:00 AM	09633,09783,09829	010-00000-0-00000-81000-56000-0	\$1,381.00
13882	MOBILE MODULAR MGT. CORP.	PV 170367	9/29/2016	12:00:00 AM	MULTI-INV	010-00000-0-00000-72000-43000-0	\$71.86
12836	OFFICE DEPOT, INC.	PV 170408	10/13/2016	12:00:00 AM	MULTI-INV	010-11000-0-11100-10000-43000-0	\$1,707.26
12836	OFFICE DEPOT, INC.	PV 170368	9/29/2016	12:00:00 AM	MULTI-INV	010-11000-0-11100-10000-43000-0	\$524.09
14179	PITNEY BOWES	PV 170347	9/29/2016	12:00:00 AM	8000-9090-0896-7114	010-00000-0-00000-72000-59000-0	\$100.00
14179	PITNEY BOWES	PV 170348	9/29/2016	12:00:00 AM	0017392399	010-00000-0-00000-72000-59000-0	\$96.98
13625	RICHMOND, STACY	PV 170351	9/29/2016	12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$160.00
14045	RUTH MEDINA	PV 170339	9/29/2016	12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$500.00
13969	SCHOOL SERVICES OF CALIF., INC	PV 170353	9/2/2016	12:00:00 AM	WO91984-IN	010-00000-0-00000-72000-52000-0	\$265.00
14005	SCHOOLCITY INC.	PV 170404	7/1/2016	12:00:00 AM	34984	010-07200-0-11100-10000-53000-0	\$3,770.00
14111	SISC	PV 170405	10/13/2016	12:00:00 AM	OCT 2016 HW ACTIVE	010-00000-0-00000-00000-95024-0	\$59,764.29
14111	SISC	PV 170407	10/13/2016	12:00:00 AM	OCT 2016 HW RETIRED	010-00000-0-00000-00000-95028-0	\$4,431.20
14111	SISC	PV 170406	10/13/2016	12:00:00 AM	OCT 2016 HW BOARD	010-00000-0-00000-71000-34020-0	\$6,627.40
5383	SOUTHERN CALIF EDISON CO	PV 170400	10/1/2016	12:00:00 AM	2-01-784-2345	010-99900-0-00000-81000-55000-0	\$4,204.74
5383	SOUTHERN CALIF EDISON CO	PV 170354	9/29/2016	12:00:00 AM	MULT-INV	010-99900-0-00000-81000-55000-0	\$1,854.24
13902	SOUTHWEST SCH. & OFFICE SUPPLY	PV 170355	8/25/2016	12:00:00 AM	PINV179537	010-00000-0-11100-10000-43000-0	\$153.19
13902	SOUTHWEST SCH. & OFFICE SUPPLY	PV 170356	8/18/2016	12:00:00 AM	PINV0174904	010-00000-0-11100-10000-43000-0	\$83.74
13902	SOUTHWEST SCH. & OFFICE SUPPLY	PV 170357	9/19/2016	12:00:00 AM	PINV0191874	010-00000-0-11100-10000-43000-0	\$313.96
13902	SOUTHWEST SCH. & OFFICE SUPPLY	PV 170358	9/21/2016	12:00:00 AM	PINV0193051	010-00000-0-11100-10000-43000-0	\$13.99
13902	SOUTHWEST SCH. & OFFICE SUPPLY	PV 170359	9/22/2016	12:00:00 AM	PINV0193711	010-00000-0-11100-10000-43000-0	\$43.11
13902	SOUTHWEST SCH. & OFFICE SUPPLY	PV 170360	9/19/2016	12:00:00 AM	PINV0191729	010-00000-0-11100-10000-43000-0	\$6.71
13902	SOUTHWEST SCH. & OFFICE SUPPLY	PV 170361	8/1/2016	12:00:00 AM	PINV0163962	010-00000-0-11100-10000-43000-0	\$172.84
13321	STAPLES CREDIT PLAN	PV 170352	9/29/2016	12:00:00 AM	6035 5178 2074 7102	010-00000-0-11100-10000-43000-0	\$243.49
13267	Supplyworks	PV 170362	9/20/2016	12:00:00 AM	378744601	010-81500-0-00000-81000-43000-0	\$199.58
13267	Supplyworks	PV 170363	9/13/2016	12:00:00 AM	378049027	010-81500-0-00000-81000-43000-0	\$969.43
13421	TAMARA LAMPE	PV 170364	9/29/2016	12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$500.00
5388	THE GAS COMPANY	PV 170374	9/29/2016	12:00:00 AM	10841691008	010-00000-0-00000-81000-55000-0	\$288.47
13985	TIFFANI BENEDETTI	PV 170378	9/29/2016	12:00:00 AM	H&W REIMB.	010-00000-0-00000-72000-58000-0	\$416.58
12874	TIPTON 8TH GRADE CLASS	PV 170315	9/29/2016	12:00:00 AM	FIELD TRIPS	010-07200-0-11100-10000-43000-0	\$3,510.00
12874	TIPTON 8TH GRADE CLASS	PV 170315	9/29/2016	12:00:00 AM	FIELD TRIPS	010-07200-0-11100-10000-43000-0	\$750.00
12874	TIPTON 8TH GRADE CLASS	PV 170315	9/29/2016	12:00:00 AM	FIELD TRIPS	010-07200-0-11100-10000-43000-0	\$231.54
12874	TIPTON 8TH GRADE CLASS	PV 170315	9/29/2016	12:00:00 AM	FIELD TRIPS	010-07200-0-11100-10000-58000-0	\$1,500.00

12874	TIPTON 8TH GRADE CLASS	PV 170315	9/29/2016	12:00:00 AM	FIELD TRIPS	010-07200-0-11100-10000-58000-0	\$1,494.00
12264	TIPTON AUTO PARTS	PV 170377	9/12/2016	12:00:00 AM	3287	010-07230-0-00000-36000-43000-0	\$43.15
5760	TIPTON COMMUNITY SERVICES DIST	PV 170401	9/30/2016	12:00:00 AM	100-400-02	010-00000-0-00000-81000-55000-0	\$588.15
5763	TIPTON SCH REV CASH FUND	PV 170376	9/21/2016	12:00:00 AM	POSTAGE/JMG MUSEUM	010-00000-0-00000-72000-59000-0	\$18.94
5763	TIPTON SCH REV CASH FUND	PV 170376	9/21/2016	12:00:00 AM	POSTAGE/JMG MUSEUM	010-07200-0-11100-10000-58000-0	\$40.00
13463	TULARE COUNTY OFFICE OF EDUCAT	PV 170375	9/21/2016	12:00:00 AM	170497	010-00000-0-00000-72000-59000-0	\$237.71
13463	TULARE COUNTY OFFICE OF EDUCAT	PV 170373	9/29/2016	12:00:00 AM	2017 Spelling Bee	010-07200-0-11100-10000-53000-0	\$20.00
12324	TULE TRASH COMPANY	PV 170402	10/13/2016	12:00:00 AM	2677	010-00000-0-00000-81000-55000-0	\$985.90
13333	VERIZON WIRELESS	PV 170380	9/19/2016	12:00:00 AM	9772291511	010-00000-0-00000-81000-59000-0	\$504.50
GENERAL FUND TOTAL EXPENDITURES UP TO OCTOBER 14, 2016							\$117,936.94
13354	CALIFORNIA DEPT. OF EDUCATION	PV 170329	7/13/2016	12:00:00 AM	16 SF-D1344	130-53100-0-00000-37000-47000-0	\$34.23
14246	FRESNO PRODUCE INC	PV 170330	9/27/2016	12:00:00 AM	830990	130-53100-0-00000-37000-47000-0	\$91.50
14246	FRESNO PRODUCE INC	PV 170331	9/26/2016	12:00:00 AM	833506	130-53100-0-00000-37000-47000-0	\$956.96
14246	FRESNO PRODUCE INC	PV 170332	9/21/2016	12:00:00 AM	833150	130-53100-0-00000-37000-47000-0	\$215.23
14246	FRESNO PRODUCE INC	PV 170333	9/19/2016	12:00:00 AM	830989	130-53100-0-00000-37000-47000-0	\$356.33
14246	FRESNO PRODUCE INC	PV 170334	9/19/2016	12:00:00 AM	831760	130-53100-0-00000-37000-47000-0	\$510.68
14246	FRESNO PRODUCE INC	PV 170335	9/28/2016	12:00:00 AM	833809	130-53100-0-00000-37000-47000-0	\$74.25
13191	PRODUCERS	PV 170349	9/17/2016	12:00:00 AM	20820473	130-53100-0-00000-37000-47000-0	\$677.17
13191	PRODUCERS	PV 170350	9/24/2016	12:00:00 AM	20823280	130-53100-0-00000-37000-47000-0	\$609.83
13130	SYSCO FOOD SERVICES	PV 170365	9/27/2016	12:00:00 AM	609271025	130-53100-0-00000-37000-47000-0	\$5,343.23
13130	SYSCO FOOD SERVICES	PV 170366	9/29/2016	12:00:00 AM	604120236	130-53100-0-00000-37000-47000-0	\$934.70
12324	TULE TRASH COMPANY	PV 170403	10/13/2016	12:00:00 AM	4585	130-53100-0-00000-81000-55000-0	\$702.12
14249	ZEE MEDICAL SULLIVAN CO	PV 170314	9/21/2016	12:00:00 AM	66604605	130-53100-0-00000-37000-43000-0	\$249.48
CAFETERIA FUND TOTAL EXPENDITURES UP TO OCTOBER 14, 2016							\$10,755.71
13354	CALIFORNIA DEPT. OF EDUCATION	PV 170323	9/7/2016	12:00:00 AM	C-057118	210-99900-0-00000-85000-62000-0	\$1,260.00
13354	CALIFORNIA DEPT. OF EDUCATION	PV 170324	9/7/2016	12:00:00 AM	C-057101	210-99900-0-00000-85000-62000-0	\$3,010.00
BUILDING FUND TOTAL EXPENDITURES UP TO OCTOBER 14, 2016							\$4,270.00

Total Entered

Total District Payment Amount: \$132,962.65

Total Accounts Payable: \$132,962.65

5. FINANCE: Action items:

5.2 Budget Revisions

Budget Revision Report

Control Number: 102441651

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 0100 General Fund Revenues			
010-40350-0-00000-00000-82900-0	\$30,000.00	\$876.00	\$30,876.00
Federal Revenues	\$30,000.00	\$876.00	\$30,876.00
Total Revenues	\$30,000.00	\$876.00	\$30,876.00
Expenditures			
010-00000-0-11100-10000-11000-0	\$1,700,000.00	\$89,024.00	\$1,789,024.00
Certificated Salaries	\$1,700,000.00	\$89,024.00	\$1,789,024.00
010-00000-0-00000-27000-24000-0	\$71,000.00	\$10,000.00	\$81,000.00
010-00000-0-00000-72000-23000-0	\$79,329.00	\$10,000.00	\$89,329.00
010-00000-0-11100-24900-22000-0	\$27,663.00	\$6,613.00	\$34,276.00
Classified Salaries	\$177,992.00	\$26,613.00	\$204,605.00
010-00000-0-00000-27000-32020-0	\$9,800.00	\$5,270.00	\$15,070.00
010-00000-0-00000-72000-32020-0	\$10,000.00	\$5,000.00	\$15,000.00
010-00000-0-11100-10000-31010-0	\$207,000.00	\$15,760.00	\$222,760.00
Employee Benefits	\$226,800.00	\$26,030.00	\$252,830.00
010-40350-0-11100-21300-58000-0	\$12,470.00	\$876.00	\$13,346.00
Services, Other Operating Expenses	\$12,470.00	\$876.00	\$13,346.00
Total Expenditures	\$2,117,262.00	\$142,543.00	\$2,259,805.00

Budget Revision Report

Control Number: 102441651

Account Classification	Approved / Revised	Change Amount	Proposed Budget
------------------------	--------------------	---------------	-----------------

Budgeted Unappropriated Fund Balance before this adjustment:

\$2,496,958.77

Total Adjustment to Unappropriated Fund Balance:

(\$141,667.00)

Budgeted Unappropriated Fund Balance after this adjustment:

\$2,355,291.77

Budget Revision Report

Control Number: 102441651

Account Classification	Approved / Revised	Change Amount	Proposed Budget
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At a meeting of the school board on _____, the
board approved the above budget account lines change to those
amounts indicated in the proposed budget column.

Authorized by: _____
(County Office Use Only)
Updated at County Office on ____/____/____ by _____

6. INFORMATION: (Verbal Reports & presentations)

**6.1 MOT--FOOD SERVICE—PROJECTS.
CBEDS Count**

K-5 Tipton Elementary School

10/25/2016

2016-2017

SCHOOL ENROLLMENT by GRADE and ETHNICITY

Page 1

Grade Level	Male								Female							TOTALS	
	American Indian or Alaskan Native	Asian	Pacific Islander	Filipino	Hispanic or Latino	African American not Hispanic	White, not Hispanic	Multiple or no response	American Indian or Alaskan Native	Asian	Pacific Islander	Filipino	Hispanic or Latino	African American not Hispanic	White, not Hispanic		Multiple or no response
Transitional Kinderg	-	-	-	-	-	-	-	11	-	-	-	-	-	-	-	10	21
Kindergarten	-	-	-	-	-	-	-	28	-	-	-	-	-	-	-	34	62
First Grade	-	-	-	-	-	-	-	31	-	-	-	-	-	-	-	27	58
Second Grade	-	-	-	-	-	-	-	39	-	-	-	-	-	-	-	37	76
Third Grade	-	-	-	-	4	-	-	20	-	-	-	-	8	-	-	24	56
Fourth Grade	-	-	-	-	14	-	2	4	-	-	-	-	19	-	-	8	47
Fifth Grade	-	1	-	-	27	-	1	11	-	-	-	-	26	-	3	7	76
TOTALS	-	1	-	-	45	-	3	144	-	-	-	-	53	-	3	147	396

6-8 Tipton Elementary School

10/25/2016

2016-2017

SCHOOL ENROLLMENT by GRADE and ETHNICITY

Page 1

Grade Level	Male								Female								TOTALS
	American Indian or Alaskan Native	Asian	Pacific Islander	Filipino	Hispanic or Latino	African American not Hispanic	White, not Hispanic	Multiple or no response	American Indian or Alaskan Native	Asian	Pacific Islander	Filipino	Hispanic or Latino	African American not Hispanic	White, not Hispanic	Multiple or no response	
Sixth Grade	-	-	-	-	22	-	1	11	-	-	-	-	16	-	3	7	60
Seventh Grade	-	-	-	-	24	-	-	8	-	-	-	-	22	-	2	4	60
Eighth Grade	-	-	-	-	14	-	2	12	-	-	-	-	22	-	2	2	54
TOTALS	-	-	-	-	60	-	3	31	-	-	-	-	60	-	7	13	174

7. Any Other Business-

7.1 Quarterly Board Policy Updates – Informational

COMPREHENSIVE SAFETY PLAN

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 1312.3 - Uniform Complaint Procedures)*
- (cf. 3515 - Campus Security)*
- (cf. 3515.2 - Disruptions)*
- (cf. 3515.3 - District Police/Security Department)*
- (cf. 3515.7 - Firearms on School Grounds)*
- (cf. 5131 - Conduct)*
- (cf. 5131.2 - Bullying)*
- (cf. 5131.4 - Student Disturbances)*
- (cf. 5131.7 - Weapons and Dangerous Instruments)*
- (cf. 5136 - Gangs)*
- (cf. 5137 - Positive School Climate)*
- (cf. 5138 - Conflict Resolution/Peer Mediation)*
- (cf. 5144 - Discipline)*
- (cf. 5144.1 - Suspension and Expulsion/Due Process)*
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*
- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*
- (cf. 5145.9 - Hate-Motivated Behavior)*

The Superintendent or designee shall oversee the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

COMPREHENSIVE SAFETY PLAN (continued)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

(cf. 0500 - Accountability)
(cf. 9320 - Meetings and Notices)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Legal Reference: (see next page)

COMPREHENSIVE SAFETY PLAN (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article I, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

Management Resources continued: (see next page)

COMPREHENSIVE SAFETY PLAN (continued)

Management Resources: (continued)

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lss>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

U.S. Secret Service, National Threat Assessment Center: <http://www.secretservice.gov/protection/ntac>

COMPREHENSIVE SAFETY PLAN

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement in the writing and development of the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

COMPREHENSIVE SAFETY PLAN (continued)

4. A representative of each teacher organization at the school

(cf. 4140/4240/4340 - Bargaining Units)

5. A representative of the school's student body government

6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations

2. Local civic leaders

3. Local business organizations

(cf. 1700 - Relations Between Private Industry and the Schools)

Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

- a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

COMPREHENSIVE SAFETY PLAN (continued)

- b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.3 - Earthquake Emergency Procedure System)

- c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)
(cf. 3516.1 - Fire Drills and Fires)
(cf. 3516.2 - Bomb Threats)
(cf. 3516.5 - Emergency Schedules)
(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

COMPREHENSIVE SAFETY PLAN (continued)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

Among the strategies for providing a safe environment, the school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

(cf. 1020 - Youth Services)

7. District policy related to possession of firearms and ammunition on school grounds

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 3530 - Risk Management/Insurance)
(cf. 5112.5 - Open/Closed Campus)
(cf. 5131.5 - Vandalism and Graffiti)

COMPREHENSIVE SAFETY PLAN (continued)

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:
 - a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
 - b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
 - c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

(cf. 5141.52 - Suicide Prevention)

13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

(cf. 3515.2 - Disruptions)

14. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure

COMPREHENSIVE SAFETY PLAN (continued)

- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

(cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)

TITLE I PROGRAM IMPROVEMENT SCHOOLS

The Governing Board is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the district shall provide support and assistance to increase student achievement in any school that receives federal Title I funding and has been identified by the California Department of Education as a program improvement (PI) school.

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that school improvement strategies developed for any PI school are coordinated, aligned, and effectively implemented in accordance with administrative regulation and the Board-approved school improvement plan.

(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 6179 - Supplemental Instruction)

As necessary, the Board shall determine corrective actions for schools in Year 3 of PI and/or restructuring options for schools in Year 4 of PI or beyond.

Whenever a school is identified for Year 4 PI but is not identified as a "persistently lowest achieving school" pursuant to Education Code 53201, the parents/guardians of students attending that school may petition the Board to implement an intervention for the purpose of improving academic achievement or student safety, provided that the state limit on the number of such schools has not yet been reached. To be considered by the Board, the petition shall contain all required content and signatures and specify one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as described in 5 CCR 4803-4807. The district shall implement the option requested by the parents/guardians unless, at a regularly scheduled public hearing, the Board makes a finding in writing stating the reason it cannot implement the recommended option and instead designates one of the other options to be implemented. (Education Code 53300-53303; 5 CCR 4800-4808)

Program Evaluation

The Superintendent or designee shall develop an annual report card that includes the information specified in 20 USC 6311 for each district school and for the district as a whole. The required information may be incorporated into each school's school accountability report card. (20 USC 6311)

(cf. 0510 - School Accountability Report Card)
(cf. 6190 - Evaluation of the Instructional Program)

TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

The report card shall be concise, presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. It shall be made accessible to the public on the district's web site. (20 USC 6311)

(cf. 1113 - District and School Web Sites)

As necessary based on the results of this evaluation, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

Legal Reference:

EDUCATION CODE

35256 School accountability report card

53200-53203 Persistently lowest achieving schools

53300-53303 Parent Empowerment Act

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

11992-11994 Persistently dangerous schools, definition

4800-4808 Parent Empowerment petitions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

6301 Title I program purpose

6311 State plan; state and local educational agency report cards

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Persistently dangerous schools

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

200.49-200.51 State responsibilities

200.52-200.53 District improvement

Management Resources: (see next page)

TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

FEDERAL REGISTER

Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages 64436-64513

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

WEB SITES

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

California Department of Education, Program Improvement:

<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

U.S. Department of Education: <http://www.ed.gov>

TITLE I PROGRAM IMPROVEMENT SCHOOLS

Year 1 Program Improvement

For any district school in its first year of program improvement (PI), the Superintendent or designee shall implement a school improvement plan that was approved by the Governing Board.

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the school receives technical assistance from the district, California Department of Education (CDE), an institution of higher education, a private organization, an educational service agency, or another entity with experience in helping schools improve academic achievement, including assistance in:

1. Analyzing data from state assessments and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school plan
2. Identifying and implementing professional development, instructional strategies, and methods of instruction that are derived from scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for PI
3. Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and remove the school from PI status

(cf. 3100 - Budget)

Year 2 Program Improvement

For any district school in its second year of PI, the Superintendent or designee shall continue to implement the school improvement plan and to provide for technical assistance in accordance with the section "Year 1 Program Improvement" above.

In addition, the Superintendent or designee shall arrange for the provision of alternative supports to eligible students from low-income families, as described below in the section "Alternative Supports."

Year 3 Program Improvement: Corrective Action

After the second full school year after identification for PI, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as the corrective action(s) determined by the Board, which may include:

TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

1. Replacing school staff relevant to the failure

(cf. 4113 - Assignment)

(cf. 4114 - Transfers)

(cf. 4314 - Transfers)

2. Implementing a new curriculum and related professional development

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

3. Significantly decreasing management authority at the school level

4. Appointing an outside expert to advise the school

5. Extending the school year or school day for the school

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

6. Restructuring the internal organization of the school

Year 4 Program Improvement and Beyond: Restructuring

For any school in Year 4 of PI or beyond, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as one of the following options for alternative governance and restructuring, as determined by the Board:

1. Reopening the school as a charter school

2. Replacing all or most of the school staff relevant to the failure

3. Entering into a contract with an entity with a demonstrated record of effectiveness to operate the school

4. Turning the operation of the school over to the CDE

5. Instituting any other major restructuring of the school's governance arrangements that makes fundamental reforms

TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

Alternative Supports

In any school identified for Year 2 PI or beyond, eligible students from low-income families shall be offered district-selected alternative supports designed to improve their academic achievement. Alternative supports may include, but are not limited to, any of the following:

1. Academic support offered during school hours, before school, after school, during intercession, and/or during summer learning programs

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

2. Small group instruction and/or pull-out interventions offered during the regular school day
3. Interventions offered during After School Education and Safety or 21st Century Community Learning Center programs
4. High quality academic tutoring
5. Provision of supplemental materials that support alternative support services
6. Provision of a crisis, intervention, and/or academic counselor to meet with eligible students
7. Services and programs that remove barriers to promote academic achievement of eligible students

The types of alternative supports and the criteria used to identify eligible students may be included in the district's local control and accountability plan and shall be consistent and aligned with local priorities.

(cf. 0460 - Local Control and Accountability Plan)

If the district contracts with outside entities or community partners to provide alternative supports to eligible students, the Superintendent or designee shall ensure that no electronic device or other items of value are given, retained, or used as an incentive or achievement award and that funds are expended only on direct services to eligible students.

TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

The district shall set aside a reasonable amount of Title I, Part A funds for alternative supports. Whenever the district does not have sufficient funds to serve all eligible students, it may give priority to the lowest achieving PI schools or the lowest achieving eligible students attending a PI school. The Superintendent or designee may identify the lowest achieving eligible students based on assessment scores, grades, teacher evaluations, or another locally defined measure.

TITLE I PROGRAM IMPROVEMENT DISTRICTS

The Governing Board desires to continuously improve educational programs and district operations to enable all students to achieve proficiency. The Superintendent or designee shall ensure the implementation and coordination of all district improvement plans and shall annually report to the Board regarding the district's performance in making progress toward student achievement standards.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6011 - Academic Standards)

(cf. 6162.51 - State Academic Achievement Tests)

The district shall implement all actions required for Title I program improvement (PI) as required by law and the California Department of Education (CDE).

The development of district improvement strategies shall be based upon the results of a self-assessment conducted with state program assessment tools that identify specific problems contributing to low student achievement.

Each year that the district is in PI status, it shall:

1. Review the Title I local educational agency (LEA) plan and, as needed, revise the plan. Revisions may be made in an addendum to the existing plan. The revised LEA plan or plan addendum shall be approved by the Board and electronically submitted to the CDE.

(cf. 6171 - Title I Programs)

2. Reserve and spend at least 10 percent of its Title I, Part A allocation to provide high-quality professional development for instructional staff

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

In addition, during Year 3 of PI or beyond, the Board shall cooperate with the Superintendent of Public Instruction and the State Board of Education (SBE) in the identification and implementation of appropriate corrective actions. As applicable, the district shall implement the recommendations of the district assistance and intervention team (DAIT) that has been assigned to assist the district pursuant to Education Code 52055.57.

The Superintendent or designee shall submit to the CDE an annual report regarding the district's evidence of progress, including a summary description of the district's progress toward implementing the strategies in the LEA plan, an analysis of the district's progress toward student achievement goals in the LEA plan based on state or local assessment data, and documentation that the Board has been notified of the report.

TITLE I PROGRAM IMPROVEMENT DISTRICTS (continued)

In the event that the district is required to appear before the SBE within Year 3 of PI to review the district's progress, the Superintendent or designee, the DAIT, and/or the County Superintendent of Schools shall provide testimony and written data sufficient for the SBE to determine whether an alternative corrective action is needed. (Education Code 52055.57)

Legal Reference:

EDUCATION CODE

52055.57-52055.59 *Districts identified or at risk of identification for program improvement*

52059 *Statewide system of school support*

UNITED STATES CODE, TITLE 20

6301 *Title I program purpose*

6311 *State plan*

6312 *Local educational agency plan*

6321 *Fiscal responsibilities*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

Local Educational Agency Program Improvement Plan Addendum Template, rev. April 2016

WEB SITES

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

California Department of Education, Program Improvement:

<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

U.S. Department of Education: <http://www.ed.gov>

TOBACCO-FREE SCHOOLS

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)
(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 5030 - Student Wellness)
(cf. 5131.62 - Tobacco)
(cf. 5141.23 - Asthma Management)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)
(cf. 1330.1 - Joint Use Agreements)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

TOBACCO-FREE SCHOOLS (continued)

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

*Legal Reference:*EDUCATION CODE48900 *Grounds for suspension/expulsion*48901 *Prohibition against tobacco use by students*BUSINESS AND PROFESSIONS CODE22950.5 *Stop Tobacco Access to Kids Enforcement Act; definitions*HEALTH AND SAFETY CODE39002 *Control of air pollution from nonvehicular sources*104350-104495 *Tobacco use prevention, especially:*104495 *Prohibition of smoking and tobacco waste on playgrounds*104559 *Tobacco use prohibition*119405 *Unlawful to sell or furnish electronic cigarettes to minors*LABOR CODE3300 *Employer, definition*6304 *Safe and healthful workplace*6404.5 *Occupational safety and health; use of tobacco products*UNITED STATES CODE, TITLE 206083 *Nonsmoking policy for children's services*7111-7122 *Student Support and Academic Enrichment Grants*CODE OF FEDERAL REGULATIONS, TITLE 211140.1-1140.34 *Unlawful sale of cigarettes and smokeless tobacco to minors*PUBLIC EMPLOYMENT AND RELATIONS BOARD RULINGS*Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)**CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)**Management Resources:*WEB SITES*California Department of Education, Alcohol, Tobacco and Other Drug Prevention:**<http://www.cde.ca.gov/ls/he/at>**California Department of Education, Tobacco-Free School District Certification:**<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>**California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>**Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>**U.S. Environmental Protection Agency: <http://www.epa.gov>*

TOBACCO-FREE SCHOOLS

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 - District and School Web Sites)

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)

TOBACCO-FREE SCHOOLS (continued)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM

Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may work with the California Governor's Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)

4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.
5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

(cf. 3543 - Transportation Safety and Emergencies)

Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)

4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

(cf. 1112 - Media Relations)

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Management Resources:

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

WEB SITES

American Red Cross: <http://www.redcross.org>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency: <http://www.fema.gov/hazards/earthquakes>

National Incident Management System: <http://www.fema.gov/emergency/nims>

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
July 2016

FREE AND REDUCED PRICE MEALS

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

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

(cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

(cf. 5125 - Student Records)

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the following purposes: (Education Code 49558)

FREE AND REDUCED PRICE MEALS (continued)

1. Disaggregation of academic achievement data

(cf. 6162.51 - State Academic Achievement Tests)

2. Identification of students eligible for alternative supports in any school identified as a Title I program improvement school

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. 5141.6 - School Health Services)

Legal Reference: (see next page)

FREE AND REDUCED PRICE MEALS (continued)

Legal Reference:

EDUCATION CODE

48980 *Notice at beginning of term*

49430-49434 *Pupil Nutrition, Health, and Achievement Act of 2001*

49490-49494 *School breakfast and lunch programs*

49500-49505 *School meals*

49510-49520 *Nutrition*

49530-49536 *Child Nutrition Act of 1974*

49547-49548.3 *Comprehensive nutrition service*

49550-49562 *Meals for needy students*

CODE OF REGULATIONS, TITLE 5

15510 *Mandatory meals for needy students*

15530-15535 *Nutrition education*

15550-15565 *School lunch and breakfast programs*

UNITED STATES CODE, TITLE 20

1232g *Federal Educational Rights and Privacy Act*

6301-6514 *Title I programs*

UNITED STATES CODE, TITLE 42

1751-1769j *School lunch program*

1771-1791 *Child nutrition, especially:*

1773 *School breakfast program*

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 *National School Lunch Program*

220.10-220.21 *National School Breakfast Program*

245.1-245.13 *Determination of eligibility for free and reduced-price meals and free milk*

WELFARE AND INSTITUTIONS CODE

14005.41 *Basic health care*

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

Management Resources continued: (see next page)

FREE AND REDUCED PRICE MEALS (continued)

Management Resources: (continued)

WEB SITES

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

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

FREE AND REDUCED PRICE MEALS

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3552 - Summer Meal Program)

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

(cf. 5145.6 - Parental Notifications)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6175 - Migrant Education Program)

FREE AND REDUCED PRICE MEALS (continued)**Verification of Eligibility**

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data or for the identification of students who are eligible for alternative supports in a Title I program improvement school:

Projects Director
(title or position)

FREE AND REDUCED PRICE MEALS (continued)

In using the records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program are maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meals program is not publicly released.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

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

(cf. 3555 - Nutrition Program Compliance)

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

FREE AND REDUCED PRICE MEALS (continued)

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

NUTRITION PROGRAM COMPLIANCE

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her on any basis prohibited by law.

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

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5030 - Student Wellness)

Coordinator

The Board designates the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the district's civil rights coordinator to ensure compliance with the laws governing its nutrition programs and to investigate any related complaints.

The responsibilities of the compliance officer/coordinator include, but are not limited to:

1. Providing the name of the civil rights coordinator, Section 504 coordinator, and Title IX coordinator, if different from the civil rights coordinator, to the California Department of Education and other interested parties

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

2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs

(cf. 6159 - Individualized Education Program)

4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants

NUTRITION PROGRAM COMPLIANCE (continued)

5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below
6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency
7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities
8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log and working with the appropriate person to resolve any complaint
10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

(cf. 5022 - Students and Family Privacy Rights)

(cf. 5125 - Student Records)

Notifications

The U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service shall be displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be filed anonymously or by a third party.

(cf. 5145.6 - Parental Notifications)

NUTRITION PROGRAM COMPLIANCE (continued)

In addition, all forms of communication available to the public regarding program availability shall contain, in a prominent location, the following statement:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

NUTRITION PROGRAM COMPLIANCE (continued)

A short version of the nondiscrimination statement, stating "This institution is an equal opportunity provider," may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints

Any complaint concerning the district's nutrition programs shall be investigated using the process identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When a complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 4503, Sacramento, CA 95814-2342 or call (916) 323-8531 or (800) 952-5609
2. U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email program.intake.usda.gov.

Legal Reference: (see next page)

NUTRITION PROGRAM COMPLIANCE (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

PENAL CODE

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

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

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.23 National School Lunch Program, district responsibilities

215.7 Special Milk Program, requirements for participation

215.14 Special Milk Program, nondiscrimination

220.7 School Breakfast Program, requirements for participation

225.3 Summer Food Service Program, administration

225.7 Summer Food Service Program, program monitoring

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources: (see next page)

NUTRITION PROGRAM COMPLIANCE (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, rev. November 2015

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE PUBLICATIONS

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

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

Notice of Non-Discrimination, August 2010

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>

U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

CERTIFICATION

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching English Language Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4113 - Assignment)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

CERTIFICATION (continued)

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily complete the requirements for the advanced certification awarded by the National Board for Professional Teaching Standards.

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with the collective bargaining agreement and the district budget, the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program.

(cf. 4161.3 - Professional Leaves)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction

CERTIFICATION (continued)

2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of his/her certification

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Legal Reference: (see next page)

CERTIFICATION (continued)

Legal Reference:

EDUCATION CODE

8360-8370 *Qualifications of child care personnel*

32340-32341 *Unlawful issuance of a credential*

35186 *Complaints regarding teacher vacancy or misassignment*

44066 *Limitations on certification requirements*

44200-44399.1 *Teacher credentialing, especially:*

44250-44277 *Credential types; minimum requirements*

44300-44302 *Emergency permit*

44325-44328 *District interns*

44330-44355 *Certificates and credentials*

44420-44440 *Revocation and suspension of credentials*

44450-44468 *University intern program*

44830-44929 *Employment of certificated persons; requirement of proficiency in basic skills*

56060-56063 *Substitute teachers in special education*

CODE OF REGULATIONS, TITLE 5

80001-80674.6 *Commission on Teacher Credentialing*

UNITED STATES CODE, TITLE 20

6312 *Title I local educational agency plans; notifications regarding teacher qualifications*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.61 *Parent notification regarding teacher qualifications*

COURT DECISIONS

Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-667 *Basic Skills Requirement*

CL-856 *Provisional Internship Permit*

CL 858 *Short-Term Staff Permit*

13-01 *Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013*

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

California Standards for the Teaching Profession, 2009

The Administrator's Assignment Manual, rev. September 2007

WEB SITES

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Commission on Teacher Credentialing, *Credential Information Guide (for employers' use only)*:
<http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

U.S. Department of Education: <http://www.ed.gov>

All Personnel

E 4112.9(a)

4212.9

EMPLOYEE NOTIFICATIONS

4312.9

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950; 2 CCR 11023	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
To all employees, prior to implementing alternative schedule	Education Code 46162	AR 6112	Public hearing on alternative schedule
Annually to all employees	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually to all employees	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
Electronically to all employees, no more than twice per school year per child needing medication	Education Code 49414.7	AR 5141.21	Request for volunteers to administer emergency antiseizure medication; training to be provided
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

E 4112.9(b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of disaster service workers
To all employees	Government Code 8355; 41 USC 8102	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees, or more frequently if there is new information	Health and Safety Code 120875, 120880	AR 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	BP 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

E 4112.9(c)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees via employee handbook, or to each new employee	2 CCR 11096; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees and job applicants	34 CFR 104.8, 106.9	BP 0410 BP 4030	District's policy on nondiscrimination and related complaint procedures
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation

E 4112.9(d)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated employees upon employment, and to nonpermanent employees in July of each school year	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employees in district with ADA of 250 or more by March 15 of employee's second consecutive year of employment	Education Code 44929.21	AR 4117.6	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing

E 4112.9(e)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
III. To Classified Employees			
To classified employee charged with mandatory leave of absence offense, in merit system district	Education Code 44940.5	AR 4218	Notice of intent to dismiss in 30 days
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, procedures, and employee rights
To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights

E 4112.9(f)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
To classified employees upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.601	BP 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
IV. To Administrative/Supervisory Personnel			
To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year

E 4112.9(g)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances			
In the event of a breach of security of district records, to affected employees	Civil Code 1798.21	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	BP 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204, 5193	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

E 4112.9(h)
 4212.9
 4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

ASSIGNMENT

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, professional experience, and aptitude qualify them.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. 4141/4241 - Collective Bargaining Agreement)

Assignment to Courses/Classes

The Superintendent or designee shall assign teachers to courses based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare him/her to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may assign a teacher, with his/her consent, to a position outside his/her credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2, and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 - District Records)

The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or CTC, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

ASSIGNMENT (continued)

Equitable Distribution of Qualified Teachers

The Superintendent or designee shall ensure that highly qualified and experienced teachers are equitably distributed among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. He/she shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

(cf. 0520.2 - Title I Program Improvement Schools)

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 4111 - Recruitment and Selection)

(cf. 4114 - Transfers)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

(cf. 6171 - Title I Programs)

Legal Reference: (see next page)

ASSIGNMENT (continued)

Legal Reference:

EDUCATION CODE

33126 *School accountability report card*
35035 *Additional powers and duties of superintendent*
35186 *Complaint process*
37616 *Assignment of teachers to year-round schools*
44225.6 *Commission report to the legislature re: teachers*
44250-44277 *Credentials and assignments of teachers*
44314 *Subject matter programs, approved subjects*
44824 *Assignment of teachers to weekend classes*
44955 *Reduction in number of employees*

GOVERNMENT CODE

3543.2 *Scope of representation*

CODE OF REGULATIONS, TITLE 5

80003-80005 *Credential authorizations*
80020-80020.5 *Additional assignment authorizations*
80335 *Performance of unauthorized professional services*
80339-80339.6 *Unauthorized certificated employee assignment*

UNITED STATES CODE, TITLE 20

6311 *State plan*
6312 *Local educational agency plans*
6601-6651 *Teacher and Principal Training and Recruiting Fund*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California State Plan to Ensure Equitable Access to Excellent Educators
Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Administrator's Assignment Manual - Updates and Revisions, May 2014
The Administrator's Assignment Manual, rev. September 2007

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006

WEB SITES

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

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

EVALUATION/SUPERVISION

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4112.9 - Employee Notifications)

Frequency of Evaluations

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Decision Not to Rehire)

Each certificated employee with permanent status shall be evaluated and assessed at least every other year. If the employee receives an unsatisfactory evaluation, he/she shall be annually evaluated until he/she achieves a positive evaluation or is separated from the district. (Education Code 44664)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

Alternatively, a permanent employee who has been employed by the district at least 10 years and who was rated in his/her previous evaluation as meeting or exceeding standards shall be evaluated at least every three years, if he/she and the evaluator so agree. Either the evaluator or the employee may withdraw consent for the alternative schedule at any time. (Education Code 44664)

Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

EVALUATION/SUPERVISION (continued)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

Qualifications of Evaluators

The Superintendent or designee shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. He/she shall ensure that the evaluator:

1. Possesses a valid administrative credential
2. Is competent in the instructional methodologies used by the teachers being evaluated
3. Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Is familiar with district curriculum priorities and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation, and staff development

TEACHER AIDES/PARAPROFESSIONALS

Qualifications

No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for local high school seniors pursuant to Education Code 51220(a) and (f). (Education Code 45330, 45344.5, 45361.5)

A paraprofessional who has passed a proficiency test in another district and was employed in the same capacity shall be considered to have met the district's proficiency standards, unless the district determines that the other district's test is not comparable. (Education Code 45344.5, 45361.5)

Duties

A paraprofessional shall perform only such duties as, in the judgment of the certificated personnel to whom the paraprofessional is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45330)

(cf. 4112.2 - Certification)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6171 - Title I Programs)

Instructional aides need not perform their duties only in the physical presence of the teacher, but the teacher shall retain responsibility for the instruction and supervision of the students in his/her charge. (Education Code 45344)

Parental Notification

At the beginning of each school year, parents/guardians shall be notified that they may request information regarding whether their child is provided services by a paraprofessional and, if so, the paraprofessional's qualifications. (20 USC 6312)

(cf. 5145.6 - Parental Notifications)

INTRADISTRICT OPEN ENROLLMENT

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

(cf. 5117 - Interdistrict Attendance)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment Act list (Education Code 48354)

(cf. 5118 - Open Enrollment Act Transfers)

2. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous" (20 USC 7912; 5 CCR 11992)

(cf. 0450 - Comprehensive Safety Plan)

3. Any student who is a victim of a violent crime while on school grounds (20 USC 7912)
4. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

INTRADISTRICT OPEN ENROLLMENT (continued)

- a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official, social worker, or a properly licensed or registered professional such as a psychiatrist, psychologist, or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
5. Any sibling of a student already in attendance in that school
 6. Any student whose parent/guardian is assigned to that school as his/her primary place of employment

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between May 1st thru June 30th of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

Transportation

Except as required for students who transferred out of a Title I program improvement school, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

Legal Reference: (see next page)

INTRADISTRICT OPEN ENROLLMENT (continued)

Legal Reference:

EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48980 Notice at beginning of term

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

UNITED STATES CODE, TITLE 20

6311 State plans

7912 Transfers from persistently dangerous schools

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Public School Choice FAQs

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

Unsafe School Choice Option, May 2004

WEB SITES

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

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

U.S. Department of Education: <http://www.ed.gov>

INTRADISTRICT OPEN ENROLLMENT**Transfers for Victims of a Violent Criminal Offense**

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

Transfers from a "Persistently Dangerous" School

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," the Superintendent or designee shall provide parents/guardians of students attending the school with the following notifications:

1. Within 10 days of receipt of the notification from CDE, notice of the school's designation
2. Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child

(cf. 0450 - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide a written request to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students whose parents/guardians accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

INTRADISTRICT OPEN ENROLLMENT (continued)

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

(cf. 5117 - Interdistrict Attendance)

Other Intradistrict Open Enrollment

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.
2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
4. Approved applicants must confirm their enrollment within 10 school days.

Any student who, prior to the 2016-17 school year, was granted a transfer out of a Title I school that had been identified for program improvement shall be allowed to remain in the school of enrollment until he/she completes the highest grade offered at that school.

(cf. 0520.2 - Title I Program Improvement Schools)

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission but may be subject to displacement due to excessive enrollment.

INTRADISTRICT OPEN ENROLLMENT (continued)

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

(cf. 5118 - Open Enrollment Act Transfers)

2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by the CDE

(cf. 5145.6 - Parental Notifications)

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's academic performance.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

The Superintendent or designee shall establish a uniform grading system that shall be applied to all students in that course and grade level. Teachers shall inform students and parents/guardians how academic performance will be evaluated in the classroom.

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

A teacher shall base a student's grades solely on the quality of the student's academic work and his/her mastery of course content based on district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods, including, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. Other elements that are not a direct measure of knowledge and understanding of course content, such as attendance, effort, student conduct, and work habits, shall not be factored into the academic grade but may be reported separately.

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)

Whenever a student misses an assignment or assessment due to either an excused or unexcused absence, he/she shall be given full credit for subsequent satisfactory completion of the assignment or assessment.

(cf. 6154 - Homework/Makeup Work)

Students in grades K-3 shall receive progress reports at the end of each grading period rather than letter grades.

At all grade levels, report cards may include reports of student progress on specific academic standards applicable to the course and grade level.

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

(cf. 5125 - Student Records)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

A grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066)

(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point average (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, International Baccalaureate, honors, and/or concurrent postsecondary courses.

(cf. 6141.4 - International Baccalaureate Program)
(cf. 6141.5 - Advanced Placement)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

Legal Reference: (see next page)

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

Legal Reference:

EDUCATION CODE

48070 *Promotion and retention*

48205 *Excused absences*

48800-48802 *Enrollment of gifted students in community college*

48904-48904.3 *Withholding grades, diplomas, or transcripts*

49066 *Grades; finalization; physical education class*

49067 *Mandated regulations regarding student's achievement*

49069.5 *Students in foster care, grades and credits*

51242 *Exemption from physical education based on participation in interscholastic athletics*

69432.9 *Cal Grant program; notification of grade point average*

76000-76002 *Enrollment in community college*

CODE OF REGULATIONS, TITLE 5

10060 *Criteria for reporting physical education achievement, high schools*

30008 *Definition of high school grade point average for student aid eligibility*

UNITED STATES CODE, TITLE 20

1232g *Family Education Rights and Privacy Act (FERPA)*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy Act*

COURT DECISIONS

Owasso Independent School District v. Falvo, (2002) 534 U.S. 426

Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1

Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179 Cal.App.3d 593

Management Resources:

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Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE

Report Cards and Transcripts for Students with Disabilities, October 17, 2008

WEB SITES

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

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

California Student Aid Commission: <http://www.csac.ca.gov>

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

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The Superintendent or designee shall inform teachers of the district's policy regarding grading, including expectations that grades shall be based on factors that directly measure students' knowledge and skills in the content area and shall not include nonacademic factors.

Report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

(cf. 6020 - Parent Involvement)

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

(cf. 5123 - Promotion/Acceleration/Retention)

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

(cf. 5125 - Student Records)

(cf. 6146.1 - High School Graduation Requirements)

Grades for Academic Performance

For grades Kindergarten, students' level of progress for each grading period shall be reported as follows:

- 4 Meets with Proficiency
- 3 Progressing at Grade Level
- 2 Progressing Below Grade Level
- 1 At Risk

For grades 1-8, grades for academic performance shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

An Incomplete shall be given only when a student's work is not finished by the end of the grading period because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Because of the more rigorous nature of Advanced Placement, International Baccalaureate, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education and Activity)

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided a teacher credentialed to teach physical education supervises this participation and assigns the grade.

(cf. 6145.2 - Athletic Competition)

Grades for College Courses

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college.

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)**Grades for Citizenship and Work Habits**

Any grades assigned for citizenship or work habits, such as effort or study skills, shall be reported as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement

Pass/Fail Grading

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of a letter grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course.

Peer Grading

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average (GPA).

Withdrawal from Classes

A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Effect of Absences on Grades

Teachers who choose to withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians of such a possibility at the beginning of the school

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent for any reason specified in Education Code 49069.5.

(cf. 6173.1 - Education for Foster Youth)

Grade Point Average

The Superintendent or designee shall calculate each student's GPA using the grade point assigned to each letter grade in accordance with the scale described in the section "Grades for Academic Performance" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed. Pass/Fail grades shall not be included in the determination of a student's GPA.

(cf. 5126 - Awards for Achievement)
(cf. 6145 - Extracurricular and Cocurricular Activities)

When plus and minus designations are added to letter grades, they shall not be considered in determining GPA.

TOBACCO

The Governing Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them. The Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

(cf. 5141.23 - Asthma Management)

The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure consistent enforcement of district policies prohibiting student possession and use of tobacco products.

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

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

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

TOBACCO (continued)

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. (Education Code 48900)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Prevention Instruction

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Intervention/Cessation Services

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.2 - Guidance/Counseling Services)

Program Planning

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

(cf. 1220 - Citizen Advisory Councils)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

TOBACCO (continued)

The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Steroids)

The Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which is known to have received funding from the tobacco industry.

(cf. 1325 - Advertising and Promotion)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

(cf. 0500 - Accountability)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6162.8 - Research)

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

Legal Reference: (see next page)

TOBACCO (continued)

Legal Reference:

EDUCATION CODE

8900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 8 (2005)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

TUPE Acceptance of Funds Guidance

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000

WEST ED PUBLICATIONS

Guidebook for the California Healthy Kids Survey

WEB SITES

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

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.ca.gov/ls/he/at/tupe.asp>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention, Smoking and Tobacco Use: <http://www.cdc.gov/tobacco>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

INDEPENDENT STUDY

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel

(cf. 5112.3 - Student Leave of Absence)

5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement

(cf. 0420.4 - Charter School Authorization)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6181 - Alternative Schools/Programs of Choice)

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

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

INDEPENDENT STUDY (continued)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.1 - District Residency)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

(cf. 6200 - Adult Education)

INDEPENDENT STUDY (continued)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6184 - Continuation Education)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to the student
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate

INDEPENDENT STUDY (continued)

8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

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

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Course-Based Independent Study

The district shall offer a course-based independent study program for students in grades K-12 subject to the following requirements: (Education Code 51749.5)

1. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

(cf. 4112.2 - Certification)

2. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality as equivalent classroom-based courses and shall be aligned to all relevant local and state content standards. This certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.
3. Students enrolled in these courses shall meet the applicable age requirements established pursuant to Education Code 46300.1 and 46300.4 and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 48204, and 51747.3.
4. Teachers shall communicate with each student in person, by telephone, or by any other live visual or audio connection at least twice per calendar month to assess whether the student is making satisfactory educational progress. For this purpose, satisfactory educational progress includes, but is not limited to, applicable statewide

INDEPENDENT STUDY (continued)

accountability measures and the completion of assignments, examinations, or other indicators that the student is working on assignments, learning required concepts, and progressing toward successful completion of the course, as determined by the teacher providing instruction.

Written or computer-based evidence of satisfactory educational progress shall be retained for each course and student, including, at a minimum, a grade book or summary document that lists all assignments, examinations, and associated grades for each course.

If satisfactory educational progress is not being made, the teacher shall notify the student and, if the student is under age 18 years, his/her parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether he/she should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

(cf. 5125 - Student Records)

5. Examinations shall be administered by a proctor.
6. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

(cf. 6162.51 - State Academic Achievement Tests)

7. A student shall not be required to enroll in courses included in this program.
8. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
9. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

INDEPENDENT STUDY (continued)

10. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
11. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

(cf. 3260 - Fees and Charges)

12. A student shall not be prohibited from participating in independent study solely on the basis that he/she does not have the materials, equipment, or Internet access necessary to participate in the course.

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, his/her parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to this program
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources, including materials and personnel, that will be made available to the student
6. A statement that the student is not required to enroll in courses in this program
7. Signatures of the student, the student's parent/guardian if the student is under age 18 years, and all teachers providing instruction

INDEPENDENT STUDY (continued)

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator

INDEPENDENT STUDY (continued)

2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student

INDEPENDENT STUDY (continued)

8. Assessing student work and assigning grades or other approved measures of achievement

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

(cf. 3580 - District Records)

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
July 2016

CHILDREN WITH DISABILITIES ENROLLED BY THEIR PARENTS IN PRIVATE SCHOOL

Definitions

Parentally placed private school children with disabilities means children with disabilities who are voluntarily enrolled by their parents/guardians in a private school or facility within district boundaries, including children who are attending a private school or facility within district boundaries but who reside in another district or state. (34 CFR 300.130, 300.131)

Private school or facility means a private full-time day school, including a religious school, located within district boundaries, that has filed an affidavit with the California Department of Education pursuant to Education Code 33190 and is registered in the California Private School Directory.

Consultation with Private School Representatives

The Superintendent or designee shall consult with all private school representatives and representatives of parents/guardians of parentally placed private school children with disabilities during the design and development of equitable services for the children. In order to ensure a meaningful and timely consultation, the consultation shall include: (20 USC 1412(a)(3); 34 CFR 300.134; Education Code 56301)

1. The child find process and how parentally placed private school children suspected of having a disability can participate equitably
2. How parents/guardians, teachers, and private school officials will be informed of the child find process
3. The determination of the proportionate share of federal funds available to serve parentally placed private school children with disabilities and how this share is calculated
4. How the consultation process will operate throughout the school year to ensure that identified children can meaningfully participate in equitable services
5. How, where, and by whom equitable services will be provided including a discussion about the types of services, alternate service delivery mechanisms, how services will be apportioned if funds are insufficient to serve all of the identified children, and how and when those decisions will be made
6. In the event that the district and private school disagree on the provision of or the types of services, how the district will provide the private school officials with a written explanation of the reasons that the district chose to not provide the services

CHILDREN WITH DISABILITIES ENROLLED BY THEIR PARENTS IN PRIVATE SCHOOL (continued)

When meaningful and timely consultation has occurred, the district shall obtain a written affirmation signed by the representatives of participating private schools. If the private school representatives do not provide the affirmation within a reasonable period of time, the district shall forward documentation of the consultation process to the California Department of Education. (34 CFR 300.135; Education Code 56172)

After the consultation has occurred, the district shall ensure an annual count of the number of parentally placed children with disabilities attending private schools located within the district. This count shall be conducted between October 1 and December 1 each year and shall be used to determine the amount the district must spend on providing equitable services to the children in the subsequent fiscal year. (34 CFR 300.133)

Provision of Services

A child with a disability parentally placed in a private school has no individual right to receive some or all of the special education and related services that he/she would receive if enrolled in public school. Such a child may receive a different amount of services than students with disabilities in public schools. (34 CFR 300.137, 300.138)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

The district shall evaluate all identified parentally placed private school children with disabilities for purposes of considering them for equitable services. This evaluation shall be conducted in accordance with the timelines and procedures for evaluating public school students with disabilities pursuant to 34 CFR 300.300-300.311, including providing the parent/guardian with a copy of the procedural safeguards notice. (34 CFR 300.131, 300.504)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

In order to ensure that each child entitled to special education and related services from the district receives an offer of a free appropriate public education (FAPE), the district where the child resides shall develop an individualized education program (IEP) for each identified child who attends a private school located in the district and who resides in the district.

However, the district shall not develop an IEP if the parent/guardian makes clear his/her intention to keep the child enrolled in private school. In such situations, the district shall obtain written certification confirming the parent/guardian's intention to keep his/her child enrolled in private school, including the fact that he/she is not interested in the development of an IEP or the district's offer of FAPE. If the parent/guardian does not provide confirmation in writing, the district shall obtain oral confirmation of the parent/guardian's intention and confirm the conversation in writing.

CHILDREN WITH DISABILITIES ENROLLED BY THEIR PARENTS IN PRIVATE SCHOOL (continued)

If the child resides in a different district, then this district and the district of residence shall work together to ensure that the parent/guardian receives an offer of FAPE in accordance with law.

The district shall develop and implement an individual services plan (ISP) for each identified private school child with a disability that describes the equitable services that the district will provide, as agreed to by the district and private school representatives during the consultation process. (34 CFR 300.138)

The ISP shall be developed, reviewed, and revised consistent with 34 CFR 300.121-300.324. A representative of the private school shall be invited to attend each ISP team meeting. If the representative cannot attend the meeting, the district shall use other methods to ensure the representative's participation, including individual or conference calls. (34 CFR 300.137, 300.138)

(cf. 6159 - Individualized Education Program)

The district may provide services on the private school premises, including a religious school, to the extent consistent with law. The services shall be provided by personnel meeting the same standards as personnel providing services in the public school. The personnel shall either be district employees or contractors of the district. (34 CFR 300.138, 300.139)

The district shall offer transportation to the child if services are provided on a site other than the child's school and the ISP team determines that transportation is necessary for the child to benefit from or participate in the services provided in the ISP. Depending on the timing of the services, the district shall provide transportation from the child's school or home to the service site and from the service site to the child's school or home. (34 CFR 300.139)

The district may place equipment and supplies in a private school for the period of time necessary to provide the services pursuant to the ISP. All such equipment shall remain the property of the district and must be able to be removed without causing damage to the private school. The district shall remove the equipment when no longer required by the child, when the child no longer attends the private school, or when removal is necessary to prevent unauthorized use. (34 CFR 300.144)

SUPPLEMENTAL INSTRUCTION

The Governing Board recognizes that high-quality supplemental instruction can motivate and support students to attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs. Supplemental instruction shall be offered in accordance with law and may be used to assist the district in meeting its goals for student achievement.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6164.5 - Student Success Teams)

Supplemental instruction may be offered during and outside the regular school day, including during the summer, before school, after school, on Saturday, and/or during intersessions. When supplemental instruction is offered during the regular school day, it shall not supplant the student's instruction in the core curriculum areas or physical education.

(cf. 5148.2 - Before/After School Programs)
(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer Learning Programs)

As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.

(cf. 1020 - Youth Services)

When determined to be necessary by the principal or designee, a student may be required to participate in supplemental instruction outside the regular school day. In such cases, written parent/guardian consent shall be obtained for the student's participation.

Supplemental instruction shall be offered to students in grades 2-9 who have been retained or recommended for retention at their current grade level. (Education Code 37252.2, 48070.5)

(cf. 5123 - Promotion/Acceleration/Retention)

The district shall offer alternative supports designed to increase the academic achievement of socioeconomically disadvantaged students attending schools identified by the California Department of Education for program improvement for two or more consecutive years.

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)

SUPPLEMENTAL INSTRUCTION (continued)

In addition, supplemental instruction may be offered to:

1. Students who are identified as being at risk for retention based on state assessment results, grades, or other indicators

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.51 - State Academic Achievement Tests)

2. Students who demonstrate academic deficiencies that may jeopardize their attainment of academic standards

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

3. High school students who need support to successfully complete courses required for graduation

Legal Reference: (see next page)

SUPPLEMENTAL INSTRUCTION (continued)

Legal Reference:

EDUCATION CODE

37200-37202 *School calendar*

37223 *Weekend classes*

37252-37254.1 *Supplemental instruction, summer school*

42238.01-42238.07 *Local control funding formula*

46100 *Length of school day*

48070-48070.5 *Promotion and retention*

48200 *Compulsory education*

48985 *Translation of notices*

51210-51212 *Courses of study, elementary schools*

51220-51228 *Courses of study, secondary schools*

52060-52077 *Local control and accountability plan*

60603 *Definitions, core curriculum areas*

60640-60649 *California Assessment of Student Performance and Progress*

60850-60859 *High school exit examination, especially:*

60851.5 *Suspension of high school exit examination*

CODE OF REGULATIONS, TITLE 5

11470-11472 *Summer school*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

WEB SITES

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

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

U.S. Department of Education: <http://www.ed.gov>