

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street

Colusa, CA 95932

(530) 458-7791 FAX (530) 458-4030

**AGENDA**

**Board of Trustees Regular Meeting  
DISTRICT OFFICE CONFERENCE ROOM**

**December 12, 2017**

**5:15 p.m. Open Session with Closed Session to Follow**

**PUBLIC COPY OF BOARD PACKET IS AVAILABLE FOR INSPECTION  
AT THE CUSD DISTRICT OFFICE LOCATED AT 745 TENTH ST., COLUSA**

*All meetings of the Governing Board are open to the general public, with the exception of the Closed Sessions, which are held to consider those items specifically exempt under the Ralph M. Brown Act. Anyone planning to attend a meeting who has a disability and needs special assistance should call the Superintendent's Office, 458-7791, at least 3 days in advance to make special arrangements.*

*Spanish translation is available at Regular Session Board Meetings. To arrange for translation services, please call the Superintendent's Office, 458-7791, at least 3 days in advance. [Se ofrece traducción en Español para la junta regular de la mesa directiva. Para solicitar servicios de traducción al español, por favor llame a la Oficina del Superintendente, al 458-7791, con 3 días de anticipación por lo menos.]*

**5:15 P.M. OPEN SESSION**

- A. Call to Order/Establish Quorum
- B. Pledge of Allegiance
- C. Action Items – Board Reorganization
  - 1. Election of New Governing Board President
  - 2. Election of New Governing Board Clerk
  - 3. Discussion of Committee Assignments

D. Hearing of Public for items on the Agenda

*The Board encourages public comment concerning any item of importance and will recognize requests to speak before the item is discussed or voted upon. To assure your right to address any action item, please notify the Superintendent's Office of your desire to speak by noon of the day prior to the Board Meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.*

E. Hearing of Public for items not on the Agenda

*The Board encourages public comment concerning any item of importance and will recognize requests to speak on items not appearing on the Agenda. Speakers should be aware that the board may not be prepared to comment on the issues they raise, but may request those items to be properly agendaized for inclusion in the discussions at a future meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.*

F. Reports:

1. Recognitions & Celebrations

2. President's Report

a. Board of Trustee Time - *this is the time for individual Trustees to report on their Committee's activities and to specify any items they would like to see on the agenda for the next meeting*

- 1. Colusa RedHawk Athletic Foundation
- 2. Friends of Music
- 3. Friends of Agriculture
- 4. Special Education Local Plan Area
- 5. District English Language Advisory Committee
- 6. Monthly Activities Reports

3. Superintendent's Report

a. Improving Achievement *(Standing Item)*

1. 2017 California School Dashboard Indicators  
\*Click [here](#) for the Dashboard or copy & paste the link below into your browser:  
<https://www.caschooldashboard.org/#/Details/0661598000000/1/EquityReport>
    - a. English Language Learners
    - b. Graduation Rate
    - c. Chronic Absenteeism
  2. Differentiated Assistance – County and State Support for Red Dashboard Indicators
  3. Special Education Performance Indicator Review/Plan
    - a. Graduation Rate Target
    - b. Academic Performance Target
- b. Budget Discussion
1. Career/Technical Education Incentive Grant Update

G. Information/Discussion/Possible Action Items:

1. Consider Approval of Agreement for Softball Fields with Colusa County Fair Board
2. Consider Approval of Resolution #2017-18.04 – Signatures of the Members of the Board
3. Consider Approval of Notice of Intent for Variable Term Waiver
4. Consider Approval of Warrants: Batch #18-21
5. Consider Approval of Board Policies & Administrative Regulations:
  - a. Second Reading & Possible Adoption of BP 0400 – Comprehensive Plans
  - b. Second Reading & Possible Adoption of BP 0460 & AR 0460 – Local Control & Accountability Plan
  - c. Second Reading & Possible Adoption of BP 0500 – Accountability
  - d. Second Reading & Possible Adoption of BP 1113 & AR 1113 – District & School Web Site-**(Board to Determine Protocol for Release of Directory Information)**
  - e. Second Reading & Possible Adoption of BP 3280 – Sale or Lease of District-Owned Real Property
  - f. Second Reading & Possible Adoption of BP 3513.4 - Drug & Alcohol Free Schools
  - g. Second Reading & Possible Adoption of AR 3515.6 – Criminal Background Checks for Contractors
  - h. Second Reading & Possible Adoption of BP 4140, 4240, 4340 – Bargaining Units
  - i. Second Reading & Possible Adoption of BP 5113.1 & AR 5113.1 – Chronic Absence & Truancy
  - j. Second Reading & Possible Adoption of AR 5113.11 – Attendance & Supervision
  - k. Second Reading & Possible Adoption of BP 5113.12 & AR 5113.12 – District Attendance Review Team
  - l. Second Reading & Possible Adoption of BP 5117 & AR 5117 – Interdistrict Attendance
- m. Second Reading & Possible Adoption of AR 5125.2 – Withholding Grades, Diploma or Transcripts
- n. Second Reading & Possible Adoption of BP 5131.6 – Alcohol & Other Drugs
- o. Second Reading & Possible Adoption of BP 6020 & AR 6020 – Parent Involvement
- p. Second Reading & Possible Adoption of AR 6112 – School Day
- q. Second Reading & Possible Adoption of BP 6153 – School-Sponsored Trips
- r. Second Reading & Possible Adoption of BP 6170.1 – Transitional Kindergarten
- s. Second Reading & Possible Adoption of AR 6173.1 – Education for Foster Youth
- t. Second Reading & Possible Adoption of BP 6173.2 & AR 6173.2– Education of Children of Military Families

- H. Motion to Approve Items on the Consent Action Agenda:
1. November 6, 2017 Special Board Meeting Minutes
  2. November 14, 2017 Board Meeting Minutes
  3. November Payroll
  4. Personnel Assignment Order
  5. General Fund 01 Budget Revision
- I. Hearing of the Public for Matters on Closed Session Agenda
- J. Adjourn to Closed Session to consider and/or take action upon any of the following items:
1. Negotiations Pursuant to Government Code 54957.6  
Agency Designated Representatives: Dwayne Newman, Superintendent  
  
Employee Organizations: California Teachers Association, California State Employees Association, and Unrepresented Employees
    - a. Discussion and Possible Action of 2017-18 California Teachers Association Salary Increase
    - b. Discussion and Possible Action of 2017-18 Unrepresented Employee Group Salary Increase
    - c. Discussion and Possible Action of 2016-17 and 2017-18 California State Employee Association Salary Increase  
*Instruction to District Negotiators (Executive Session of School Board and its designated representatives for the purpose of discussing its position regarding matters within the scope of representation and instructing its designated representatives)*
  2. Personnel Matters Pursuant to Government Code 54957  
Administration Representatives: Dwayne Newman, Superintendent
    - a. Consider Approval of Request for Unpaid Leave of Absence for Classified Staff Member
- K. Reconvene Open Session
1. Announce Possible Action of 2017-18 California Teachers Association Salary Increase
  2. Announce Possible Action of 2017-18 Unrepresented Employee Group Salary Increase
  3. Announce Possible Action of 2016-17 and 2017-18 California State Employee Association Salary Increase
  4. Announce Possible Action of Request for Unpaid Leave of Absence for Classified Staff Member
  5. Discussion and Possible Action of 2017-18 Superintendent Salary Increase
- L. Adjournment of the Meeting

**COLUSA UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
OFFICERS**

<u>YEAR</u>	<u>PRESIDENT</u>	<u>CLERK</u>
12/2000	Dave Nelson	Don Bransford
12/2001	Don Bransford	Cindy Steidlmayer
12/2002	Cindy Steidlmayer	Donna Krause
12/2003	Donna Krause	Terry Bressler
12/2004	Terry Bressler	Cindy Steidlmayer
12/2005	Dave Nelson	Don Bransford
12/2006	Don Bransford	Cindy Steidlmayer
12/2007	Cindy Steidlmayer	Donna Krause
12/2008	Terry Bressler	Charles Yerxa
12/2009	Charles Yerxa	Don Bransford
12/2010	Don Bransford	Lincoln Forry
12/2011	Lincoln Forry	Cindy Steidlmayer
12/2012	Terry Bressler	Charles Yerxa
12/2013	Charles Yerxa	Don Bransford
12/2014	Lincoln Forry	Kelli Griffith-Garcia
12/2015	Kelli Griffith-Garcia	Kathie Whitesell
12/2016	Kathie Whitesell	Charles Yerxa

Rotation discussion held 11/24/08  
(Cindy Steidlmayer left the Board Dec. 2012)

# Identify a process for using the performance standards to identify LEAs in need of additional assistance or intervention, which are defined in statute

## Criteria for LEA Differentiated Assistance and Intensive Intervention

### Differentiated Technical Assistance

An LEA would be eligible for differentiated assistance if **any student group** met the performance criteria listed below for **two or more** LCFF priorities.

*Education Code (EC) 52071(b) & 52071.5(b)*

### Intensive Intervention

An LEA would be eligible for intensive intervention if **three or more student groups** met the performance criteria listed below for **two or more** LCFF priorities in **three out of four consecutive years**.

*EC 52072 & 52072.5.*

# Differentiated Assistance Facilitation Process

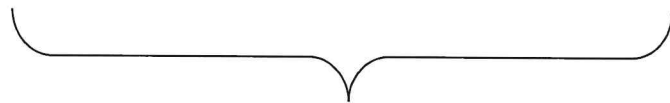


- Frame purpose
- Identify team members
- Set meeting times

- Begin to identify strengths and needs
- Determine possible entry points based on dashboard results

- Come alongside districts in exploring possible causes of results
- Build capacity of team to engage in an inquiry-based continuous improvement process

- Customized support
- Engage in more intensive improvement process based on need

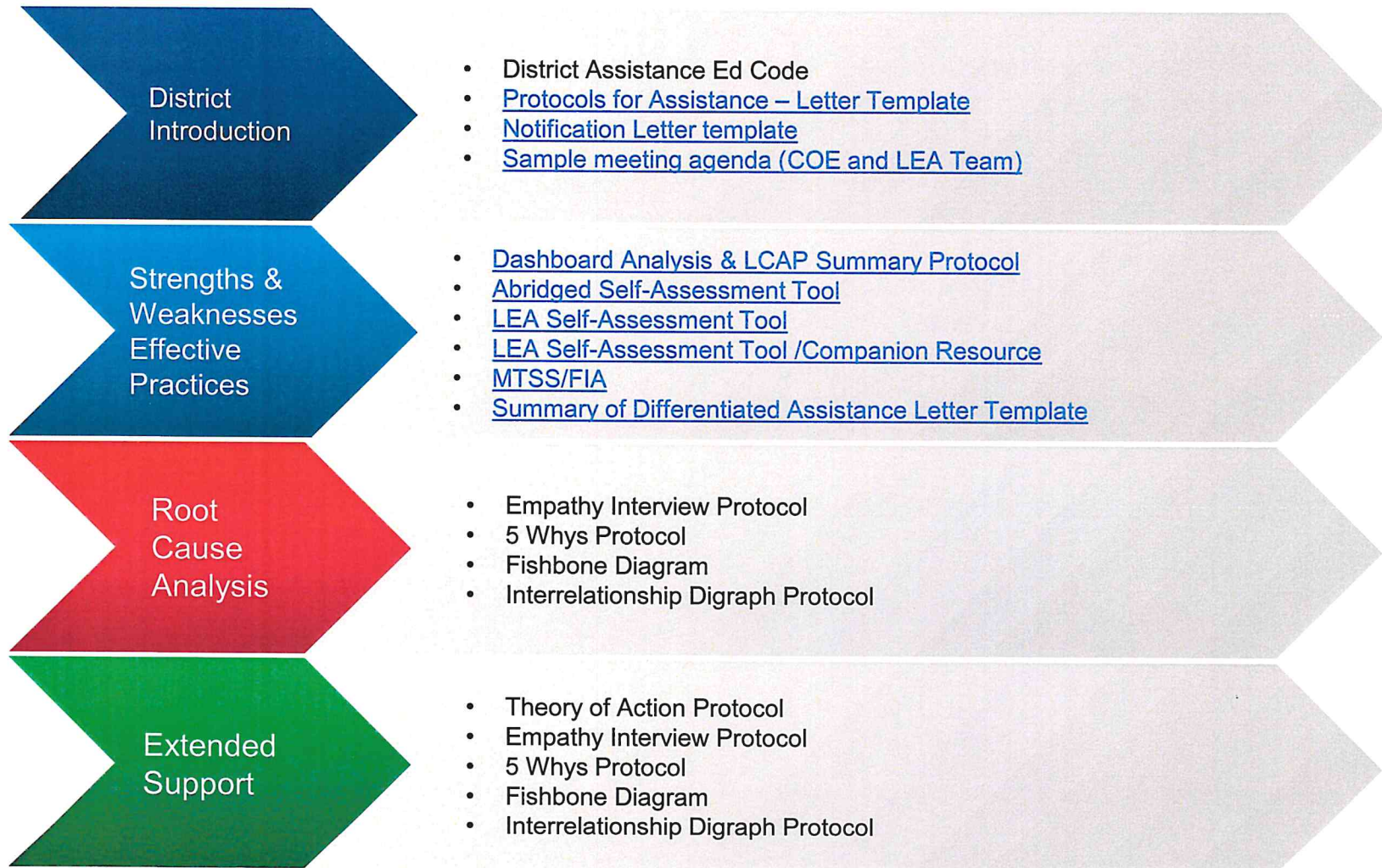


Foundational Work



Extended Work

# Differentiated Assistance Facilitation Guide: Tools



## Multi-Year Projection Summary - December 12, 2017

INCOME	14/15 ACTUALS	15/16 ACTUALS	16/17 ACTUALS	17/18 BUDGET	18/19 BUDGET	19/20 BUDGET	20/21 BUDGET	21/22 BUDGET
8011-8089 TOTAL LCFF	10,874,660	12,397,758	13,101,675	13,634,934	14,169,909	14,566,570	15,157,382	15,460,530
TOTAL FEDERAL REVENUE	514,766	554,244	418,802	359,281	296,545	296,545	296,545	296,545
TOTAL STATE REVENUE	1,015,848	2,109,700	1,541,213	1,830,489	1,176,985	1,176,985	1,176,985	1,176,985
TOTAL LOCAL REVENUES	387,830	388,312	640,600	230,467	230,467	230,467	230,467	230,467
<b>TOTAL REVENUES</b>	<b>12,793,104</b>	<b>15,450,014</b>	<b>15,702,290</b>	<b>16,055,171</b>	<b>15,873,906</b>	<b>16,270,567</b>	<b>16,861,379</b>	<b>17,164,527</b>
<b>EXPENDITURES</b>								
TOTAL CERTIFICATED	5,939,658	6,468,062	6,364,096	6,370,355	6,403,184	6,449,966	6,512,366	6,575,389
TOTAL CLASSIFIED	1,847,681	2,047,601	2,129,828	2,298,261	2,331,102	2,355,623	2,375,339	2,400,252
TOTAL BENEFITS	<u>2,620,009</u>	<u>2,952,259</u>	<u>3,229,247</u>	<u>3,495,535</u>	<u>3,756,732</u>	<u>3,955,514</u>	<u>4,109,283</u>	<u>4,139,581</u>
SUBTOTAL SALARIES/BENEFITS	10,407,348	11,467,922	11,723,171	12,164,151	12,491,019	12,761,103	12,996,988	13,115,223
TOTAL BOOKS AND SUPPLIES	770,436	1,104,360	790,480	892,214	650,000	650,000	650,000	650,000
TOTAL TRAVEL, REPAIRS, UTILITIES, INS, OTHER	1,102,341	1,223,294	1,409,654	1,452,560	1,192,411	1,212,411	1,232,411	1,252,411
<b>BUDGET FOR EXPENDITURES FROM SPECIAL RESERVE</b>					<b>40,000</b>	<b>185,000</b>	<b>40,000</b>	<b>110,000</b>
TOTAL CAPITAL OUTLAY	56,177	402,140	636,702	570,297				
TOTAL SELPA, COMMUNITY SCH, DEBT PYMT	603,624	765,140	1,002,669	1,080,689	1,090,000	1,110,000	1,130,000	1,150,000
<b>TOTAL EXPENDITURES</b>	<b>12,939,926</b>	<b>14,962,856</b>	<b>15,562,676</b>	<b>16,159,911</b>	<b>15,463,430</b>	<b>15,918,514</b>	<b>16,049,399</b>	<b>16,277,634</b>
<b>TOTAL REVENUES LESS EXPENDITURES</b>	<b>-146,822</b>	<b>487,158</b>	<b>139,614</b>	<b>-104,740</b>	<b>410,476</b>	<b>352,053</b>	<b>811,980</b>	<b>886,893</b>
<i>Notes to Rev Less Exp Line above</i>		<i>\$441,014 will carryover to be spent 16-17</i>	<i>Exp budget from 15-16 Income \$441,014</i>	<i>Exp budget from 16-17 Income College Readiness \$69K Plus Prop 39 \$33K=\$102K</i>				
GENERAL FUND BEGINNING BALANCE	1,347,994	1,201,172	1,688,330	1,827,944	1,723,204	2,133,680	2,485,733	3,297,713
LESS AMOUNT ABOVE REVENUES LESS EXP	-146,822	487,158	139,614	-104,740	410,476	352,053	811,980	886,893
Less Reserve for Revolving Cash		-30,350	-30,350	-30,350	-30,350	-30,350	-30,350	-30,350
less Reserves for Van/Bus, Tech, Textbooks		-125,000	-140,000	-255,000	-295,000	-195,000	-240,000	-220,000
UNDISTRIBUTED GENERAL FUND RESERVE	1,201,172	1,532,980	1,657,594	1,437,854	1,808,330	2,260,383	3,027,363	3,934,257
<b>% UNDISTRIBUTED RESERVE</b>	<b>9.28%</b>	<b>10.25%</b>	<b>10.65%</b>	<b>8.90%</b>	<b>11.69%</b>	<b>14.20%</b>	<b>18.86%</b>	<b>24.17%</b>
5% UNDISTRIBUTED RESERVE IS	646,996	748,143	778,134	807,996	773,171	795,926	802,470	813,882
<b>AMOUNT ABOVE (-BELOW) 5%</b>	<b>554,176</b>	<b>784,837</b>	<b>879,460</b>	<b>629,858</b>	<b>1,035,159</b>	<b>1,464,457</b>	<b>2,224,894</b>	<b>3,120,375</b>
Percent of Budget for Personnel (includes SELPA)	84.3%	81.4%	78.0%	82.0%	87.8%	87.1%	88.0%	87.6%
TOTAL ADA	1386.33	1404.81	1402.99	1423.00	1423.00	1423.00	1423.00	1423.00
multiply x Average Amount per ADA	\$ 7,844	\$ 8,825	\$ 9,338	\$ 9,582	\$ 9,958	\$ 10,237	\$ 10,652	\$ 10,865
Total LCFF Funding Budgeted	\$ 10,874,660	\$ 12,397,756	\$ 13,101,675	\$ 13,634,934	\$ 14,169,909	\$ 14,566,570	\$ 15,157,382	\$ 15,460,530
Dollar Increase over Prior Year for LCFF Funding	\$ 1,057,310	\$ 1,523,096	\$ 703,919	\$ 533,259	\$ 534,975	\$ 396,661	\$ 590,812	\$ 303,148
% Increase over Prior Year LCFF Funding	10.77%	14.01%	5.68%	4.07%	3.92%	2.80%	4.06%	2.00%
	8.88% STRS	10.73% STRS	12.58% STRS	14.43% STRS	16.28% STRS	18.13% STRS	19.10% STRS	20.1% STRS
	11.7% PERS	11.847% PERS	13.888% PERS	15.531% PERS	18.1% PERS	20.8% PERS	23.8% PERS	25.2% PERS
	<i>Impact of Minimum Wage Increase for Classified is not budgeted as it is unknown-must be negotiated</i>							
	Min. Wage \$9	Min. Wage \$10	Min. Wage \$10.50	Min. Wage \$11	Min. Wage \$12	Min. Wage \$13	Min. Wage \$14	Min. Wage \$15



## 44th DISTRICT AGRICULTURAL ASSOCIATION FIVE-YEAR RENTAL AGREEMENT

This Agreement is entered into as of January 01, 2018 by and between the 44th District Agricultural Association, a public entity; ("DAA") the City of Colusa ("City"), and the Colusa Unified School District, ("District") which agree as follows:

1. PREMISES: DAA hereby rents to the District to use the real property comprised of approximately 6.5 acres described as follows and as illustrated in Exhibit "A" and attached hereto ("Premises") in accordance with the provisions of this Agreement:

The south field bounded by a chain link fence on the North, the District Utility Yard on the West and Colus Avenue on the South and Eighth Street on the East.

2. TERM: The term of this Agreement shall commence on January 1, 2018 and continue until December 31, 2022, to be reviewed annually by the CEO of the DAA and the Superintendent of the District or their representatives. Provided that the DAA and the District may terminate this Agreement by giving written notice no less than 90 days before termination.

3. RENT: District shall pay DAA annual rent per the schedule below due prior to January 14th of each year during the term of this Agreement. Rent shall be paid by check or money order to DAA at its principal offices or such other place as DAA designates. If payment is not received by January 14th of each year, a 10% late fee shall be assessed.

January 1, 2018 to December 31, 2022	\$7,500/year
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4. USE: District shall use the Premises solely for the purpose of a public recreation area. District shall obtain and keep in effect all licenses and entitlements required for this use of the Premises and shall comply with all terms and conditions of said licenses and entitlements. District shall not physically damage, fail to maintain and repair, or conduct any nuisance on the Premises. District shall comply with all applicable laws.

5. REGULATIONS: District agrees to comply with all reasonable written regulations established by the DAA after consultation with the District.

6. USE OF PREMISES BY OTHERS: The DAA reserves the right to use the premises during the annual County Fair and Farm Show and at other times as mutually agreed upon by the hereto. At such times that DAA uses the property, it shall repair any and all damages to the improvements on the property including but not limited to the irrigation systems, restrooms, fences, benches and backstops. Additionally, when the DAA uses the property, they shall be responsible for stocking paper supplies, trash bags, providing security, and janitorial services, and removing trash generated by the event. DAA shall not grant use of the property to any third parties without first obtaining written permission from the District. Use of the property by others relieves the District of any responsibility as set forth in section 14 and 15, during such use by any third party.

7. UTILITIES AND SERVICES: Each entity, understanding the nature of this agreement is a benefit to all involved, agrees to the following allocation of utility and service charges:

District shall pay gas, heat, trash/garbage disposal, and any/all other utility costs not listed below

City shall donate water and sewer services

8. JANITORIAL: District shall maintain the Premises in a clean and sanitary condition. District shall provide janitorial service for its use of the Premises. No toxic or hazardous materials shall be placed in the trash containers. District shall pick up trash from the general areas of the ballpark. District shall maintain the landscaped portions of the Premises in a pleasing condition. District shall supply paper products for the restrooms.

9. SECURITY: The District is responsible for providing its own security on the Premises as District deems necessary in its sole discretion. District shall be solely responsible for the safety of its staff and invited users of the Premises.

10. TAXES AND ASSESSMENTS: The District agrees to comply with all State laws pertaining to Sales tax.

11. CONDITION OF PREMISES: District acknowledges that the Premises were in a good and safe condition. District shall provide all furnishings and equipment needed by the District.

12. FUTURE ALTERATIONS AND REPAIRS: District shall not make alterations to the Premises without the prior written consent of DAA. The DAA agrees that the District is entitled to make repairs as part of its normal maintenance and risk management programs. District agrees that any alterations or additions approved by DAA will be constructed pursuant to the Uniform Building Code as adopted by the District.

13. MAINTENANCE: The District agrees to maintain, repair and keep in good order the existing fence adjacent to Colus Avenue on that portion and between the ball park and the fairgrounds and Eighth Street on the west side of the street to and including Harris Street, and to maintain proper weed control and litter removal in the entire area. All other facilities and other equipment installed by the District shall remain the property of the District.

14. INDEMNITY: District shall indemnify, defend and hold DAA, the State of California and their respective officers, agents, employees, contractors, guests and invitees harmless from all claims, liabilities, losses, damages, expenses and causes of actions ("Losses") arising out of or in connection with District's use of the Premises or its failure to comply with any of its obligations contained in the Agreement; provided that District shall not be obligated to indemnify, defend or hold a person or entity harmless for Losses resulting from that person's or entity's sole negligence or willful misconduct. DAA shall indemnify and hold District and its respective officers, agents, employees, contractors, guests and invitees harmless from all claims, liabilities, damages, expenses and cause of action arising out of or in connection with DAA's use of the premises as provided in section 6 herein.

15. INSURANCE REQUIREMENTS: During the term of this Agreement, all extensions thereof, hold-over periods or any other occupancy of the Premises by District, District shall maintain at its sole cost and expense, the insurance coverage's described in this section with respect to District's use of the Premises pursuant to this Lease. General liability coverage limits shall not be less than that of \$2,000,000 per occurrence and \$1,000,000 per occurrence automobile coverage. District shall provide Workers' Compensation insurance as required by law. District agrees to provide insurance certificate naming the following as additional insureds, 'State of California, Colusa County Fair/44th DAA, Lessor / Sublessor' if fair site is leased/subleased, their directors, officers, agents, servants and employees are made additional insured but only insofar as the operations under this contract are concerned.

(a) Certified Copies of Policies – Upon request by 44th,DAA, District shall immediately furnish a complete copy of any policy required hereunder, with said copy certified the underwriter to be a true and correct copy of the original policy.

16. NONDISCRIMINATION: District shall not arbitrarily discriminate against any person for any reasons including race, color, creed, sex, national origin, ancestry, age, disability or religion. District shall post in conspicuous locations, notices provided by DAA setting forth the provision of The California Fair Employment and Housing Act.

17. HAZARDOUS SUBSTANCES: District agrees that it will comply with all laws pertaining to the use, storage, transportation and disposal of any hazardous substance at the term is defined in applicable law. District shall indemnify, defend and hold DAA, the State of California and their respective officers, agents, employees, contractors, guests and invitees harmless from all claims, liabilities, losses, damages, expenses and causes of action ("Losses") arising out of or involving any hazardous substance brought on to the Premises during the time District uses the Premises or has the right to use the Premises, District shall not be obligated to indemnify, defend or hold a person or entity harmless for losses resulting from that person's or entity's sole negligence or willful misconduct and provided further, that District shall have no liability under this Agreement with respect to undergoing migration of hazardous substance from adjacent properties unless caused by or contributed to by District . District's obligations in this section shall apply to the cost of investigation, removal, remediation, restoration and/or abatement and shall survive the expiration or termination of this Agreement. No termination, cancellation or release agreement entered into by DAA and District shall release District from its obligations under this Agreement with respect to hazardous substances, unless expressly stated in the termination, cancellation or release agreement. District is not responsible for hazardous waste on this site that may exist prior to the District's first use of the property in 2018.

18. RIGHT OF ENTRY AND USAGE: DAA shall have the right to inspect the Premises at any time during the term of this Agreement, provided that the District be given advance notice of any inspection and that the District be allowed to accompany said inspection.

19. SUBLETTING: District shall not assign this Agreement or sublet any portion of without the prior written consent of DAA.

20. NOTICES: All notices shall be deemed given when made in writing and deposited in the

United States mail, certified, postage prepaid and addressed to such party the following address:

To District: Colusa Unified School District  
745 Tenth Street  
Colusa, CA 95932

To DAA: Colusa County Fair  
44th District Agricultural Association  
1303 – 10th Street  
Colusa, CA 95932

Either party may change its address for the receipt of notices by giving written notice of change to the other party. Either party may give personal notice to the other party.

21. HOLD OVER: Any holding over after the expiration or termination of this Agreement with the written consent of DAA shall be deemed a month-to-month tenancy subject to the terms and conditions of this Agreement.

22. DISPOSITION OF IMPROVEMENTS: Prior to the expiration or termination of this Agreement, District shall (i) remove all personal equipment, improvements, fixtures and property placed on the Premises by District, (ii) repair any damage caused by said removal, and (iii) restore the Premises to its condition on the date of District's initial occupancy in 2018 less normal wear and tear, except however, the DAA may approve, in writing, any deviation from this requirement.

23. INDEPENDENT CONTRACTOR: This Agreement shall not be construed or interpreted to create a partnership between District and DAA.

24. CORPORATE AUTHORITY: Each individual executing this Agreement on District's behalf represents and warrants that he or she is duly authorized to execute and deliver this Agreement on District's behalf and that this Agreement is binding on District in accordance with its terms. Upon execution of this Agreement, District shall deliver to DAA a certified copy of resolution of District Council authorizing execution of this Agreement.

25. SEVERABILITY: The determination that a provision of this Agreement is illegal or unenforceable shall not affect any other provision of this Agreement.

26. BINDING CLAUSE: The provisions, covenants and conditions of this Agreement shall extend to, be binding upon and insure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereon.

27. SECTION HEADINGS: All section headings contained herein are for convenience of reference only and are not intended to define or limit the scope of any provisions of this Agreement.


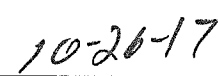
28. ESSENCE OF TIME: Time is of the essence for every provision, covenant and condition of this Agreement.

29. ENTIRE AGREEMENT: This Agreement contains all the agreements of the parties hereto and supersedes all prior negotiations. There have been no representations by DAA or understandings made between DAA and District other than those set forth in this Agreement.

30. AMENDMENT: This Agreement may only be modified or amended by a written instrument duly executed by the parties hereto.

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Printed Name	Signature	Title	Date
The Colusa County Fair 44th District Agricultural Association, A state institution			

	
Jesse Cain City Manger City of Colusa	Date

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Dwayne Newman Superintendent Colusa Unified School District	Date
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**EXHIBIT "A"**

**RENT AGREEMENT  
DESCRIPTION OF PROPERTY**

**#1. PREMISES**

The 6.5 acres is located on the property of the 44th DAA, Colusa County Fairgrounds (State of California) at the South end, bounded by a chain link fence on the North, the District Utility Yard on the West, Colus Ave. on the South and approximately 2 acres on the East.

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, California 95932

**RESOLUTION #2017-18.04**

**Signatures of the Members of the Board**

**WHEREAS**, the Governing Board of the School District recognizes its obligation to maintain statutory regulations regarding Governing Boards (Education Code Section 42633/85234).

**THEREFORE BE IT RESOLVED**, the following people are designated by their affixed signatures on the attached verification form as the members of the Governing Board of the Colusa Unified School District.

I, \_\_\_\_\_, clerk of the Governing Board of the Colusa Unified School District of Colusa County, California, do hereby certify that the foregoing is a full true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at its regular place of meeting, which resolution is on file in the office of said Board.

December 12, 2017  
Date

\_\_\_\_\_  
, Clerk

PASSED AND ADOPTED this 12th day of December 2017 by the following vote:

AYES:

NOES:

ABSENT:

**TO:** Colusa County Superintendent of Schools  
**FROM:** Governing Board, Colusa Unified School District  
**RE:** APPROVAL OF WARRANT ORDERS – **January 1, 2018 through December 31, 2018.**

In Accordance with Education Codes Section §42632 and Section §42633, following are verified signatures of:

- District officers or employees authorized to sign all orders for warrants against district funds in the name of the governing board.

	District Superintendent
Signature – Dwayne Newman	Title

	Chief Business Official
Signature – Melissa Ericsson	Title

**(Please write “not applicable” on signature lines not utilized for authorization).**

- Governing Board members, whose signatures also indicate approval of any authorization granted above:

Signature – Kathie Whitesell	

Signature – Charles Yerxa	

Signature – Kelli Griffith-Garcia	

Signature – Michael Phenicie	

Signature – Melissa Yerxa Ortiz	

**(Approval of three board members is required on orders for warrants against district funds if no district officer or employee is authorized to sign on behalf of the governing board).**

Signed \_\_\_\_\_, Clerk      Date: December 12, 2017

COLUSA UNIFIED SCHOOL DISTRICT



# COLUSA UNIFIED SCHOOL DISTRICT

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TRUSTEES:  
MRS. KATHIE WHITESELL  
MRS. KELLI GRIFFITH-GARCIA  
MR. CHARLES YERXA  
MRS. MELISSA YERXA ORTIZ  
MR. MICHAEL PHENICIE

745 TENTH STREET, COLUSA, CA 95932  
PHONE: (530) 458-7791 • FAX: (530) 458-4030

DWAYNE NEWMAN  
DISTRICT SUPERINTENDENT



## Notice of Intent

This is to serve as a public notice with the intent to employ the names person(s) below on the basis of a Variable Term Waiver for the Pupil Personnel Service: School Counselor for the school year 2017-2018. This waiver will allow him to work with our 4<sup>th</sup>-8<sup>th</sup> grade students.

1. Name: Matthew Vedo  
Subject: School Counselor  
Grade Levels: 4<sup>th</sup>-8<sup>th</sup> Grade  
School Site(s): George T. Egling Middle School

COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED NOVEMBER 9, 2017 - BATCH 18					
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
440	SONNY BADALUCO	\$ 101.59	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
443	SAMANTHA BROOKS	\$ 149.98	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
459	REBECCA CHANGUS	\$ 46.66	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
429	CITY OF COLUSA	\$ 10,352.27	01	ALL	WATER, SEWER BILLING
RC24	CUSD EMER FD-CA FBLA	\$ (40.00)	95	CHS	VOID CHECK
RC24	CUSD EMER FD - EDD	\$ 1,251.09	01	DO	SDI PREMIUMS
RC24	CUSD EMER FD - MARY COLLIGAN	\$ 350.00	01	CHS	ADVANCE FOR SUPPLIES
RC24	CUSD EMER FD - MARY COLLIGAN	\$ 200.00	01	CHS	ADVANCE FOR SUPPLIES
RC24	CUSD EMER FD - AMBER KESTERSON	\$ 117.60	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC24	CUSD EMER FD - CHP	\$ 12.00	01	MOT	BUS LICENSE TEST FEE
RC24	MARY COLLIGAN	\$ 77.95	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
436	CRYSTAL DAIRY	\$ 3,878.16	13	CAFET	FOOD
451	DANIELSEN CO	\$ 8,729.21	13	CAFET	FOOD
445	EWING	\$ 133.87	01	MOT	MAINTENANCE SUPPLIES
456	FRANZ BAKERIES	\$ 888.37	13	CAFET	FOOD
452	GENERAL PRODUCE	\$ 5,826.55	13	CAFET	FOOD
426	GOLD STAR FOODS	\$ 12,027.40	13	CAFET	FOOD
458	GRIFFS	\$ 190.02	01	MOT	GROUNDS SUPPLIES
455	ILLUMINATE EDUCATION	\$ 750.00	01	EMS	STAFF DEVELOPMENT TRAINING
439	JAMES MARTA & CO	\$ 1,500.00	01	DO	AUDIT PROGRESS PAYMENT
433	JOHNSON PRINTING	\$ 290.65	01	MOT	PRINT FORMS
460	LARA KELLEHER	\$ 170.33	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
431	RASAN KNOX	\$ 89.71	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
428	MERIDIAN DIESEL	\$ 999.66	01	MOT	BUS REPAIR
450	MITEL LEASING	\$ 1,743.62	01	ALL	PHONE SYSTEM LEASE
434	MITEL TECHNOLOGIES	\$ 188.50	01	DO	PHONE SYSTEM REPAIR
453	MJB WELDING	\$ 340.75	01	CHS	AG SHOP SUPPLIES
438	LISA NILSEN RAYMOND	\$ 356.85	01	DO	REIMBURSE MILEAGE
435	NSCIF	\$ 341.00	01	SPORTS	VOLLEYBALL PLAYOFF GATE
454	O'CONNELL RANCH	\$ 1,060.00	13	CAFET	FOOD
427	PLATT	\$ 39.84	01	MOT	MAINTENANCE SUPPLIES
441	SAMI POWELL	\$ 240.00	95	CHS	SUPPLIES FOR CHEER
447	RECOLOGY	\$ 45.46	01	MOT	DUMP FEES
448	RECOLOGY	\$ 2,734.79	01	ALL	GARBAGE FEES
437	SORENSEN PEST CONTROL	\$ 220.00	01	ALL	PEST CONTROL SERVICE
446	SUTTER BUTTES COMMUNICATIONS	\$ 95.41	01	MOT	HAND HELD RADIO REPAIR
449	SYSCO	\$ 1,727.38	13	CAFET	FOOD
432	US BANK EQUIPMENT FINANCE	\$ 2,427.96	01	ALL	COPIER LEASES
RC25	US BANK CALCARD VISA	\$ 24,144.10	ALL	ALL	SEE ATTACHED
444	US FOOD SERVICE	\$ 365.61	95	CHS	CONCESSION SUPPLIES
442	WHEATLAND HS	\$ 100.00	01	SPORTS	BVL TENNIS DUES
430	YUBA SAFE & LOCK	\$ 48.53	01	MOT	MAINTENANCE SUPPLIES
<b>TOTAL ALL FUNDS</b>		<b>\$ 84,312.87</b>			

## US BANK CALCARD VISA

Jeremy Miller

FD DESCRIPTION

2-Nov	CDW GOVT #KRB2553	800-808-4239, IL	\$780.00	01	TECH SUPPLIES
1-Nov	AMAZON.COM AMZN.COM/BILL	AMZN.COM/BILL, WA	\$401.75	01	TECH SUPPLIES

Rosemary Hicks

30-Oct	SQ *LYNNE CARDOZA	COLUSA, CA	\$29.00	01	BPS BOOKS
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Terry Biladeau

31-Oct	TEMP-AIR	952-894-3000, MN	\$337.84	01	MOT RENTAL OF TEMP HVAC
30-Oct	KINNEY ELECTRIC	YUBA CITY, CA	\$214.91	01	MOT MAINTENANCE SUPPLIES

Sheryl Parker

2-Nov	IN *CLIMATE CONTROL, INC.	916-5661135, CA	\$11,695.96	01	MOT HVAC REPAIR/SERVICE
2-Nov	MESSICK ACE HDWE	COLUSA, CA	\$2,080.22	01	MOT MAINTENANCE SUPPLIES
2-Nov	HILLYARD INC SACRAMENTO	800-365-1555, CA	\$3,447.38	01	MOT CUSTODIAL SUPPLIES

Nick Schantz

1-Nov	LOWES #01933*	YUBA CITY, CA	\$385.97	01	MOT MAINTENANCE SUPPLIES
31-Oct	LOWES #01933*	YUBA CITY, CA	\$536.79	01	MOT MAINTENANCE SUPPLIES

Jody Johnston

1-Nov	USPS PO 0517280932	COLUSA, CA	\$35.39	01	EMS POSTAGE
31-Oct	HMCO *BOOKS	GENEVA, IL	\$64.00	01	EMS BOOKS
31-Oct	SACRAMENTOC	916-228-2217, CA	\$450.00	01	EMS WORKSHOP REGISTRATION
30-Oct	PLANBOOKEDU LLC	201-7770805, NJ	\$25.00	01	EMS BOOKS
30-Oct	AMAZON.COM AMZN.COM/BILL	AMZN.COM/BILL, WA	\$23.60	01	EMS SUPPLIES
26-Oct	ELECTRO-MECH SCOREBOARD C	478-8643366, GA	\$194.00	01	EMS REPAIR SCOREBOARD

Rebecca Changus

2-Nov	FBLAPBL	703-860-3334, VA	\$198.00	95	FBLA REGISTRATIONS
2-Nov	AMAZON.COM AMZN.COM/BILL	AMZN.COM/BILL, WA	\$28.90	01	CHS SUPPLIES
2-Nov	QUILL CORPORATION	800-982-3400, SC	\$118.97	01	CHS SUPPLIES
1-Nov	DBC*BLICK ART MATERIAL	800-447-1892, IL	\$91.27	01	CHS ART SUPPLIES
1-Nov	ACORN NATURALISTS	714-838-4888, CA	\$62.15	01	CHS SUPPLIES
24-Oct	ACORN NATURALISTS	714-838-4888, CA	\$141.68	01	CHS SUPPLIES
1-Nov	FARMTEK	860-528-1119, CT	\$227.84	01	CHS SUPPLIES
1-Nov	USPS.COM POSTAL STORE	800-782-6724, MO	\$1,390.75	01	CHS POSTAGE PAID ENVELOPES
1-Nov	FOLD A GOAL	323-734-2507, CA	\$328.80	01	CHS SPORTS SUPPLIES
30-Oct	QUILL CORPORATION	800-982-3400, SC	\$96.42	01	CHS SUPPLIES
27-Oct	SIERRA FLOWERS	COLUSA, CA	\$16.13	95	CHS ASB SUPPLIES
26-Oct	API	301-731-6100, MD	\$128.95	01	CHS TEST REGISTRATION

Ron Rogers

1-Nov	LOWES #01933*	YUBA CITY, CA	\$404.20	01	MOT MAINTENANCE SUPPLIES
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Zeba Hone

2-Nov	INDEED	203-564-2400, CT	\$2.13	01	DO RECRUITING SERVICE
31-Oct	USPS PO 0517280932	COLUSA, CA	\$6.10	01	DO POSTAGE
30-Oct	BOXWOOD TECHNOLOGY	888-4918833, MD	\$200.00	01	DO HELP WANTED AD

\$24,144.10

COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED NOVEMBER 17, 2017 - BATCH 19					
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
467	ADVENTIST HEALTH	\$ 900.00	01	CHS	STUDENT RANDOM DRUG TESTING
480	STEPHANIE ARCHIBALD	\$ 38.50	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
475	<b>B&amp;J CONCRETE</b>	<b>\$ 4,550.00</b>	<b>21</b>	<b>BOND</b>	<b>CEMENT WORK CHS</b>
465	BILL SMITH PHOTOGRAPHY	\$ 790.00	95	CHS	YEARBOOK PHOTO
470	NIKOLE BURG	\$ 30.00	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
463	CA DEPT OF JUSTICE	\$ 147.00	01	DO	FINGERPRINT FEES
462	COLUSA USD CAFETERIA FUND	\$ 165.25	01	CHS	MISC. CATERING FOR MEETINGS
RC27	CUSD EMER FD-COLUSA COUNTY SHERIFF	\$ 2,065.27	01	DO	REWRITE PAYROLL DEDUCTION CHECK
RC27	CUSD EMER FD - MELISSA MICHALK	\$ 1,251.09	01	DO	REWRITE PAYROLL DEDUCTION CHECK
RC27	CUSD EMER FD - HEATHER VELASQUEZ	\$ 350.00	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC27	CUSD EMER FD - PAM WOLFENBARGER	\$ 200.00	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
473	FRONTIER	\$ 12,195.42	01	ALL	PHONE/DATA LINE MONTHLY BILL
481	MARIBEL HUGHES	\$ 104.35	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
469	JEFF SAVAGE PLUMBING	\$ 140.00	01	MOT	PLUMBING REPAIR
472	LAKESHORE LEARNING	\$ 512.41	01	BPS	CLASSROOM SUPPLIES
477	LIKE OAK HS	\$ 300.00	01	SPORTS	BOYS SOCCER ENTRY FEE
476	MITEL	\$ 1,743.62	01	ALL	PHONE SYSTEM LEASE
479	LESLIE PINGREY	\$ 588.57	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
461	RECOLOGY	\$ 295.30	01	ALL	DROP BOX FEE
464	SPURR	\$ 1,156.75	01	ALL	NATURAL GAS BILLING
478	SUBWAY SANDWICHES	\$ 2,385.00	95	CHS	FFA EVENT LUNCHESES
471	THREE B'S TOILET RENTAL	\$ 214.50	01	ALL	PORTABLE TOILET RENTAL
RC26	US BANK CALCARD VISA	\$ 20,333.31	01	ALL	SEE ATTACHED
468	VALLEY TRUCK AND TRACTOR	\$ 1,076.47	01	MOT	GATER/MOWER REPAIR
466	WILLIAMS JR. HIGH SCHOOL	\$ 80.00	01	SPORTS	GIRLS BASKETBALL ENTRY FEE
<b>TOTAL ALL FUNDS</b>		<b>\$ 50,741.91</b>			

# US BANK CALCARD VISA

Jeremy Miller

FD DESCRIPTION

7-Nov	CDW GOVT #KSB5344	\$102.47	01	TECH SUPPLIES
3-Nov	CRUCIAL.COM	\$40.74	01	TECH SUPPLIES

Rosemary Hicks

7-Nov	PROGRESS PUBLICATIONS	\$485.10	01	BPS SUPPLIES
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Terry Biladeau

7-Nov	TEMP-AIR	\$337.84	01	MOT TEMP HVAC UNIT RENTAL
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Nick Schantz

13-Nov	AMAZON MKTPLACE PMTS	\$80.72	01	MOT MAINTENANCE SUPPLIES
8-Nov	AMAZON MKTPLACE PMTS	\$853.16	01	MOT MAINTENANCE SUPPLIES
7-Nov	LOWES #01207*	\$1,955.55	01	MOT MAINTENANCE SUPPLIES
6-Nov	LOWES #01201*	\$1,294.06	01	MOT MAINTENANCE SUPPLIES

Sheryl Parker

Add to this batch as no batch next week and V		\$10,000.00	01	ADVANCE CHARGES ON VISA
9-Nov	QUILL CORPORATION	\$476.37	01	BPS SUPPLIES

Jody Johnston

9-Nov	RPSI ENTERPRISES INC	\$125.00	01	EMS MAINT AGREEMENT ON RISO
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Ron Rogers

6-Nov	EPIC SPORTS, INC.	\$289.13	01	MOT SUPPLIES
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Rebecca Changus

10-Nov	COOLE SCHOOL	\$1,832.00	01	CHS STUDENT PLANNERS
10-Nov	B&H PHOTO 800-606-6969	\$998.00	01	CHS IPADS (CRAF TO REIMBURSE)
10-Nov	DURHAM TROJANS VS COLU	\$37.60	95	CHS ASB FOOTBALL SUPPLIES
9-Nov	DURHAM TROJANS VS COLU	\$329.00	95	CHS ASB FOOTBALL SUPPLIES
10-Nov	SP * HUDLSHOP	\$267.05	95	CHS ASB SUPPLIES
9-Nov	SP * TEXAS MARKER	\$53.00	95	CHS ASB SUPPLIES
9-Nov	QUILL CORPORATION	\$32.14	01	CHS SUPPLIES
8-Nov	DELTA AIR 0067021850384	\$217.01	01	CHS AIRFARE TO ART CONFERENCE
8-Nov	AMZ*BISONOFFICE	(\$555.87)	95	CHS ASB CREDIT FOR RETURN
7-Nov	AMAZON MKTPLACE PMTS	\$83.04	01	CHS SUPPLIES
7-Nov	AMAZON.COM AMZN.COM/BILL	\$35.99	01	CHS SUPPLIES
6-Nov	COLLEGEBOARD*SAT ONLN.	\$75.00	01	CHS SAT REGISTRATION
3-Nov	COLLEGEBOARD*SAT ONLN.	\$46.00	01	CHS SAT REGISTRATION
6-Nov	NATL ART EDU ASSOC	\$115.00	01	CHS ART CONFERENCE REGISTRATION
6-Nov	AMAZON.COM AMZN.COM/BILL	\$30.40	01	CHS SUPPLIES
6-Nov	SAMSClub.COM	\$223.39	95	CHS ASB CONCESSION SUPPLIES
6-Nov	QUILL CORPORATION	\$342.66	01	CHS SUPPLIES
30-Oct	SAMSClub.COM	\$131.76	95	CHS ASB CONCESSION SUPPLIES

TOTAL		\$20,333.31	
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COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED DECEMBER 1, 2017 - BATCH 20					
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
496	JENNIFER ALANIZ	\$ 129.88	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
490	ALHAMBRA	\$ 172.31	01	DO/MOT	WATER
516	BAXTER AUTO PARTS	\$ 26.28	01	MOT	VEHICLE MAINTENANCE SUPPLIES
488	NIKOLE BURG	\$ 8.38	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
500	CVT	\$ 108,195.20	01	DO	DECEMBER HEALTH INSURANCE PREMIUMS
485	CASCADE ATHLETIC SUPPLY	\$ 270.09	01	SPORTS	SUPPLIES
508	CHEVRON AND TEXACO	\$ 127.65	01	MOT	FUEL FOR VEHICLES
484	CIF OFFICE	\$ 1,343.27	01	SPORTS	PLAYOFF PROCEEDS
509	CLOSE LUMBER	\$ 140.64	01	CHS	AG SHOP SUPPLIES
515	MARY COLLIGAN	\$ 321.52	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
506	CCOE	\$ 17,103.00	01	DO	DECEMBER WORKER'S COMP PREMIUMS
517	CUSD CAFETERIA FUND	\$ 64.35	01	EMS	CATERING
487	DAVISON DRUGS	\$ 14.97	95	CHS	ASB SUPPLIES
520	ENTERPRISE HIGH SCHOOL	\$ 400.00	01	SPORTS	SOFTBALL ENTRY FEE
493	KRYSTYNA FRANK	\$ 29.73	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
486	GRANZELLA'S	\$ 1,020.00	95	CHS	ASB SUPPLIES
505	GRIDLEY HIGH	\$ 330.00	95	CHS	FFA SUPPLIES
492	JENNIFER HARDWICK	\$ 63.93	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
494	LEASA HILL	\$ 93.09	13	CAFET	REIMBURSE MILEAGE
502	SANDY HUFF	\$ 25.00	01	CHS	REIMBURSE DUPLICATE PAYMENT
489	INTERQUEST CANINES	\$ 350.00	01	EMS/CHS	DRUG DOG VISIT
501	DEANNA JARRETT	\$ 131.65	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
503	LCMS AWARDS	\$ 620.71	01	CHS	SUPPLIES
522	TINA LYONS	\$ 59.81	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
504	MERIDIAN DIESEL	\$ 279.60	01	MOT	BUS SERVICE
507	MJB WELDING	\$ 53,222.44	01	CHS	PLASMA CUTTER
521	NCBOA	\$ 2,738.12	01	SPORTS	OFFICIALS
483	NORTH WOODWINDS	\$ 316.11	01	CHS	MUSIC SUPPLIES
519	NSCIF	\$ 76.00	01	SPORTS	ENTRY FEE
499	PG&E	\$ 19,858.94	01	ALL	ELECTRIC BILLING
518	READING OIL	\$ 2,332.20	01	MOT	FUEL FOR VEHICLES
510	RECOLOGY	\$ 524.66	01	MOT	DUMP FEES
511	RECOLOGY	\$ 2,772.48	01	MOT	MONTHLY GARBAGE SERVICE
512	SAM'S CLUB DIRECT	\$ 235.62	95	CHS	CONCESSION SUPPLIES
495	ROBERT SCOTT	\$ 111.28	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
513	STAFFORD MEAT CO	\$ 2,005.80	13	CAFET	FOOD
498	ANDREA UNHLENKOTT	\$ 22.47	01	DO	REIMBURSE MILEAGE
RC28	US BANK CALCARD VISA	\$ 73,620.18	ALL	ALL	SEE ATTACHED
482	MARIA VILLANUEVA	\$ 90.47	01	MOT	REIMBURSE FOR SUPPLIES PURCHASED
497	VOLTAGE SPECIALIST	\$ 11,825.00	01	MOT	FIRE ALARM INSPECTIONS AND MONITORING
<b>TOTAL ALL FUNDS</b>		<b>\$ 302,082.17</b>			

## US BANK CALCARD VISA

Leasa Hill			FD DESCRIPTION	
17-Nov	C&C SMART FOOD51705655	\$1,272.54	13	CAFETERIA FOOD
Jeremy Miller				
22-Nov	CDW GOVT #KWG7432	\$68,392.28	01	TECH NEW CHROMEBOOKS/CARTS
17-Nov	CRUCIAL.COM	\$1,222.33	01	TECH SUPPLIES
17-Nov	UPS*1ZFP07T00320025810	\$12.93	01	TECH SHIPPING
16-Nov	CDW GOVT #KVH3099	\$187.69	01	TECH SUPPLIES
13-Nov	AMAZON MKTPLACE PMTS	\$49.66	01	TECH SUPPLIES
13-Nov	QUILL CORPORATION	\$31.29	01	TECH SUPPLIES
Rosemary Hicks				
22-Nov	DISCOUNTMUGS.COM	\$468.00	01	BPS SUPPLIES
20-Nov	REALLY GOOD *	\$148.76	01	BPS SUPPLIES
20-Nov	SAV-MOR #31	\$17.21	01	BPS SUPPLIES
20-Nov	COLUSA COUNTY FAIR	\$1,585.00	01	BPS FIELD TRIP
16-Nov	SQ *LIMITLESS APPLIANCE,	\$167.50	01	BPS REPAIR TO FRIDGE
16-Nov	SUTTER BUTTERS COMMUNI	\$82.54	01	BPS RADIO REPAIR
15-Nov	SUTTER BUTTERS COMMUNI	\$82.54	01	BPS RADIO REPAIR
Nick Schantz				
22-Nov	THE HOME DEPOT #1019	\$96.49	01	MOT MAINTENANCE SUPPLIES
Sheryl Parker				
22-Nov	QUILL CORPORATION	\$18.54	01	DO SUPPLIES
20-Nov	QUILL CORPORATION	\$129.73	01	DO SUPPLIES
21-Nov	SCHOOL SERVICES OF CALIFO	\$215.00	01	DO WORKSHOP REGISTRATION
17-Nov	VZWRLSS*MY VZ VB P	\$152.04	01	DO MOBILE WIFI MONTHLY FEE
DESCRIPTION "TOWARDS VISA BILL DU	(\$10,000.00)		01	CREDIT FROM LAST BATCH
Jody Johnston				
20-Nov	SCHOLASTIC BOOK FAIRS R10	\$2,687.27	01	EMS BOOK FAIR
17-Nov	SSI*SCHOOL SPECIALTY	\$93.39	01	EMS SUPPLIES
13-Nov	VIRCO INC.	\$432.87	01	EMS SUPPLIES
9-Nov	LIBRARIANS'BOOEKXPRESS	\$137.64	01	EMS LIBRARY BOOKS
8-Nov	MIDAMERICA BOOKS	\$124.16	01	EMS LIBRARY BOOKS
Ron Rogers				
16-Nov	AMAZON.COM	\$56.16	01	MOT MAINTENANCE SUPPLIES
Rebecca Changus				
22-Nov	AMAZON MKTPLACE PMTS	\$13.02	01	CHS SUPPLIES
22-Nov	CAROLINA BIOLOGIC SUPPLY	\$46.41	01	CHS SUPPLIES
22-Nov	TARGET.COM *	\$128.70	95	CHS ASB SUPPLIES
22-Nov	QUILL CORPORATION	\$136.36	95	CHS ASB SUPPLIES
22-Nov	WALMART.COM 8009666546	\$47.85	95	CHS ASB SUPPLIES
20-Nov	OTC BRANDS, INC.	\$199.75	95	CHS ASB SUPPLIES
20-Nov	AMAZON MKTPLACE PMTS	\$443.92	01	CHS SUPPLIES
20-Nov	SP * IOGRAPHER	\$54.79	01	CHS SUPPLIES
17-Nov	WORLDSTRIDES LAKELAND	\$1,775.00	01	CHS MUSIC REGISTRATION FEE
15-Nov	WORLDSTRIDES LAKELAND	(\$200.00)	01	CHS MUSIC CREDIT
15-Nov	WORLDSTRIDES LAKELAND	(\$190.00)	01	CHS MUSIC CREDIT
17-Nov	OTC BRANDS, INC.	\$98.85	95	CHS ASB SUPPLIES
17-Nov	HOMEDEPOT.COM	\$111.41	01	CHS SUPPLIES
16-Nov	TCT*ANDERSON'S	\$275.89	01	CHS ASB SUPPLIES
16-Nov	PAPER MART	\$24.53	01	CHS ASB SUPPLIES
14-Nov	HUDL	\$750.00	95	CHS ASB SUPPLIES
14-Nov	HUDL	\$750.00	95	CHS ASB SUPPLIES
13-Nov	QUILL CORPORATION	\$55.73	01	CHS SUPPLIES
Jesse Rodriguez				
13-Nov	WM SUPERCENTER #1903	\$39.76	01	BPS SUPPLIES
13-Nov	DOLLAR TREE	\$69.71	01	BPS SUPPLIES
13-Nov	WAL-MART #1903	\$12.74	01	BPS SUPPLIES
Zeba Hone				
21-Nov	VISTAPR*VISTAPRINT.COM	\$24.10	01	DO BUSINESS CARDS
20-Nov	USPS PO 0517280932	\$6.10	01	DO POSTAGE
16-Nov	AMAZON MKTPLACE PMTS	\$1,082.00	01	DELAC TRANSLATING SYSTEM

\$73,620.18

COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED DECEMBER 8, 2017 - BATCH 21					
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
527	STEPHANIE ARCHIBALD	\$ 114.30	01	EMS	REIMBURSE MILEAGE
530	CHRISTINA BAILEY	\$ 4.50	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
566	SONNY BADALUCO	\$ 25.71	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
524	CASCADE ATHLETIC SUPPLY	\$ 6,298.13	01	SPORTS	UNIFORMS/SUPPLIES (CRAF TO REIMBURSE)
532	CENGAGE LEARNING	\$ 1,818.66	01	CHS	LIBRARY ONLINE SUBSCRIPTION
545	CITY OF COLUSA	\$ 7,442.47	01	ALL	WATER, SEWER BILLING
525	CUSD CAFETERIA FUND	\$ 5.50	01	BPS	LUNCH WITH PRINCIPAL
RC30	CUSD EMER FD VOID CHECKS	\$ (2,870.89)	01	DO	VOID CHECKS WRITTEN IN ERORR SHERIFF
RC30	CUSD EMER FD-MARY COLLIGAN	\$ 612.99	01	CHS	ADVANCE FOR TRAVEL EXPENSES 3 PEOPLE
RC30	CUSD EMER FD-MELISSA TENHUNFELD	\$ 18.85	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC30	CUSD EMER FD-BECKY FRIAS	\$ 80.68	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC30	CUSD EMER FD-CHAD WOODRING	\$ 78.63	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC30	CUSD EMER FD-FOOTHILLS LIONS CLUB	\$ 400.00	95	CHS	FUNDRAISER FOR CHARITY
RC30	CUSD EMER FD-LISA KOREGELOS	\$ 102.95	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC30	CUSD EMER FD-JENNIFER SUTTON	\$ 475.39	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
RC30	CUSD EMER FD-COLUSA COUNTY SHERIFF	\$ 400.00	01	DO	WITHHOLDING ORDER
RC30	CUSD EMER FD-CA BAND DIRECTORS ASSN	\$ 125.00	01	CHS	MUSIC ENTRY FEE
RC30	CUSD EMER FD-CBDA	\$ 110.00	01	CHS	MUSIC ENTRY FEE
RC30	CUSD EMER FD-NCBA	\$ 285.00	01	CHS	MUSIC ENTRY FEE
RC30	CUSD EMER FD-EDD	\$ 1,252.12	01	DO	SDI
535	DAVISON DRUGS	\$ 41.58	01	CHS	SUPPLIES
568	DAVIES OIL	\$ 643.27	01	MOT	FUEL FOR VEHICLES
569	DURHAM HIGH	\$ 550.00	01	SPORTS	GIRLS BASKETBALL ENTRY FEE
536	HILLYARD	\$ 44.24	01	MOT	SUPPLIES
538	JAMES MARTA	\$ 8,362.50	01	DO	FINAL AUDIT FEE FOR 16-17 AUDIT
533	JIM IMHOFF	\$ 990.04	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
541	KELLEHER PAINT	\$ 79.47	01	MOT	MAINTENANCE SUPPLIES
570	ERIKA LEMENAGER	\$ 251.03	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
523	LIFETIME LEARNING	\$ 700.00	01	HMS	ONLINE SUBSCRIPTION
571	MARYSVILLE HIGH	\$ 275.00	01	SPORTS	BOYS/GIRLS BASKETBALL ENTRY FEE
531	MERIDIAN DIESEL	\$ 490.00	01	MOT	BUS SERVICE
542	MID VALLEY LEAGUE	\$ 92.69	01	SPORTS	CROSS COUNTRY DUES
546	MJB WELDING	\$ 351.73	01	CHS	WELDING SHOP SUPPLIES
537	RB SPENCER	\$ 1,936.25	01	CHS	AG BARN COOLING
572	BARBARA REECE	\$ 57.84	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
534	JESSE RODRIGUEZ	\$ 30.25	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
573	SHANNON SCOFIELD	\$ 154.18	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
543	SHASTA HIGH	\$ 175.00	01	SPORTS	GOLF ENTRY FEE
547	SHIFFLER	\$ 39.96	01	MOT	MAINTENANCE SUPPLIES
573	STAND FOR THE SILENT	\$ 1,333.33	01	EMS	ANTI BULLYING ASSEMBLY
548	TCSIG	\$ 250.00	01	ALL	AUX. ORGANIZATIONS LIABILITY INSURANCE
544	US BANK	\$ 2,427.96	01	ALL	COPIER LEASE PAYMENT
RC29	US BANK CALCARD VISA	\$ 24,414.15	ALL	ALL	SEE ATTACHED
529	WILLIAMS USD	\$ 150.00	01	SPORTS	BASKETBALL ENTRY FEE
540	JOE WILLIAMSON	\$ 92.50	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
528	WILLIOWS CARDINAL BOOSTERS	\$ 150.00	01	SPORTS	BASKETBALL ENTRY FEE
539	YANKEE CANDLE	\$ 1,554.53	95	CHS	FBLA FUNDASIER
<b>TOTAL ALL FUNDS</b>		<b>\$ 62,417.49</b>			



# US BANK CALCARD VISA

Leasa Hill

FD DESCRIPTION

30-Nov	C&C SMART FOOD51705655	(\$76.54)	13	CAF CREDIT FOR RETURN
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Jeremy Miller

30-Nov	EB ILLUMINATE EDUCATI	\$3,393.00	01	TECH WORKSHOP REGISTRATION
30-Nov	CDW GOVT #KXS9306	\$5,843.03	01	TECH CHROMEBOOKS
24-Nov	CDW GOVT #KWN8725	\$5,460.00	01	TECH CHROMEBOOK CARTS

Rosemary Hicks

28-Nov	USPS PO 0517280932	\$7.77	01	BPS POSTAGE
28-Nov	ABDO PUBLISHING COMP	\$780.94	01	BPS BOOKS
28-Nov	SWEET BEANS BAKERY	\$39.59	01	BPS LUNCH MEETING

Terry Biladeau

28-Nov	TEMP-AIR	\$289.58	01	MOT TEMP HVAC RENTAL
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Sheryl Parker

29-Nov	USPS.COM POSTAL STORE	\$1,773.75	01	DO STAMPED ENVELOPES
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Nick Schantz

30-Nov	LOWES #01933*	\$205.77	01	MOT MAINTENANCE SUPPLIES
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Rebecca Changus

30-Nov	J W PEPPER AND SON INC	\$23.98	01	CHS MUSIC SUPPLIES
30-Nov	J W PEPPER AND SON INC	\$88.91	01	CHS MUSIC SUPPLIES
30-Nov	QC SUPPLY	\$313.59	01	CHS SUPPLIES
30-Nov	GBC*ECOMMERCE	\$220.10	01	CHS SUPPLIES
30-Nov	STU*STUMPS	\$65.78	95	CHS ASB SUPPLIES
30-Nov	ATHLETIC.NET	\$95.00	95	CHS SPORTS ONLINE FEE
30-Nov	RAINBOWS END	\$457.00	95	CHS ASB SUPPLIES
30-Nov	QUILL CORPORATION	\$51.45	01	CHS SUPPLIES
29-Nov	ATHLETICS UNLIMITED	\$4,421.52	01	CHS SPORTS SUPPLIES
29-Nov	AMAZON MKTPLACE PMTS	\$85.98	01	CHS SUPPLIES
29-Nov	AMAZON MKTPLACE PMTS	\$56.28	01	CHS SUPPLIES
29-Nov	UNIFORMS EXPRESS CHULA V	\$328.14	95	CHS BASKETBALL SUPPLIES
28-Nov	EVENTWRISTBANDS COM	\$45.90	95	CHS ASB SUPPLIES
28-Nov	DRAMATISTS PLAY SERVIC	\$312.32	95	DRAMA CLUB SCRIPTS
27-Nov	CURRENT CATALOG	\$33.74	95	CHS ASB SUPPLIES
24-Nov	SAMSCLUB.COM	\$39.71	95	CHS ASB CONCESSION SUPPLIES

Zeba Hone

30-Nov	SUBWAY 00108084	\$7.74	01	CHS INTERVIEW PANEL LUNCH
30-Nov	SUBWAY 00108084	\$37.92	01	CHS INTERVIEW PANEL LUNCH
29-Nov	USPS PO 0517280932	\$12.20	01	DO POSTAGE

\$24,414.15

**COMPREHENSIVE PLANS**

The Governing Board believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, **and provide stability in district operations, and be aligned to ensure consistency among district approaches for student academic growth and achievement.**

~~The Superintendent or designee shall develop comprehensive plans for the implementation of the district's vision and goals, on specific policy topics and on other areas as required by law. As appropriate, comprehensive~~ **Comprehensive plans adopted by the district shall include the local control and accountability plan (LCAP) and other plans required by law or determined by the Board to be in the best interest of the district. Such** plans may describe, ~~but not be limited to,~~ anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

- (cf. 0000 - Vision)*
- (cf. 0200 - Goals for the School District)*
- (cf. 0430 - Comprehensive Local Plan for Special Education)*
- (cf. 0440 - District Technology Plan)*
- (cf. 0450 - Comprehensive Safety Plan)*
- (cf. 0460 - Local Control and Accountability Plan)***
- (cf. 0500 - Accountability)*
- (cf. 1112 - Media Relations)*
- ~~*(cf. 2140 - Evaluation of the Superintendent)*~~
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)*
- (cf. 3543 - Transportation Safety and Emergencies)*
- (cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)*
- (cf. 6171 - Title I Programs)*
- ~~*(cf. 6190 - Evaluation of the Instructional Program)*~~
- (cf. 7110 - Facilities Master Plan)*

~~Comprehensive plans may be subject to review and approval by the Board.~~

The process for developing comprehensive plans shall ~~invite~~ **include** broad participation of school and community representatives. Committees may, **and when required by law shall,** be appointed to assist in the development of **such** plans. **District comprehensive plans are subject to review and approval by the Board.** ~~Comprehensive plans shall be available to the public and shall be reviewed at regular intervals as specified within the plan.~~

- (cf. 1220 - Citizen Advisory Committees)*
- (cf. 2230 - Representative and Deliberative Groups)*
- (cf. 6020 - Parent Involvement)*
- (cf. 9130 - Board Committees)*

**Note: In certain situations, school-level plans are required. For example, each school that participates in specified state and/or federal categorical programs must establish a school site council for the purpose of developing and approving a single plan for student achievement pursuant to Education Code 64001; see BP/AR 0420 - School Plans/Site Councils. In districts with over 2,500 average daily attendance, each school must develop a school safety plan pursuant to Education Code 32281 and 32286; see BP/AR 0450**

**- Comprehensive Safety Plan. Other school-level plans may be required by law or Board policy or developed at the discretion of the school site.**

~~In addition, s~~School-level plans may be developed to meet the unique circumstances of individual school sites provided that they are consistent with law, ~~district vision,~~ Board policies, **district** administrative regulations, **the district vision, the LCAP,** and **other** districtwide plans. School plans ~~may~~ **shall** be subject to review and approval of the Superintendent or designee ~~and/or the Board,~~ **except when law or Board policy requires Board approval of the plan.**

*(cf. 0420 - School Plans/Site Councils)*

Comprehensive plans shall be available to the public, and shall be reviewed **and updated** at regular intervals as specified within the plan **or required by law.**

*Legal Reference:*

EDUCATION CODE

**32280-32289 School safety plans**

35035 Powers and duties of the superintendent

35291 Rules (power of governing board)

**39831.3 Transportation safety plan**

**52060-52077 Local control and accountability plan**

**56195-56195.10 Comprehensive local plans for special education**

**56205-56208 Requirements for special education plan**

**64001 Single school plan for student achievement, consolidated application programs**

CODE OF REGULATIONS, TITLE 5

**560 Civil defense and disaster preparedness plans**

UNITED STATES CODE, TITLE 20

**6312 Local educational agency plan**

*Management Resources:*

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

WEB SITES

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

(6/85 2/98) 10/17

**LOCAL CONTROL AND ACCOUNTABILITY PLAN**

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A **community-based**, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of district practices.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

Note: A template for the LCAP and related requirements are contained in 5 CCR 15494-15497.5. According to California Department of Education (CDE) correspondence dated January 18, 2017, for the 2017-18 school year, districts scheduled for Federal Program Monitoring and/or applying for Title III funds must also complete an LCAP Addendum that was developed by the CDE to ensure alignment of local, state, and federal planning efforts. Districts may use an electronic template, accessible on the CDE's web site, to create their LCAP. Pursuant to Education Code 52064, the State Board of Education (SBE) has adopted a template that districts must use to complete the LCAP. An electronic version of the template is available on the California Department of Education's (CDE) web site.

The Board shall adopt a districtwide local control and accountability plan (LCAP), **following based on** the template **provided in 5 CCR 15497.5 adopted by the State Board of Education**, that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060, **52064**; 5 CCR **15497.5-15494-15497**)

*(cf. 3100 - Budget)*

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" **and other or are part of any numerically significant student subgroup that is at risk of or is** underperforming **students**.

*Unduplicated students* include students who are eligible for free or reduced-price meals, English learners, and foster youth, **and are counted only once as defined in Education Code 42238.01** for purposes of the local control funding formula. (Education Code 42238.02)

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6174 - Education for English Learners)*

**Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)**

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

*(cf. 6173 - Education for Homeless Children)*

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

*(cf. 0420 - School Plans/Site Councils)*

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0440 - District Technology Plan)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5030 - Student Wellness)*

*(cf. 6171 - Title I Programs)*

*(cf. 7110 - Facilities Master Plan)*

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

## **Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

Note: Education Code 52060 requires consultation on plan development with all of the groups listed below. The Board may delegate responsibility for arranging meetings and other input opportunities to the Superintendent or designee.

5 CCR 15495 defines what it means to consult with students, including unduplicated students and other numerically significant student subgroups, and gives examples of methods that may be used for this consultation. Pursuant to Education Code 52052, a numerically significant subgroup includes ethnic subgroups, students with disabilities, socioeconomically disadvantaged students, English learners, foster youth, and homeless students, when there are at least 30 students in the subgroup (or 15 foster youth or homeless students) in the school or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval of the SBE. State regulations do not provide examples of consultation with groups other than students, but consultations might include surveys, the establishment of an advisory committee consisting of representatives of all the specified groups, solicitation of feedback from the groups after a draft plan is available, discussion of the LCAP at staff meetings, and communication with parent organizations, student councils, school site councils, or other established committees or organizations.

The district may expand the following paragraph to reflect district practice.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP.

Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

*(cf. 1220 - Citizen Advisory Committees)*

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

*(cf. 6020 - Parent Involvement)*

## **Public Review and Input**

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

*(cf. 5145.6 - Parental Notifications)*

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

*(cf. 9320 - Meetings and Notices)*

## **Adoption of the Plan**

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

### **Submission of Plan to County Superintendent of Schools**

Not later than five days after adoption of the LCAP, the Board shall file the LCAP with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

### **Monitoring Progress**

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance **based on evaluation rubrics adopted by the State Board of Education pursuant to Education Code 52064.5 reported on the California School Dashboard**. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

*(cf. 0500 - Accountability)*

### **Technical Assistance/Intervention**

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities, and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP

BP 0460(h)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

### *Legal Reference:*

#### EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

#### CODE OF REGULATIONS, TITLE 5

15494-15497.5 15497 Local control and accountability plan and spending requirements

#### UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

### *Management Resources:*



CSBA PUBLICATIONS

*Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016*

*LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev.*

*October 2016*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

**California School Dashboard**

*LCFF Frequently Asked Questions*

**Local Control and Accountability Plan and Annual Update (LCAP) Template**

*Every Student Succeeds Act – Update #6, January 18, 2017*

**Family Engagement Framework: A Tool for California School Districts, 2014**

**California Career Technical Education Model Curriculum Standards, 2013**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)

**California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013**

**California Common Core State Standards: Mathematics, rev. 2013**

**California English Language Development Standards, 2012**

WEB SITES

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

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

**California School Dashboard: <http://www.caschooldashboard.org>**

(4/15 3/17) 10/17

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Note: Education Code 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a three-year local control and accountability plan (LCAP). See the accompanying Board policy for information about plan development and monitoring.

Goals and Actions Addressing State and Local Priorities

Note: Education Code 52060 requires that the LCAP include annual goals, aligned with specified state priorities, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52052, as amended by AB 104 (Ch. 13, Statutes of 2015), a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup (or at least 15 foster youth or homeless students) in the school or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval by the State Board of Education (SBE).

In addition, several state priorities address programs and services for "unduplicated students." For purposes of supplemental and concentration grants allocated through the local control funding formula (LCFF), "unduplicated students" are defined by Education Code 42238.02 as students eligible for free or reduced-price meals, English learners, and foster youth; see the accompanying Board policy.

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

- (cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3517 - Facilities Inspection)
(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and

the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

- c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, **and students with disabilities**

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6020 - Parent Involvement)

(cf. 6173.1 - Education for Foster Youth)

**Note: Pursuant to Education Code 52060, the LCAP must address student achievement as measured by specified indicators, including the Academic Performance Index (API), as applicable. However, the API has been replaced by the California School Dashboard, which examines the performance of schools, districts, and defined student groups on measures of academic performance, high school graduation rate, English learner progress, college/career preparation, suspension rate, and chronic absenteeism. Thus, item #1d below does not include the API. Districts may use data from the Dashboard, along with the other specified indicators, to develop goals related to student achievement.**

- d. Student achievement, as measured by all of the following as applicable:
- (1) Statewide assessments of student achievement
  - ~~(2)~~ **Academic Performance Index**
  - ~~(3)~~ **(2)** The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
  - ~~(4)~~ **(3)** The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
  - ~~(5)~~ **(4)** The English learner reclassification rate
  - ~~(6)~~ **(5)** The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
  - ~~(7)~~ **(6)** The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education

Code 99300-99301

(cf. 0500 - Accountability)  
(cf. 6141.5 - Advanced Placement)  
(cf. 6162.5 - Student Assessment)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6178 - Career Technical Education)

- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

(cf. 6146.1 - High School Graduation Requirements)  
(cf. 5113.1 - Chronic Absence and Truancy)  
(cf. 5147 - Dropout Prevention)  
(cf. 6146.1 - High School Graduation Requirements)

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration **grant** funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)  
(cf. 6159 - Individualized Education Program)

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

Note: In addition to goals aligned with the state priorities described in item #1 above, Education Code 52060 provides that the LCAP may include goals for local priorities established by the Board; see the accompanying Board policy. <b>Optional</b> item #2 below may be revised to reflect local priorities.
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- 2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

- 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local

priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

Note: Pursuant to Education Code 52060, in developing goals and actions for the LCAP, the Board may consider qualitative information, including, but not limited to, the results of school quality reviews conducted pursuant to Education Code 52052. Education Code 52052 authorizes the SPI, with approval of the SBE and conditional upon an appropriation in the state budget, to develop and implement a program of school quality reviews that features locally convened panels to visit schools, observe teachers, interview students, and examine student work.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

(cf. 0510 - School Accountability Report Card)

### **Increase or Improvement in Services for Unduplicated Students**

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

Note: Whenever a district chooses to expend supplemental or concentration funds on a districtwide or schoolwide basis, it is required pursuant to 5 CCR 15496, as amended by Register 2015, No. 2, to include the following components in its LCAP.

When the district expends supplemental and/or concentration **grant** funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and

any supporting research, experiences, or educational theory. (5 CCR 15496)

### **Annual Updates**

On or before July 1 of each year, the LCAP shall be updated using the template in 5 CCR 15497.5 adopted by the SBE and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

### **Availability of the Plan**

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

*(cf. 1113 - District and School Web Sites)*

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**Philosophy, Goals, Objectives, and Comprehensive Plans**  
**ACCOUNTABILITY**

BP 0500

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of **the district and each district schools**. The Board shall regularly review the effectiveness of **the district's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in capacity to** improving student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals **set forth in the local control and accountability plan (LCAP)**.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 2140 - Evaluation of the Superintendent)*

*(cf. 3460 - Financial Accountability and Reports Reports and Accountability)*

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6190 - Evaluation of the Instructional Program)*

*(cf. 9400 - Board Self-Evaluation)*

Note: California's accountability system, **which** is based on both state and federal requirements, **including the calculation of an Academic Performance Index (API) pursuant to Education Code 52052-52052.1 and a determination as to whether schools and districts make "adequate yearly progress" (AYP) pursuant to 20 USC 6311. Both the API and AYP incorporate multiple measures, including, but not limited to, student performance on statewide assessments. However, as amended by AB 484 (Ch. 489, Statutes of 2013), Education Code 52052 authorizes the State Board of Education to suspend the API in the 2013-14 and 2014-15 school years while the state assessment system is transitioning from the Standardized Testing and Reporting program to the California Measurement of Academic Performance and Progress—measures district and school performance on a variety of indicators of school success. 20 USC 6311, as amended by the Every Student Succeeds Act (P.L. 114-95), requires each state to have an accountability system that incorporates multiple measures, including, but not limited to, statewide assessment results for all students as well as numerically significant subgroups. The California Accountability and Continuous Improvement System consists of both state and local indicators to assist districts in identifying strengths and areas in need of improvement in each priority area addressed by the local control and accountability plan (LCAP). The degree to which districts and schools are meeting these criteria is reflected in the California School Dashboard, which is a color-coded chart that includes the status of performance on the indicators as well as the change in performance from year to year.**

**Beginning in the 2018-19 school year, the California Department of Education (CDE) will notify schools identified for comprehensive and/or targeted support and improvement pursuant to 20 USC 6311. Until then, the CDE encourages schools previously identified for program improvement to utilize the**

**Dashboard to determine areas of improvement in preparation for implementation of support and improvement requirements.**

**Further information about the Accountability and Continuous Improvement System and the Dashboard can be found on the CDE web site.**

**Indicators of district progress in improving student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system. District and school**

performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

Note: The following paragraph should be revised to reflect the types of alternative schools maintained by the district. Pursuant to Education Code 52052, alternative schools serving high-risk student populations are subject to an alternative accountability system. Commencing in the fall of 2018, alternative accountability indicators will be incorporated into the Dashboard Alternative School Status (DASS) program, as a replacement for the Alternative Schools Accountability Model. The schools described in the following paragraph will automatically qualify for this alternative status. In addition, schools approved through the former Alternative Schools Accountability Model process between July 1, 2016 and June 30, 2017 are considered active DASS schools. Other schools serving high-risk students may apply to establish eligibility for DASS. Further information regarding the DASS and participation/withdrawal instructions and forms are available on the CDE web site.

The district's alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, and nonpublic, nonsectarian schools pursuant to Education Code 56366, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052, 56366)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

Note: Education Code 52052 requires that schools and districts demonstrate comparable improvement in academic achievement by all numerically significant student subgroups, as defined below. AB 104 (Ch. 13, Statutes of 2015) amended Education Code 52052 to add homeless students to the list of student subgroups.

The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless students. (Education Code 52052)

Note: The following optional paragraph may be revised to reflect district practice. AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 52056, which had required an annual discussion of the results of each school's API ranking at a regularly scheduled Governing Board meeting. Nevertheless, reporting Providing regular reports to the public and receiving input from the public in regard to school and district progress are key components of accountability.

Education Code 52060 and 52061, as added by AB 97 and amended by SB 97 (Ch. 357, Statutes of 2013), requires that the district to consult with parents/guardians, students, teachers, principals, administrators, other school personnel, and employee bargaining units in the development and annual update of the district's local control and accountability plan (LCAP); see BP 0460 - Local Control and Accountability Plan.

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff,



and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the **local control and accountability plan (LCAP)**.

- ~~(cf. 0460 - Local Control and Accountability Plan)~~
- (cf. 0510 - School Accountability Report Card)
- (cf. 1100 - Communication with the Public)
- (cf. 1113 - District and School Web Sites)**
- (cf. 1112 - Media Relations)
- (cf. 1220 - Citizen Advisory Committees)
- (cf. 6020 - Parent Involvement)

Note: **A school or district that receives federal Title I funds may be identified for program improvement if it does not meet AYP criteria for two consecutive years within specific areas; see BP/AR 0520.2 - Title I Program Improvement Schools and BP/AR 0520.3 - Title I Program Improvement Districts.**

Pursuant to Education Code 52071, **as added by AB 97 (Ch. 47, Statutes of 2013)**, a district will receive technical assistance whenever the County Superintendent of Schools does not approve the district's LCAP or annual update to the LCAP, the district fails to improve student achievement across more than one state priority identified in Education Code 52060, or the district requests technical assistance. **AB 97 also added** Education Code 52072 **which** provides that, under specified conditions, the Superintendent of Public Instruction may intervene to revise the district's LCAP or budget and/or to stay or rescind any district action, **not required by local collective bargaining agreement**, that is preventing the district from improving outcomes for all student subgroups **and is not required by a collective bargaining agreement**. See BP/AR 0460 - Local Control and Accountability Plan.

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

- (cf. 0400 - Comprehensive Plans)
- (cf. 0420 - School Plans/Site Councils)
- ~~(cf. 0520.2 - Title I Program Improvement Schools)~~
- ~~(cf. 0520.3 - Title I Program Improvement Districts)~~
- (cf. 4141/4241 - Collective Bargaining Agreement)

*Legal Reference:*

EDUCATION CODE

- 33127-33129 Standards and criteria for fiscal accountability
- 33400-33407 California Department of Education evaluation of district programs
- 44660-44665 Evaluation of certificated employees
- 51041 Evaluation of the educational program
- 52052-52052.1 **Academic Performance Index Public school performance accountability program**
- ~~52055.57-52055.59 Districts identified or at risk of identification for program improvement~~
- 52060-52077 Local control and accountability plan
- 56366 Nonpublic, nonsectarian schools**
- 60640-60649 California Assessment of Student Performance and Progress**

CODE OF REGULATIONS, TITLE 5

- 1068-1074 Alternative schools accountability model, assessments
- 15440-~~15463~~ **15464** Standards and criteria for fiscal accountability

UNITED STATES CODE, TITLE 20

- 6311 Accountability, **adequate yearly progress state plan**
- 6312 Local educational agency plan

~~6316 School and district improvement~~

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~200.13-200.20 200.12-200.24 Adequate yearly progress State accountability system~~

~~200.30-200.53 200.48 Program improvement State and LEA report cards and plans~~

*Management Resources:*

WEB SITES

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

California Department of Education, Accountability: <http://www.cde.ca.gov/ta/ac>

**California School Dashboard: <http://www.caschooldashboard.org>**

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

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## DISTRICT AND SCHOOL WEB SITES

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

*(cf. 0000 - Vision)*

*(cf. 0440 - District Technology Plan)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 6020 - Parent Involvement)*

### Design Standards

The Superintendent or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

Note: Pursuant to Title II of the Americans with Disabilities Act (42 USC 12131-12134), the district must ensure that individuals with disabilities are not discriminated against or excluded from participation in public services, programs, or activities. A U.S. Department of Justice (USDOJ) technical assistance publication, Accessibility of State and Local Government Websites to People with Disabilities, affirms that this statute applies to district sponsored web sites. Pursuant to Title II of the Americans with Disabilities Act (42 USC 12131-12134) and Section 504 of the Rehabilitation Act of 1973 (29 USC 705, 794; 34 CFR 104.1-104.39), districts have an obligation to provide an equal opportunity to individuals with disabilities to participate in and receive the benefits of the educational program, and must provide accommodations or modifications when necessary to ensure equal treatment. Such obligations have been interpreted by the U.S. Department of Education's Office for Civil Rights (OCR) to include the requirement that district web sites be accessible to individuals with disabilities. See the OCR's June 2010 and May 2011 Dear Colleague Letters. Thus, the districts should ~~should~~ **must** consider the needs of individuals with disabilities and identify features that would enable such persons to access all the **information on district and school web sites.** site's information. For example, hearing impaired individuals may not be able to access information in Internet videos or other multimedia presentations that do not have captions, and visually impaired individuals who use screen readers or other assistive technology may not be able to "read" images or photographs without corresponding text. Examples of technical standards for web site accessibility are available from the World Wide Web Consortium, the California Department of Education's standards for state web sites, and other sources.

The ~~USDOJ's~~ **A U.S. Department of Justice** technical assistance publication, Accessibility of State and Local Government Websites to People with Disabilities, states that an agency with an ~~inaccessible web site~~ **a web site that is otherwise inaccessible to individuals with disabilities** may also meet its legal obligations by providing an alternative accessible way for ~~individuals with disabilities~~ **them** to use the programs or services (e.g., a staffed telephone information line), but points out that these alternatives are unlikely to provide an equal degree of access in terms of hours of operation or range of options and programs available. **See the accompanying administrative regulation for accessibility guidelines.**

The district's design standards shall address the accessibility of district-sponsored and school web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

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

### **Guidelines for Web Site Content**

The Superintendent or designee shall develop content guidelines for district and school web sites and shall assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.

*(cf. 1325 - Advertising and Promotion)*

### **Privacy Rights**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

*(cf. 1340 - Access to District Records)*

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

*(cf. 5022 - Student and Family Privacy Rights)*

*(cf. 5125 - Student Records)*

Note: The following **optional** paragraph may be revised to reflect district practice. The district should carefully consider whether to place personally identifiable information on district or school web sites since release of such information may put individuals, including students, at risk and also may violate Education Code 49073 which prohibits disclosure of student directory information to any private profit-making entity; see BP/AR/E 5125.1 - Release of Directory Information.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.

*(cf. 5125.1 - Release of Directory Information)*

**OPTION 1:** ~~Photographs of individual students may be published, together with their names, except when their~~ **The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with his/her name, may be published on district or school web sites unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent, in accordance with BP/AR 5125.1 - Release of Directory Information.**

**OPTION 2:** ~~Because of the wide accessibility of the Internet and potential risk to students,~~ **Photographs of individual students shall not be published on district or school web sites with their names accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.**

**If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district web sites provided that students' names are not included.**

**Staff members' Employees' home addresses, or personal telephone numbers, and personal email addresses shall not be posted on district or school web sites.**

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

(cf. 3515.3 - District Police/Security Department)

*Legal Reference:*

EDUCATION CODE

35182.5 *Contracts for advertising*

35258 *Internet access to school accountability report cards*

48907 *Exercise of free expression; rules and regulations*

48950 *Speech and other communication*

49061 *Definitions, directory information*

49073 *Release of directory information*

60048 *Commercial brand names, contracts or logos*

BUSINESS AND PROFESSIONS CODE

**22580-22582 Digital privacy**

**22584-22585 Student Online Personal Information Protection Act**

**22586 Preschool and prekindergarten privacy**

*Legal Reference: (continued)*

GOVERNMENT CODE

3307.5 *Publishing identity of public safety officers*

6254.21 *Publishing addresses and telephone numbers of officials*

6254.24 *Definition of public safety official*

11135 *Nondiscrimination; accessibility to state web sites*

PENAL CODE

14029.5 *Prohibition against publishing personal information of person in witness protection program*

UNITED STATES CODE, TITLE 17

~~101-1101 Federal copyright law~~

**101-122 Subject matter and scope of copyright**

**504 Penalties for copyright infringement**

UNITED STATES CODE, TITLE 20

1232g *Federal Family Educational Rights and Privacy Act*

UNITED STATES CODE, TITLE 29

**705 Definitions; Vocational Rehabilitation Act**

794 *Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

**104.1-104.61 Nondiscrimination on the basis of disability**

COURT DECISIONS

**City of San Jose v. Superior Court, (2017) 2 Cal.5th 608**

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Management Resources:

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

**Dear Colleague Letter, May 26, 2011**

**Joint Dear Colleague Letter: Electronic Book Readers, June 2010**

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

California Department of Education, Web Accessibility Standards:

<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>

California School Public Relations Association: <http://www.calspra.org>

**U.S. Department of Education, Office for Civil Rights: <https://www2.ed.gov/about/offices/list/ocr>**

U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

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### Design Standards

The Superintendent or designee shall develop design standards for district and school web sites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the web site. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school web sites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for web site accessibility. The Superintendent or designee shall regularly review district and school web sites and modify them as needed to ensure legal compliance with accessibility standards.

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

### Guidelines for Web Site Content

As applicable, district and school web sites shall provide current information regarding district/school programs, activities, and operations. Such information shall be appropriate for both internal and external audiences and may include the district's mission and goals, district/school programs and operations, district/or school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

*(cf. 0440 - District Technology Plan)*  
*(cf. 0510 - School Accountability Report Card)*  
*(cf. 1100 - Communication with the Public)*  
*(cf. 1112 - Media Relations)*  
*(cf. 6020 - Parent Involvement)*  
*(cf. 9322 - Agenda/Meeting Materials)*

With approval of the principal, individual teachers may create web pages linked to the district or school web site to provide information pertaining to class assignments, expectations, and activities.

Note: In determining who will be allowed whether to limit or allow the ability of certain groups or individuals to provide content for district or school web sites, districts should consult with legal counsel on matters pertaining to protected speech and equal access; in the event of litigation on this issue, one approach a court might use would be to draw analogies with protections that currently exist for the print medium (see BP/AR 5145.2 - Freedom of

Speech/Expression **and** ) and regulations regarding equal access (see BP/AR 6145.5 - Student Organizations and Equal Access).

Student work may be published on district or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

**The Superintendent or designee shall ensure that copyright laws are not violated in the use of materials on district and school web sites. If any copyrighted material is posted a notice shall be included crediting the original producer of the material and noting how and when permission to reprint the material was granted. Any copyrighted material to be posted on a district or school web site shall be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school web site if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the web site shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.**

*(cf. 4132/4232/4332 - Publication or Creation of Materials)*  
*(cf. 6162.6 - Use of Copyrighted Materials)*

Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that the district is not responsible for the content of external web sites.

## **Roles and Responsibilities**

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the Superintendent or designee. He/she shall **review district and school web sites to** ensure consistency **of the material** with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct **an** editorial review<sup>s</sup> of all materials submitted for publication on district or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

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

## **Security**



The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school web sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

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**SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY**

Note: The following **optional** policy and accompanying administrative regulation detail the procedures that govern the district's sale or lease of surplus real property.

When district properties are not being utilized for school purposes after specific time periods, Education Code 17219-17224 authorize the State Allocation Board (SAB) to charge an "unused site fee." **The Office of Public School Construction has developed a guide, the Unused Site Program Handbook, to assist districts with non-use payments. For further information regarding non-use payments, see the Office of Public School Construction's Unused Site Program Handbook.**

Education Code 17455 authorizes the sale, or lease of up to 99 years, of any district real property together with any personal property located thereon without taking a vote of the electors of the district. To do so, the property must not or will not be needed by the district and the district must follow the procedures under Education Code 17387-17391. **When a district is selling any property or leasing it with an option to purchase, Education Code 17464 lists the public entities that have priority to lease or purchase surplus district properties and the types of notice that the district must provide such entities before disposing of the property. Pursuant to Education Code 17457.5, as amended by AB 86 (Ch. 48, Statutes of 2013), an offer to sell the property must first be extended to a charter school that: (1) projects an in-district average daily attendance of at least 80 students for the following fiscal year, (2) submitted a written request to the district to be notified of surplus property offered for sale or lease by the district, and (3) intends to use the property exclusively to provide instruction or instructional support.**

**Under certain circumstances, districts may also need to comply with Education Code 17485-17500 (the Naylor Act), which require the granting of priority to public agencies when disposing of any district property that includes a playground, playing field, or land with an outdoor recreational purpose. Under certain conditions, the district may grant priority to licensed child care providers pursuant to Education Code 17458 or may sell surplus property for less than fair market value to public entities for recreational purposes pursuant to Education Code 17230.**

**When proposing the sale or lease of surplus property, the district must also comply with the California Environmental Quality Act, Public Resources Code 21000-21177.**

The Governing Board believes that **the district should utilize its** facilities and resources **should be utilized in the most an** economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

- (cf. 1330 - Use of School Facilities)*
- (cf. 7110 - Facilities Master Plan)*
- (cf. 7111 - Evaluating Existing Buildings)*
- (cf. 7160 - Charter School Facilities)*

Note: Pursuant to Education Code **17388 17387-17391**, before surplus real property is sold or leased, the Governing Board must appoint an advisory committee to advise the Board on the disposition of such property. **Education Code 17388 and 17391 establish exceptions from this requirement for rentals not exceeding 30 days and for the lease or rental of a district facility to a private educational institution**

**SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)**

**for the purpose of offering summer school. In addition, Education Code 17391, as amended by AB 1157 (Ch. 717, Statutes of 2017), provides that an advisory committee need not be appointed prior to the sale, lease, or rental of excess real property if it is to be used for teacher or other employee housing.**

Education Code 17389 requires that the advisory committee be representative of specific groups within the community and be composed of not less than seven nor more than 11 members (commonly referred to as a "7-11 committee"). **See the accompanying administrative regulation for further information on the composition and duties of this committee.**

**Prior to the sale or lease of any surplus real property, The Board shall appoint a district advisory committee prior to the sale or lease of any surplus real property to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution, the Board may elect not to appoint a district advisory committee. (Education Code ~~17388-17389~~ 17387-17391)**

*(cf. 1220 - Citizen Advisory Committees)*

Note: Pursuant to Government Code 65402, **before disposing of any real property, the district is required to submit a report to its local planning agency for comparison with the local planning agency's general plan. If the county or city has adopted a general plan which is applicable in the area where the district property is located, the district must notify the county or city planning agency of the location, purpose, and extent of the proposed disposition of district property so that the agency can determine and report on the extent to which the disposition conforms with the local planning agency's general plan.** The planning agency has 40 days during which it may raise objections. If objections are not raised within 40 days, the lack of response is deemed acceptance of the district report. ~~If objections are timely raised, the Board may either make adjustments to accommodate such objections or take further steps to override those objections. to be a finding that the district's proposed disposition of the property is in conformity with the local planning agency's adopted general plan.~~

**Upon determination that district property is no longer needed, or may not be needed until some future time, If the local planning agency has adopted a general plan that affects or includes the area where the surplus property is located, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)**

Note: When proposing the sale or lease of surplus property, the district must also comply with Public Resources Code 21000-21177 (the California Environmental Quality Act) **(CEQA), when applicable. Pursuant to 14 CCR 15061, the sale or lease of property is exempt from detailed CEQA review if there is no possibility that the sale or lease will have a significant environmental effect. In such cases, the district must adopt a notice of exemption in accordance with 14 CCR 14062.**

**The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)**

Note: When a district is selling any **surplus** property or leasing it with an option to purchase, Education Code 17464 lists the public entities that **have must be given** priority to lease or purchase surplus district properties

**the property** and the types of notice that the district must provide such entities before disposing of the property. Under certain circumstances, districts may also need to comply with **the Naylor Act** (Education Code 17485-17500 ~~(the Naylor Act)~~), which requires **that the granting of priority be given** to public agencies when disposing of any district property that includes a playground, playing field, or land with an outdoor recreational purpose. Under certain conditions, the district may grant priority to licensed child care providers pursuant to Education Code 17458 or may sell surplus property for less than fair market value to public entities for recreational purposes pursuant to Education Code 17230. ~~Pursuant to Education Code 17457.5, as amended by AB 86 (Ch. 48, Statutes of 2013), an offer to sell the property must first be extended to a charter school that: (1) projects an in-district average daily attendance of at least 80 students for the following fiscal year, (2) submitted a written request to the district to be notified of surplus property offered for sale or lease by the district, and (3) intends to use the property exclusively to provide instruction or instructional support.~~ **The requirement to first offer surplus property to a charter school with a projected in-district average daily attendance of at least 80 students expired July 1, 2016 pursuant to the terms of Education Code 17457.5.**

~~Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of~~ **When selling or leasing** district real property, the Board shall ~~offer to sell or lease district-owned real property in accordance with~~ **comply with the** priorities and procedures specified in applicable law. (Education Code 17230, ~~17387-17391, 17457.5, 17464, 17485-17500-17499~~; Government Code 54222, ~~65402~~)

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

Note: Pursuant to Education Code 17462.3, ~~as amended by AB 308 (Ch. 496, Statutes of 2013)~~, the SAB may require a district selling real property purchased, **constructed improved**, or modernized with funds received from a state school facilities funding program to return those funds if: (1) the state funds were received and the property purchased or improved within the previous 10 years; (2) the proceeds from the sale are not used for capital outlay; and (3) the property is not sold to a charter school, another school district, a county office of education, or an agency that will use the property exclusively for the delivery of child care and development services.

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a **state** school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

## **Resolution of Intention to Sell or Lease**

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

*(cf. 9320 - Meetings and Notices)*

*(cf. 9323.2 - Actions by the Board)*

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

### **Acceptance/Rejection of Bids**

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

BP 3280(e)

### **SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)**

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

*(cf. 1431 - Waivers)*

### **Use of Proceeds**

The Superintendent or designee shall ensure that the proceeds from the sale, or lease with an option to purchase, of district surplus district property are used in accordance with law for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462)

Proceeds from a sale of surplus district property shall be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. (Education Code 17462)

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

If the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

Note: As amended by AB 86 (Ch. 48, Statutes of 2013), Education Code 17463.7 has extended, until January 1, 2016, the authority to use the proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one time general fund purpose. Districts that choose to exercise this authority will be ineligible for hardship funding from the SAB for five years after the proceeds are deposited.

Prior to exercising this authority, Education Code 17463.7 requires the Board to adopt a plan for expending the resources and to make specific certifications to the SAB, as specified below. Education Code 17463.7 contains additional requirements applicable to the sale of property purchased with proceeds from a local general obligation bond or revenue from developer fees.

Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one time general fund purpose(s). Before the district exercises this authority: (Education Code 17463.7)

1. The Board shall submit documents to the SAB certifying that:

- a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.
- b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.

(cf. 7214 - General Obligation Bonds)

- c. The real property is not suitable to meet projected school construction needs for the next 10 years.

2. The Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district.

*Legal Reference:*

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

~~17457.5 Offer to charter school~~

17462.3 State Allocation Board program to reclaim funds

~~17463.7 Proceeds for general fund purposes~~

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE

50001-50002 Definitions

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, May 2008 December 2015

WEB SITES

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

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.dgs.ca.gov/opsc>

(7/11 4/14) 10/17

**DRUG AND ALCOHOL FREE SCHOOLS**

**The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.**

- (cf. 1325 - Advertising and Promotion)*
- (cf. 3513.3 - Tobacco-Free Schools)*
- (cf. 4020 - Drug and Alcohol-Free Workplace)*
- (cf. 4159/4259/4359 - Employee Assistance Programs)*
- (cf. 5030 - Student Wellness)*
- (cf. 5131.6 - Alcohol and Other Drugs)*
- (cf. 5131.62 - Tobacco)*
- (cf. 6142.8 - Comprehensive Health Education)*

**The following substances are prohibited on all district property:**

- 1. Any substance which may not lawfully be possessed, used, or sold in California**

**Note: Although Health and Safety Code 11362.1, as amended by Proposition 64 (2016), authorizes persons age 21 years and older to possess and use specified amounts of cannabis, Health and Safety Code 11362.3 prohibits possession or use of cannabis by persons under age 21 and prohibits all persons from possessing, smoking, or ingesting cannabis or cannabis products on the grounds of a school, day care center, or youth center while children are present.**

- 2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)**

**Note: Pursuant to Business and Professions Code 25608, it is a misdemeanor to possess, consume, sell, give, or deliver any alcoholic beverage to any person in a school building or on school grounds unless a specified exception applies. Such exceptions include, but are not limited to, alcohol served during a special event, pursuant to a license or permit obtained under the Alcohol Beverage Control Act, at district-owned facilities at a time when students are not present. Districts that do not allow any of the specified exceptions should revise item #3 accordingly. See AR 1330 - Use of School Facilities.**

- 3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608**

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

**Note: Pursuant to various state laws, prescribed medication may be administered at school with written statements from the student's parent/guardian and authorized health care provider; see BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions. However, Health and Safety Code 11362.79 prohibits a person who has been authorized for medical use of cannabis from smoking cannabis on the grounds of or within 1,000 feet of a school, recreation center, or youth center or on a school bus, and Health and Safety Code 11362.3 prohibits cannabis on district property while children are present as noted in item #2 above. In addition, federal law (21 USC 812, 844) continues to prohibit the possession of cannabis, even by medical users.**



Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

*(cf. 5141.21 - Administering Medications and Monitoring Health Conditions)*

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

### **Enforcement/Discipline**

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515.2 - Disruptions)*

*(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)*

*(cf. 5145.12 - Search and Seizure)*

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

*(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)*

*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*

*(cf. 4117.7/4217.7/4317.7 - Employment Status Reports)*

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

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(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))*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

### **Legal Reference:**

#### **EDUCATION CODE**

**44940 Compulsory leave of absence for certificated persons**

**44940.5 Procedures when employees are placed on compulsory leave of absence**

**45123 Employment after conviction of controlled substance offense**

**45304 Compulsory leave of absence for classified persons**

**48900 Suspension or expulsion (grounds)**

**48900.5 Suspension, limitation on imposition; exception**

**48901 Smoking or use of tobacco prohibited**

**48901.5 Prohibition of electronic signaling devices**

**48902 Notification of law enforcement authorities; civil or criminal immunity**

**48909 Narcotics or other hallucinogenic drugs**

**48915 Expulsion; particular circumstances**

#### **BUSINESS AND PROFESSIONS CODE**

**25608 Alcohol on school property; use in connection with instruction**

**GOVERNMENT CODE**

**8350-8357 Drug-free workplace**

**HEALTH AND SAFETY CODE**

**11053-11058 Standards and schedules**

**11353.6 Juvenile Drug Trafficking and Schoolyard Act**

**11362.1 Possession and use of cannabis, persons age 21 and over**

**11362.3 Limitations on possession and use of cannabis**

**11362.79 Limitations on medical use of cannabis**

**104559 Tobacco use prohibition**

**PENAL CODE**

**13860-13864 Suppression of drug abuse in schools**

**VEHICLE CODE**

**13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;**

**UNITED STATES CODE, TITLE 20**

**7101-7122 Student Support and Academic Enrichment Grants**

**UNITED STATES CODE, TITLE 21**

**812 Schedules of controlled substances**

**844 Penalties for possession of controlled substance**

**UNITED STATES CODE, TITLE 41**

**8101-8106 Drug-Free Workplace Act**

**COURT DECISIONS**

**Ross v. RagingWire Telecommunications, Inc., 42 Cal. 4th 920 (2008)**

**CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS**

Whenever the district contracts for school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, student transportation, and school site food-related services, the Superintendent or designee shall ensure that the contracting entity certifies in writing that any employees who may come into contact with students have not ~~When the employees of any entity contracting with the district to provide specified services will have contact with students, the entity shall certify in writing to the Superintendent or designee that none of those employees has~~ been convicted of a violent or serious felony as defined in Education Code 45122.1, ~~unless the employee has received a certificate of rehabilitation and a pardon.~~ **In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice. If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district. (Education Code 45125.1)**

**These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services: (Education Code 45125.1, 45125.2)**

- 1. School and classroom janitorial services**
- 2. School site administrative services**
- 3. School site grounds and landscape maintenance services**
- 4. Student transportation services**
- 5. School site food-related services**
- 6. Construction, reconstruction, rehabilitation, or repair of a school facility**

*(cf. 3540 - Transportation)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3600 - Consultants)*  
*(cf. 7140 - Architectural and Engineering Services)*

On a case-by-case basis, the Superintendent or designee may **also** require a contracting entity providing school site services, other than those listed above, to comply with these requirements. (Education Code 45125.1)

**Note: As amended by AB 2102 (Ch. 840, Statutes of 1998), Education Code 45125.1 no longer requires the contracting entity to present to the Board a list of employees who may come into contact with students.**

**These requirements shall not apply. The Superintendent or designee may determine that criminal background checks will not be required if:**

**1.** ~~if the Superintendent or designee determines that t~~The contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)

**2.** ~~In addition, these requirements shall not apply if the Superintendent or designee determines that t~~The employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including ~~the following~~ factors **such as:** ~~1. T~~the length of time the contractors will be on school grounds, ~~2. W~~whether students will be in proximity with the site where the contractors will be working, **and** ~~3. W~~whether the contractors will be working by themselves or with others. (Education Code 45125.1)

Upon a determination that an employee **shall will** have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any students who may come in contact with this employee. (Education Code 45125.1)

These steps may include, but **are** not ~~be~~ limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds, and/or providing the employee with a visible means of identification.

*(cf. 3515.3 - District Police/Security Department)*

**3.** ~~The contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and either item #1 or #2 above applies or the district uses one or more of the following methods to ensure student safety:~~ (Education Code 45125.2)

~~When the district contracts for construction, reconstruction, rehabilitation or repair of a school facility where the employees of the entity will have contact, other than limited contact with students, the Superintendent or designee shall ensure the safety of students by utilizing one or more of the following methods:~~ (Education Code 45125.2)

**1.a.** ~~The installation of a physical barrier at the worksite to limit contact with students;~~

**2.b.** ~~Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony;~~

~~The supervising employee may submit his/her fingerprints to the Department of Justice pursuant to Education Code 45125.1.~~

**3.c.** ~~Surveillance of employees of the entity by school personnel;~~

~~These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing construction, reconstruction, rehabilitation, or repair services in~~

an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.2)

*Legal Reference:*

EDUCATION CODE

41302.5 School districts, definition

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors

45125.2 Criminal background checks for construction

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

**Management Resources:**

WEB SITES

**Department of Justice: <https://oag.ca.gov/fingerprints>**

(10/97 10/98) 10/17

## All Personnel

BP 4140

4240

## BARGAINING UNITS

4340

The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 9000 - Role of the Board)*

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

~~Neither the district nor the employee organization~~ **The district shall not deter or discourage employees from becoming or remaining members of an employee organization,** impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, **3543.6 3550**)

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

### Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

*(cf. 4300 - Administrative and Supervisory Personnel)*

*(cf. 4301 - Administrative Staff Organization)*

*(cf. 4312.1 - Contracts)*

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be

merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. **but When represented by an employee organization,** that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

### **Access to Employee Orientations and Contact Information**

**Note: Pursuant to Government Code 3556, as added by AB 119 (Ch. 21, Statutes of 2017), districts are required to provide recognized employee organizations access to new employee orientations, as defined, and to give at least 10 days' notice in advance of any such orientation. However, shorter notice may be provided if an unforeseeable urgency critical to the district's operations prevents giving the required 10 days' notice.**

**Government Code 3556 and 3557, as added by AB 119, require that the structure, time, and manner of access to new employee orientations be determined by mutual agreement of the district and employee organization. If the parties fail to reach an agreement regarding the new employee orientation, the negotiations become subject to compulsory interest arbitration. Although districts are required to negotiate how access is provided to employees, they are not required to negotiate the manner in which onboarding is conducted.**

**The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)**

**The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations**

and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

Note: Government Code 6254.3 authorizes disclosure of an employee's home address and home telephone number to an employee organization unless the district receives a written request by the employee to not disclose the information. The appeals court in *County of Los Angeles v. Service Employees International Union, Local 721* clarified that nonmembers or agency fee payers have a reasonable expectation of privacy and thus are entitled to notice and an opportunity to object before the disclosure of their personal information. This case has been appealed to the California Supreme Court.

Pursuant to Government Code 3558, as added by AB 119 (Ch. 21, Statutes of 2017), districts are required to provide recognized employee organizations with specified contact information for new employees in the bargaining unit, as provided below. The information required by Government Code 3558 must be provided in a manner consistent with Government Code 6254.3, which authorizes disclosure of an employee's home address, home telephone number(s), and personal cell phone number to an employee organization unless the district receives a written request by the employee to not disclose the information. Pursuant to Government Code 6254.3, as amended by AB 119, the personal email address of an employee is not disclosable unless used by the employee to conduct public business. The following paragraph should be revised if districts have an agreement with their employee organization(s) requiring more frequent or more detailed contact lists.

In *County of Los Angeles v. Service Employees International Union, Local 721*, the California Supreme Court held that (1) an employer has a duty to provide information relevant to collective bargaining to the applicable bargaining unit and failure to do so is a violation of the employer's obligation to bargain in good faith; (2) the disclosure of an employee's home address and phone number(s) by an employer to the union does not violate the employee's constitutional right of privacy; and (3) other avenues for implementing privacy safeguards are available, such as bargaining for a notice and opt-out procedure or drafting employment contracts that will notify employees that their home contact information is subject to disclosure to the union and that they may request nondisclosure.

The Superintendent or designee may provide an employee organization with the home address and home telephone number of employees, except any employees performing law enforcement-related functions and any employees who provide written request that the information not be disclosed for this purpose. shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information on all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3) , the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employees who provides written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list



**maintained by the district unless the list is only used by the district to contact the employee.** (Government Code **3558, 6207, 6254.3**)

*(cf. 1340 - Access to District Records)*

## **Payment of Dues or Service Fee**

**Note: Pursuant to Government Code 3546, all employees in a classification represented by an employee organization are required to pay a fee to the employee organization to cover the costs of negotiations, contract administration, and other activities that are germane to its function as the exclusive bargaining representative (i.e., "agency fee" arrangements, which require employees to either join the union or pay a "fair share service fee"). However, the constitutionality of agency fee statutes such as Government Code 3546 is a legal issue currently before the U.S. Supreme Court in Janus v. American Federation of State, County, and Municipal Employees.**

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)

Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)

Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)

*(cf. 3460 - Financial Reports and Accountability)*

### *Legal Reference:*

#### EDUCATION CODE

45060-45061.5 *Deduction of fees from salary or wage payment, certificated employees*

45100.5 *Senior management positions*

45104.5 *Abolishment of senior classified management positions*

45108.5 *Definitions of senior classified management employees*

45108.7 *Waiver of provisions of 45108.5*

45168 *Deduction of fees from salary or wage payment, classified employees*

45220-45320 *Merit system, classified employees*

#### GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act, especially:*

3540.1 *Definitions*

3543.4 *Management position; representation*

3545 *Appropriateness of unit; basis*

**3550-3552 Prohibition on public employers deterring or discouraging union membership**

**3555-3559 Public employee communication, information and orientation**

**6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking**

6254.3 *Disclosure of employee contact information to employee organization*

6503.5 *Joint powers agencies*

53260-53264 *Employment contracts*

CODE OF REGULATIONS, TITLE 8

33015-33490 *Recognition of exclusive representative; proceedings*

33700-33710 *Severance of established unit*

34020 *Petition to rescind organizational security arrangement*

34055 *Reinstatement of organizational security arrangement*

COURT DECISIONS

**Janus v. American Federation of State, County and Municipal Employees, Council 31, (7th Cir. 2017) 851 F.3d 746, cert granted Sept. 28, 2017, No. 16-1466**

**Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083**

**County of Los Angeles v. Service Employees International Union, Local 721, (2011), 192 Cal.App.4th 1409 (2013) 56 Cal. 4th 905**

**Aboud v. Detroit Board of Education, (1977) 431 U.S. 209**

*Management Resources:*

CSBA PUBLICATIONS

**Collective Bargaining DVD-ROM**

**Before the Strike: Planning Ahead in Difficult Negotiations, 1996**

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Public Employment Relations Board: <http://www.perb.ca.gov>

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## CHRONIC ABSENCE AND TRUANCY

The Governing Board believes that ~~excessive~~ absenteeism, ~~whether caused by excused or unexcused absences~~ **whatever the cause**, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.11 - Attendance Supervision)*

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates ~~for all district students~~ **districtwide**, for each school, and **disaggregated** for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be ~~disaggregated and~~ used in the development of annual goals and specific actions for student attendance and engagement ~~and for inclusion~~ **to be included** in the district's local control and accountability plan and other applicable school and district plans.

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 0500 - Accountability)*

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

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

*(cf. 5126 - Awards for Achievement)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5141.6 - School Health Services)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

The Superintendent or designee shall ~~work~~ **consult** with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

**Interventions for students with serious attendance problems shall be designed to meet the specific needs of the student and may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. He/she—also The Superintendent or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that make alternative educational programs and nutrition, health care, and other support services are available for students and families—and to intervene as necessary when students have serious attendance problems.**

*(cf. 1020 - Youth Services)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 6158 - Independent Study)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*  
*(cf. 6185 - Community Day School)*

Students who are identified as truants shall be subject to the interventions specified in law and administrative regulation.

*(cf. 5113.12 - District School Attendance Review Board)*

A student's truancy, tardiness, or other absence from school shall not be the basis for his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

The Superintendent or designee shall periodically report to the Board regarding the district's progress in improving student attendance rates for all students and for each numerically significant student population. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to make changes as needed. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in identification the determination of how to best allocate available community resources.

**[SECTION ON "SCHOOL ATTENDANCE REVIEW BOARD" DELETED]**

Legal Reference:

EDUCATION CODE

1740-1742 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

~~41601 Reports of average daily attendance~~

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48225.5 Work permits, entertainment and allied industries

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48900 Suspension and expulsion

49067 Unexcused absences as cause of failing grade

52052 Academic Performance Index; numerically significant student subgroups

60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

~~15497.5 Local control and accountability plan template~~

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CSBA PUBLICATIONS

Attendance Awareness Month, Fact Sheet, September 2014

ATTENDANCE WORKS PUBLICATIONS

Count Us In! Working Together to Show that Every School Day Matters, 2014

The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

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

California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>

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# CSBA Sample Administrative Regulation

Students

AR 5113.1(a)

## CHRONIC ABSENCE AND TRUANCY

**Note: The following administrative regulation may be revised to reflect the district personnel responsible for duties related to attendance supervision and matters related to chronic absence and truancy. Pursuant to Education Code 48240-48246, the district may appoint an attendance supervisor, join a consortium of districts to employ an attendance supervisor, or contract with the County Superintendent of Schools to supervise the attendance of district students. See AR 5113.11 - Attendance Supervision.**

**Education Code 48273 mandates that the district adopt rules and regulations related to reports of district referrals to a school attendance review board (SARB). See the section on "Reports" below for language fulfilling this mandate.**

### Definitions

Note: The following definition of "chronic absentee" is provided in Education Code 60901 for purposes of reporting student attendance within the California Longitudinal Pupil Achievement Data System **and in 5 CCR 15497.5, as added by Register 2015, No. 2, for reporting the chronic absence rate in the local control and accountability plan. This definition is also used in the template adopted by the State Board of Education to assist districts in completing the local control and accountability plan.** Chronic absence includes absence for any reason (i.e., excused and/or unexcused absences).

*Chronic absentee* means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901; **5 CCR 15497.5**)

*Truant* means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

*Habitual truant* means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian **after either of the two previous reports**. (Education Code 48262, 48264.5)

*Chronic truant* means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-**48263, 48260.5, 48261, 48262, 48263,** and 48291. (Education Code 48263.6)

**CHRONIC ABSENCE AND TRUANCY** (continued)

Note: As provided above, definitions of the various categories of truancy are based on the number of absences from school without a valid excuse. ~~As amended by AB 2616 (Ch. 432, Statutes of 2012),~~ Education Code 48260 defines a "valid excuse," for purposes of classifying a student as a truant, as any of the reasons specified in Education Code 48205 (i.e., illness, quarantine, health services appointments, funeral service attendance, jury duty, illness or medical appointment of student's child, justifiable personal reasons, service on precinct board, time with family member called to active duty or on leave from active duty, and religious exercises), Education Code 48225.5 (i.e., entertainment or allied industries work permits and nonprofit organization performances), or other reasons at the discretion of school administrators. AR 5113 - Absences and Excuses reflects the reasons that students may be excused from school pursuant to Education Code 48205 and provides information about methods of verification of student absences.

For purposes of classifying a student as a truant, *valid excuse* includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5. A valid excuse ~~also~~ may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

(cf. 5113 - Absences and Excuses)

(cf. 5113.2 - Work Permits)

**Attendance Supervisor(s)**

~~Note: The following optional section may be revised to reflect district practice. Pursuant to Education Code 48240-48246, the district may appoint an attendance supervisor, join a consortium of districts to employ an attendance supervisor, or, with approval of the County Board of Education, contract with the County Superintendent of Schools to supervise the attendance of district students. The following section may be revised to specify which duties will be assumed by the attendance supervisor.~~

~~The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)~~

**Addressing Chronic Absence**

Note: The following **optional** section may be revised to reflect district practice.

For further information about strategies to address chronic absence, see CSBA's policy brief [Improving Student Achievement by Addressing Chronic Absence](#) and the California Department of Education's (CDE) [School Attendance Improvement Handbook](#). Also see AR 5113 - Absences and Excuses for language requiring students with frequent absences due to illness to provide written verification from a health care practitioner.



**CHRONIC ABSENCE AND TRUANCY** (continued)

When a student is identified as a chronic absentee, the ~~attendance supervisor~~ **Superintendent or designee** shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

*(cf. 5113.11 - Attendance Supervision)*

*(cf. 6020 - Parent Involvement)*

The student may be referred to a student success team or school-site attendance review team to assist in evaluating his/her needs and identifying strategies and programs to assist him/her.

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

*(cf. 5147 - Dropout Prevention)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

*(cf. 6175 - Migrant Education Program)*

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

*(cf. 6158 - Independent Study)*

*(cf. 6176 - Weekend/Saturday Classes)*

*(cf. 6178.1 - Work-Based Learning)*

*(cf. 6179 - Supplemental Instruction)*

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

*(cf. 6183 - Home and Hospital Instruction)*

*(cf. 6184 - Continuation Education)*

Whenever chronic absenteeism is linked to a health issue or nonschool condition, the ~~attendance supervisor~~ **Superintendent or designee** may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

*(cf. 1020 - Youth Services)*

*(cf. 5141.6 - School Health Services)*

**Addressing Truancy**

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may, as applicable, arrest or assume temporary custody during

**CHRONIC ABSENCE AND TRUANCY** (continued)

school hours of any minor student found away from his/her home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

*(cf. 3515.3 - District Police/Security Department)*

The ~~attendance supervisor~~ **Superintendent or designee** shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of truantries he/she has committed:

1. Initial truancy

- a. The student shall be reported to the ~~attendance supervisor~~ **Superintendent or designee**. (Education Code 48260)

Note: When a student is classified as truant, Education Code 48260.5 requires notification of his/her parents/guardians by the most cost-effective method possible, which may include email or a telephone call. The CDE's web site and School Attendance Improvement Handbook provide sample letters.

- b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
- (1) The student is truant.
  - (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
  - (3) Alternative educational programs are available in the district.
  - (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
  - (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator **or designee**, or attendance supervisor or **his/her** designee **under pursuant to**

**CHRONIC ABSENCE AND TRUANCY** (continued)

Education Code 48264 if found away from home and absent from school without a valid excuse.

- (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
- (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)

Note: AB 2616 (Ch. 432, Statutes of 2012) amended Education Code 48264.5 to add the following strategy for addressing initial truancy.

- d. The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code 48264.5)

Note: The following **optional** item is for use by districts in which there is no county ~~school attendance review board (SARB)~~ and the county's district attorney or probation officer has elected to participate in a truancy mediation program pursuant to Education Code 48260.6.

- e. The ~~attendance supervisor~~ **Superintendent or designee** may notify the district attorney and/or probation officer of the student's name and the name and address of his/her parents/guardians. (Education Code 48260.6)

## 2. Second truancy

- a. Any student who has once been reported as a truant shall again be reported to the ~~attendance supervisor~~ **Superintendent or designee** as a truant if he/she is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year. (Education Code 48261)
- b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)

**CHRONIC ABSENCE AND TRUANCY** (continued)

Note: Education Code 48262 provides that a student cannot be classified as a habitual truant (item #3 below) until the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after the attendance supervisor has been notified of either the first or second truancy. Education Code 48262 defines "conscientious effort," for purposes of this section, as attempting to communicate with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. Thus, the following paragraph requires such communication in the event of the second truancy.

- d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)

Note: As amended by AB 2616 (Ch. 432, Statutes of 2012), Education Code 48264.5 eliminated a written warning by a peace officer as a response to initial truancy and instead provides that the peace officer's warning may be a response to the second truancy, as provided below.

- e. The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

Note: The following **optional** item is for use by districts in which there is no county SARB and the county's district attorney or probation officer has elected to participate in a truancy mediation program. Pursuant to Education Code 48260.6, if the district notifies the district attorney and/or probation officer that a student continues to be classified as a truant after proper notification to the parents/guardians as described in **item #1b** above, the district attorney or probation officer may request a meeting with the student and his/her parents/guardians to discuss the possible legal consequences of the student's truancy.

- f. The ~~attendance supervisor~~ **Superintendent or designee** may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

## 3. Third truancy (habitual truancy)

Note: Education Code 48263 and 48264.5 authorize the district to refer habitual truants to a SARB, a county truancy mediation program, or a comparable program for services. The district should revise the following items to reflect the option(s) available in the district.

According to the CDE's School Attendance Improvement Handbook, prior to referring a truant student to a SARB or county truancy mediation program, some districts initiate an intermediate step, such as a school-site attendance review team or student success team. Districts that have established such an intermediate step may revise the following item accordingly.

## CHRONIC ABSENCE AND TRUANCY (continued)

- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the ~~district's attendance supervisor~~ **Superintendent or designee**. (Education Code 48263, 48264.5)

*(cf. 5113.12 - District School Attendance Review Board)*

- b. Upon making a referral to the SARB or the probation department, the ~~attendance supervisor~~ **Superintendent or designee** shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)
- c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)

Note: Pursuant to Education Code 48263, the SARB or probation officer may direct a student and/or the student's parents/guardians to make use of available community services and may require satisfactory evidence of participation. If the SARB or probation officer determines that available community resources cannot resolve the problem, or if the student and/or parents/guardians have failed to respond to the directives of the SARB or probation officer, the SARB may so notify the district attorney and/or probation officer, or the probation officer may notify the district attorney provided the district attorney or probation officer participates in a truancy mediation program. If the county has not established a SARB, the district may make this finding and notification.

The following paragraph is for use by districts in which the county has not established a SARB and the county's district attorney or probation officer has elected to participate in a truancy mediation program.

- d. If the ~~attendance supervisor~~ **Superintendent or designee** determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the district or to services provided, the ~~attendance supervisor~~ **Superintendent or designee** may so notify the district attorney and/or the probation officer. (Education Code 48263)
4. Fourth truancy

AR 5113.1(h)

## CHRONIC ABSENCE AND TRUANCY (continued)

Note: AB 2616 (Ch. 432, Statutes of 2012) amended Education Code 48264.5 to authorize, rather than require, a student to be referred to the jurisdiction of the juvenile court upon the fourth truancy report.

- a. Upon his/her fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)

Note: Pursuant to Education Code 48264.5 and Welfare and Institutions Code 601, a student coming within the jurisdiction of the juvenile court may be adjudged a ward of the court and required to perform community service, pay a fine, attend a court-approved truancy prevention program, and/or lose driving privileges. AB 2616 (Ch. 432, Statutes of 2012) amended Education Code 48264.5 to lower the maximum amount of the fine that can be imposed from \$100 to \$50.

In *L.A. v. Superior Court of San Diego County*, a court of appeal held that juvenile court judges have the authority to imprison a truant as a last resort if the student commits an egregious violation of a court order, less restrictive alternatives have proved ineffective, and the student is confined separately from youths held for criminal violations.

- b. If a student has been adjudged by the county juvenile court to be a habitual truant, the ~~attendance supervisor~~ **Superintendent or designee** shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)

Note: Item #5 below is for use by districts that offer any of grades K-8. Penal Code 270.1 states that a parent/guardian of a "chronic truant" who is at least ~~age 6 years~~ **six years old** and is in any of grades K-8 is guilty of a misdemeanor punishable by a fine and/or imprisonment if he/she has failed to reasonably supervise and encourage the student's school attendance and has been offered language-accessible support services to address the student's truancy. Pursuant to Penal Code 270.1, a parent/guardian found guilty of a misdemeanor may participate in a program established by a superior court, if available, which includes periodic meetings with district representatives and service referrals.

### 5. **Chronic truancy (unexcused absence for 10 percent of school days (chronic truancy))**

- a. The ~~attendance supervisor~~ **Superintendent or designee** shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
- b. If a chronically truant student is at least age six years and is in any of grades K-8, the ~~attendance supervisor~~ **Superintendent or designee** shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

AR 5113.1(i)

## CHRONIC ABSENCE AND TRUANCY (continued)

### Records

Note: The following **optional** paragraph may be revised to reflect district practice. The CDE's School Attendance Review Board Handbook cautions that it is important to keep accurate and complete records of any violations of compulsory school attendance laws because such records may ultimately be introduced as evidence in a trial for truancy.

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

*(cf. 5125 - Student Records)*

Note: Education Code 48273 **mandates** that the district adopt rules and regulations for the purpose of gathering data and making a report to the County Superintendent of Schools regarding SARB referrals. The CDE's web site provides a model annual summary report form.

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

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**Policy Reference UPDATE Service**

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**ATTENDANCE SUPERVISION**

**The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of district students. (Education Code 48240)**

**The Superintendent or designee shall ensure that any person appointed as an attendance supervisor has been certificated for the work by the County Board of Education. (Education Code 48241, 48245)**

**Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent or designee. (Education Code 48240)**

- (cf. 5112.1 - Exemptions from Attendance)*
- (cf. 5113 - Absences and Excuses)*
- (cf. 5113.1 - Chronic Absence and Truancy)*
- (cf. 5113.2 - Work Permits)*
- (cf. 6184 - Continuation Education)*

**Note: Items #1-5 below may be revised to reflect district practice. Education Code 48240, as amended by AB 2815 (Ch. 829, Statutes of 2016), states the Legislature's intent that attendance supervisors fulfill the following duties.**

**The attendance supervisor shall promote a culture of attendance and establish a system to accurately track student attendance in order to achieve all of the following: (Education Code 48240)**

- 1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance**
- 2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism or truancy**

- (cf. 5146 - Married/Pregnant/Parenting Students)*
- (cf. 6173 - Education for Homeless Children)*
- (cf. 6173.1 - Education for Foster Youth)*
- (cf. 6173.2 - Education of Children of Military Families)*
- (cf. 6175 - Migrant Education Program)*

- 3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion**

- (cf. 5144.1 - Suspension and Expulsion/Due Process)*
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*



4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions
5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates

*(cf. 0500 - Accountability)*

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 48240)

1. A conference between school personnel, the student's parent/guardian, and the student
2. Promotion of cocurricular and extracurricular activities that increase student connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics

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

*(cf. 6142.6 - Visual and Performing Arts)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance

*(cf. 5126 - Awards for Achievement)*

4. Referral of the student to a school nurse, school counselor, school psychologist, school social worker, and other student support personnel for case management and counseling

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

5. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services

*(cf. 1020 - Youth Services)*

6. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the student and his/her parents/guardians or caregivers

*(cf. 6164.5 - Student Success Teams)*

7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management

**8. Referral of the student for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program for a student with disabilities or creating a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973**

*(cf. 6159 - Individualized Education Program)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

**9. Referral of the student to a school attendance review board established pursuant to Education Code 48321 or to the probation department pursuant to Education Code 48263**

*(cf. 5113.12 - District School Attendance Review Board)*

**10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6**

**The attendance supervisor shall annually report student attendance data to the Superintendent or designee and the Governing Board. Such data shall include, by school, grade level, and each numerically significant student subgroup as defined in Education Code 52052, rates of school attendance, chronic absence in which students are absent on 10 percent of more of the school days in the school year, and dropout.**

*(cf. 5147 - Dropout Prevention)*

**Legal Reference:**

**EDUCATION CODE**

**1740 Employment of personnel to supervise attendance (county superintendent)**

**37223 Weekend classes**

**46000 Records (attendance)**

**46010-46014 Absences**

**46110-46119 Attendance in kindergarten and elementary schools**

**46140-46147 Attendance in junior high and high schools**

**48200-48208 Children ages 6-18 (compulsory full-time attendance)**

**48240-48246 Supervisors of attendance**

**48260-48273 Truants**

**48290-48297 Failure to comply; complaints against parents**

**48320-48325 School attendance review boards**

**48340-48341 Improvement of student attendance**

**48400-48403 Compulsory continuation education**

**52060-52077 Local control and accountability plan**

**60901 Chronic absence**

**PENAL CODE**

**270.1 Chronic truancy; parent/guardian misdemeanor**

**WELFARE AND INSTITUTIONS CODE**

**601-601.4 Habitually truant minors**

**11253.5 Compulsory school attendance**

**CODE OF REGULATIONS, TITLE 5**

**306 Explanation of absence**

**420-421 Record of verification of absence due to illness and other causes**

*Management Resources: (see next page)*

***Management Resources:***

***CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS***

***School Attendance Review Board Handbook, 2015***

***School Attendance Improvement Handbook, 2000***

***WEB SITES***

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

***Attendance Works: <http://www.attendanceworks.org>***

***California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>***

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

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**DISTRICT ATTENDANCE REVIEW TEAM**

**The Governing Board recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a District Attendance Review Team (DART), in accordance with applicable law, in order to receive intensive guidance and assistance.**

*(cf. 5113 - Absences and Excuses)*  
*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5113.11 - Attendance Supervision)*  
*(cf. 5147 - Dropout Prevention)*

**The DART shall maintain a continuing inventory of community resources, including alternative educational programs.**

**The Superintendent or designee shall collaborate with the DART and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.**

*(cf. 1020 - Youth Services)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5126 - Awards for Achievement)*  
*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 6158 - Independent Study)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*  
*(cf. 6185 - Community Day School)*

The Superintendent shall appoint members to the district's DART, who may include a parent/guardian as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

The district's DART shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

The district's DART shall operate in accordance with Education Code 48320-48325, the Brown Act (Government Code 54950-54963), and the bylaws of the DART.

The DART shall collect data and annually report outcomes on DART referrals to the Governing Board, Superintendent or designee, and County Superintendent of Schools. (Education Code 48273)

**Legal Reference:**

**EDUCATION CODE**

1740 *Employment of personnel to supervise attendance (county superintendent)*

1980-1986 *County community school*

46010-46014 *Absences*

48200-48208 *Children ages 6-18 (compulsory full-time attendance)*

48240-48246 *Supervisors of attendance*

48260-48273 *Truants*

48290-48297 *Failure to comply; complaints against parents*

48320-48325 *District Attendance Review Teams*

48340-48341 *Improvement of student attendance*

48400-48403 *Compulsory continuation education*

48660-48666 *Community day school*

49067 *Unexcused absences as cause of failing grade*

**CODE OF CIVIL PROCEDURE**

1985-1997 *Production of evidence; means of production*

**GOVERNMENT CODE**

54950-54963 *The Ralph M. Brown Act*

**PENAL CODE**

270.1 *Chronic truancy; parent/guardian misdemeanor*

272 *Parent/guardian duty to supervise and control minor child; criminal liability for truancy*

830.1 *Peace officers*

**VEHICLE CODE**

13202.7 *Driving privileges; minors; suspension or delay for habitual truancy*

**WELFARE AND INSTITUTIONS CODE**

256-258 *Juvenile hearing officer*

601-601.4 *Habitually truant minors*

11253.5 *Compulsory school attendance*

**CODE OF REGULATIONS, TITLE 5**

306 *Explanation of absence*

***420-421 Record of verification of absence due to illness and other causes***

**COURT DECISIONS**

***L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976***

***Management Resources:***

***CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS***

***District Attendance Review Team Handbook: A Road Map for Improved School Attendance and Behavior, 2015***

***School Attendance Improvement Handbook, 2000***

***WEB SITES***

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

***Attendance Works: <http://www.attendanceworks.org>***

***California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>***

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

**DISTRICT ATTENDANCE REVIEW TEAM**

Upon receiving a referral of a student with attendance and/or behavior problems, a designated member of the district attendance review team (DART) shall review the case and may meet with school personnel to determine whether the school has provided sufficient information about the student's attendance record or behavior. If the referral is complete and is an appropriate matter for the DART to consider, the DART chairperson shall provide written notification to the student's parents/guardians stating the reasons a referral has been made, explaining the DART process, advising whether additional information is needed, and describing school-level interventions that have previously been attempted.

The DART shall meet with the student and his/her parents/guardians, give them an opportunity to present their understanding of the problem, and discuss the school and/or community resources appropriate for the student's circumstances.

Any DART meeting to consider matters related to an individual student shall be held in closed session unless the parent/guardian requests, in writing, that the meeting be held in open session.

*(cf. 9321 - Closed Session Purposes and Agendas)*

The DART shall have access to relevant student records, but shall not provide access to others without written consent of the student's parent/guardian. (Education Code 49076)

*(cf. 5125 - Student Records)*

For the limited purpose of making a proper disposition of the referral of a student, the DART may issue subpoenas pursuant to Code of Civil Procedure 1985-1997 or may request the juvenile court to issue subpoenas to require the attendance of the student, parents/guardians or other person having control of the student, the school authority referring the student, or any other person who has pertinent or material information concerning the matter. The DART shall not issue any subpoena that includes a request for production of written materials, but may request a juvenile court to issue such subpoena for the production of written materials. (Education Code 48263, 48321.5)

The DART shall issue written directives stating the responsibilities of all persons involved, detailed resource referrals, and follow-up dates for the school's reports on the student's progress. The written directives shall include an agreement that the student will attend school or improve classroom behavior as applicable, and shall be signed by the student, his/her parents/guardians, the DART chairperson, and the Superintendent or designee.

When referred by the DART, a student may be assigned to a community day school or a county community school. (Education Code 1981, 48662)

*(cf. 6185 - Community Day School)*

**At any time it deems proper, the DART may require the student or his/her parents/guardians to furnish satisfactory evidence of participation in any available community services that the student or parents/guardians have been directed to use. (Education Code 48263)**

**Based on progress reports submitted by the school, the DART may terminate the agreement upon the successful completion of the terms of the agreement, extend the time for completion of the agreement, or schedule another meeting with the student and his/her parents/guardians.**

**Note: Pursuant to Education Code 48263, if the DART determines that available community services cannot resolve the student's problem or if the student and/or the student's parents/guardians have failed to respond to the DART's directives, the DART may notify the district attorney and/or the probation officer, if the district attorney or the probation office has elected to participate in the truancy mediation program. If the district attorney or the probation office has not elected to participate in the truancy mediation program, the DART may direct the County Superintendent of Schools to request a petition to the juvenile court, upon which the juvenile court will hear all evidence related to the petition and will bring about a proper disposition of the case. The following paragraph may be revised to reflect the appropriate authority to be notified.**

**If the student's attendance or behavior problems cannot be resolved by the DART, or if the student and/or the student's parents/guardians continually and willfully fail to respond to DART directives or the services provided, the student or parents/guardians shall be referred to the appropriate agency, including law enforcement agencies when necessary. (Education Code 48263, 48290-48291)**

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## INTERDISTRICT ATTENDANCE

The Governing Board recognizes that parents/guardians of students who reside **within the geographic boundaries of** in one district may, for a variety of reasons, **choose desire** to enroll their children in a school in another district.

*(cf. 0520.3—Title I Program Improvement Districts)*

*(cf. 5111.1 - District Residency)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5118 - Open Enrollment Act Transfers)*

### Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

**The district's compliance with program requirements shall be subject to the annual district audit conducted pursuant to Education Code 41020. (Education Code 48301)**

*(cf. 3460 - Financial Reports and Accountability)*

### Transportation

The district shall not provide transportation beyond any school attendance area. Upon request **of a student's parent/guardian**, the Superintendent or designee may authorize transportation for **an** interdistrict transfer students to and from designated bus stops within the attendance area **of the school that the student attends** if space is available.

**[SECTION ON "TRANSFERS OUT OF THE DISTRICT" MOVED TO AR]**

*Legal Reference:*

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-~~48316~~ **48317** Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 *Expulsion; particular circumstances*  
48915.1 *Expelled individuals: enrollment in another district*  
48918 *Rules governing expulsion procedures*  
48980 *Notice at beginning of term*  
52317 *Regional occupational center/program, enrollment of students, interdistrict attendance*

**CALIFORNIA CONSTITUTION**

**Article I, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin**

**ATTORNEY GENERAL OPINIONS**

87 *Ops.Cal.Atty.Gen.* 132 (2004)

84 *Ops.Cal.Atty.Gen.* 198 (2001)

**COURT DECISIONS**

*Walnut Valley Unified School District v. the Superior Court of Los Angeles County*, (2011) 192

*Cal.App.4th* 234

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

*Management Resources:*

**CSBA PUBLICATIONS**

*Transfer Law Comparison, Fact Sheet, March 2011*

**WEB SITES**

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

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

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**INTERDISTRICT ATTENDANCE****Interdistrict Attendance Permits**

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

*(cf. 5131.2 - Bullying)*

2. To meet the child care needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.

***(cf. 5148 - Child Care and Development)***

3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

*(cf. 6159 - Individualized Education Program)*

4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
6. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
7. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.
8. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.

9. When the student will be living out of the district for one year or less.
10. When recommended by the district attendance review team or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

*(cf. 5113.1 - Chronic Absence and Truancy)*

***(cf. 5113.12 - District School Attendance Review Board)***

11. When there is valid interest in a particular educational program not offered in the district of residence.
12. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

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

Within 30 **calendar** days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

*(cf. 5145.6 - Parental Notifications)*

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

*(cf. 5119 - Students Expelled from Other Districts)*

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

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) he/she has previously attended and may grant

academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

*(cf. 6146.3 - Reciprocity of Academic Credit)*

The district may revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

### **Limits on Student Transfers Out of the District to a School District of Choice**

A child of an active military duty student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, to a school district of choice, if provided the other school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48301 48307)

**The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)**

1. The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on **has reached the limit the percentages of average daily attendance specified in Education Code 48307 based on the district's average daily attendance.**
2. In addition, transfers out of the district may be limited during a fiscal year when ~~the~~ County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

*(cf. 3100 - Budget)*

*(cf. 3460 - Financial Reports and Accountability)*

Note: Item #3 is optional and should be revised to reflect district practice. As noted above in the section "Option 2: School District of Choice Program," Education Code 48307 authorizes the district to prohibit a transfer in or out of the district under the school district of choice program if the Board determines that the transfer would negatively impact a court-ordered desegregation plan, a voluntary desegregation plan, or the racial and ethnic balance of the district. As amended by AB 99 (Ch. 15, Statutes of 2017), Education Code 48307 provides that denial of transfers on the basis of a voluntary desegregation plan or the racial and ethnic balance of the district must be consistent with the constitutional provisions added by Proposition 209 in 1996 (California Constitution, Article 1, Section 31). Districts that choose to deny interdistrict transfers on that basis should consult legal counsel. It is recommended that districts consult legal counsel before adopting policy to allow denial of transfers on either of these bases.

3. The district may deny a transfer of a student out of the district to a school district of choice if ~~the~~ The Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301) **any of the following: (Education Code 48307)**
  - a. **A court-ordered desegregation plan**

**b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31**

**c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31**

~~A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice, if the other school district approves the application for transfer. (Education Code 48301)~~

~~(cf. 6173.2—Education of Children of Military Families)~~

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**WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS**

Education Code 48904 mandates the **Governing** Board to establish regulations governing its procedures for seeking reparation when school property is willfully damaged or not returned, and for withholding a student's grades, diploma, and/or transcripts until reparation is made. In such cases, the district must afford the student his/her due process rights, and the district's procedures must parallel Education Code procedures for student expulsion. (Education Code 48904) ~~The district may not withhold records for nonpayment of meal tickets or library overdue fines.~~

**When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or does not return district property that has been loaned to him/her upon demand of a district employee, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904)**

*(cf. 3515.4 - Recovery for Property Loss or Damage)*  
*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 5125 - Student Records)*  
*(cf. 5131.5 - Vandalism and Graffiti)*  
*(cf. 6161.2 - Damaged or Lost Instructional Materials)*

~~When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due. Before withholding the student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. (Education Code 48904)~~

*(cf. 5145.6 - Parental Notifications)*

~~This notice shall include a statement that the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made.~~

~~*(cf. 5131.5 - Vandalism and Graffiti)*~~  
~~*(cf. 6161.2 - Damaged or Lost Instructional Materials)*~~

~~If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts. The student shall be afforded due process consistent with procedures established for the expulsion of students. (Education Code 48904)~~

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

If the student and parents/guardians are unable to pay for the damages or return the property, the principal Superintendent or designee shall provide a program of voluntary work for the student to do in lieu of monetary damages. When this Upon completion of the voluntary work is completed, the student's grades, diploma, and/or or transcripts shall be released. (Education Code 48904)

~~Note: A district cannot refuse to transfer student records to another district. Upon receiving notice that the district is withholding a student's grades, diploma or transcripts, however, any district to which the student transfers must also withhold them until it receives notice that the first district's decision has been rescinded.~~

~~The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents.~~ **When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded.** (Education Code 48904.3)

~~When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared.~~ **Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by the district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.**

The Superintendent or designee shall also notify the student's parents/guardians in writing that this district's the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (Education Code 48904.3)

~~The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents.~~ (Education Code 48904.3)

*(cf. 5125 - Student Records)*

*Legal Reference:*

EDUCATION CODE

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee or superintendent

49069 Absolute right to access

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**ALCOHOL AND OTHER DRUGS**

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. ~~The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.~~ **The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.**

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 4020 - Drug and Alcohol-Free Workplace)*  
*(cf. 5137 - Positive School Climate)*

**Note: The Every Student Succeeds Act (P.L. 114-95) amended 20 USC 7101-7122 to establish the Student Support and Academic Enrichment Grants program, which may be used for several specified purposes including activities to improve school conditions for student learning. For participating districts, 20 USC 7118 requires parent/guardian involvement in program activities and encourages partnerships with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity. 20 USC 7116 specifies stakeholder groups that must be consulted in the development of the grant application, including parents/guardians, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives (e.g., law enforcement, juvenile court, child welfare agency, public housing agency), Indian tribes or tribal organization, charter school leaders and staff, and others with relevant and demonstrated expertise in alcohol and drug prevention and intervention.**

**In addition, Education Code 51268 encourages districts to collaborate with county offices of education in the provision of education programs for alcohol and drug prevention and to coordinate program planning and implementation with health, social services, criminal justice, education, and other entities.**

**The following paragraph may be revised to reflect district practice.**

**The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.**

*(cf. 1020 - Youth Services)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

~~The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision making skills and conflict~~

~~management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.~~

**Prevention and intervention programs and activities may include, but are not limited to:  
(20 USC 7118)**

- 1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes**

*(cf. 5131.62 - Tobacco)*

- 2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral**

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

- 3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals**

*(cf. 5141.6 - School Health Services)*

- 4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse**

~~The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's programs in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.~~

~~The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of \*alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.~~

~~*(cf. 5131.61 - Drug Testing)*~~

~~*(cf. 5131.62 - Tobacco)*~~

~~*(cf. 5131.63 - Steroids)*~~

~~Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.~~

~~*(cf. 5137 - Positive School Climate)*~~

Note. Health and Safety Code 11998.1 recommends that each school site have a citizen advisory committee on alcohol and other drug use. The following paragraph is **optional**.

The Board encourages the establishment of site-level advisory groups to assist in promoting alcohol and drug-free schools.

*(cf. 1220—Citizen Advisory Committees)*

Note: Education Code 51268 encourages collaborative programs between districts and county offices of education. In addition, county primary prevention programs authorized by Health and Safety Code 11965-11965.5 emphasize a partnership between schools and the community. The following paragraph should be revised to reflect district practice.

The district's drug education program shall augment county drug education services, if any. District staff shall take every opportunity to cooperate with county and county office of education staff in planning and implementing collaborative alcohol and drug prevention programs.

*(cf. 1020—Youth Services)*

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

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's programs in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.

## **Instruction**

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is **wrong and harmful prohibited**. Instruction shall not include **the concept of any message on** responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

*(cf. 4131—Staff Development)*

## **Intervention, Referral, and Student Assistance Programs**

**The Superintendent or designee shall inform** school staff, students, and parents/guardians **shall be informed** about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

*(cf. 5141.52 - Suicide Prevention)*

### **Enforcement/Discipline**

~~The Superintendent or designee shall take appropriate action to eliminate~~ **Students shall not possession, use, or sale of sell alcohol and or** other drugs and related paraphernalia on school grounds or at school-sponsored activities.

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 3513.4 - Drug and Alcohol Free Schools)*

*(cf. 5131 - Conduct)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.63 - Steroids)*

*(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)*

*(cf. 5145.12 - Search and Seizure)*

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.

**Note: Pursuant to Education Code 48900, a student's unlawful possession, use, sale, or furnishing of alcohol or a controlled substance is a ground for suspension or expulsion; see AR 5144.1 - Suspension and Expulsion/Due Process.** Education Code 48915 requires immediate suspension and mandates expulsion for any student who sells ~~or provides alcohol or other~~ drugs at school or while under school jurisdiction. In addition, Education Code 48902 requires districts to notify law enforcement of any acts which may involve the possession or sale of narcotics or a controlled substance. ~~See AR 5144.1 - Suspension and Expulsion/Due Process language reflecting these requirements.~~ **However, when suspension and expulsion are not mandated, districts should consider whether it is appropriate to use an alternative discipline that maintains safety and order on campus and corrects student misbehavior without unnecessarily excluding students from school or discouraging them from seeking assistance for substance abuse.**

~~Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition,~~

~~such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics~~

**Any student found selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral**

**interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.**

(cf. 5144 - Discipline)

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

(cf. 6145 - Extracurricular and Cocurricular Activities)

## **Program Evaluation**

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's programs in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors. **periodically report to the Board on the effectiveness of district activities in achieving identified objectives and outcomes. (20 USC 7116)**

(cf. 0500 - Accountability)

### *Legal Reference:*

#### EDUCATION CODE

44049 Known or suspected alcohol or drug abuse by student

44645 In-service training anabolic steroids

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

48901.5 Prohibition of electronic signaling devices

48902 Notification of law enforcement authorities; civil or criminal immunity

48909 Narcotics or other hallucinogenic drugs

48915 Expulsion; particular circumstances

49602 Confidentiality of pupil information

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and restricted dangerous drugs

51210 Areas of study

51220 Areas of study, grades 7 to 12

51260-51269 Drug education

60041 Instructional materials

60110-60115 Instructional materials on alcohol and drug education

#### BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

#### HEALTH AND SAFETY CODE

11032 Narcotics, restricted dangerous drugs and marijuana

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11357 Unauthorized possession of marijuana; possession in school or on school grounds

11361.5 Destruction of arrest or conviction records

11372.7 Drug program fund; uses

11802 Joint school-community alcohol abuse primary education and prevention program

~~11965-11969 The School Community Primary Prevention Program~~

~~11998-11998.3 Drug and Alcohol Abuse Master Plans~~

11999-11999.3 Alcohol and drug program funding; no unlawful use

124175-124200 Adolescent family life program

#### PENAL CODE

13860-13864 Suppression of drug abuse in schools

#### VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors

828.1 Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20

5812 National education goals

~~7101-7184 Safe and Drug Free Schools and Communities Act~~

**7101-7122 Student Support and Academic Enrichment Grants**

*Management Resources:*

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

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

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

~~U.S. Department of Education, Office of Safe and Drug Free Schools:~~

~~<http://www.ed.gov/about/offices/list/osdfs/index.html>~~

**Office of Safe and Healthy Students: <https://www2.ed.gov/about/offices/list/oese/ohs>**

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## PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/**guardian** involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall ~~work with staff and~~ **consult with** parents/guardians **and family members in the development of** ~~to develop~~ meaningful opportunities ~~at all grade levels~~ for ~~parents/guardians~~ **them** to be involved in district and school activities **at all grade levels**; advisory, decision-making, and advocacy roles; and activities to support learning at home.

*(cf. 0420 - School Plans/Site Councils)*

~~*(cf. 0520.2 - Title I Program Improvement Schools)*~~

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1240 - Volunteer Assistance)*

*(cf. 1250 - Visitors/Outsiders)*

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

*(cf. 5020 - Parent Rights and Responsibilities)*

~~*(cf. 5145.6 - Parental Notifications)*~~

**The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)**

~~*(cf. 0460 - Local Control and Accountability Plan)*~~

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's **parent/guardian and family engagement** ~~involvement~~ efforts, including, but not limited to, input from parents/guardians, **family members**, and school staff on the adequacy of **parent** involvement opportunities and **on** barriers that may inhibit **parent/guardian** participation.

*(cf. 0500 - Accountability)*

## Title I Schools

Note: The following section is for use by districts that receive Title I funds. 20 USC 6318 **mandates** that such districts develop, jointly with parents/guardians **and family members** of participating students, ~~a parent involvement~~ policy which establishes expectations **and objectives** for **meaningful** parent/**guardian and family** involvement and describes how the district will address specified components. See the accompanying administrative regulation for the required components and optional strategies for addressing each component.

State law (Education Code 11503) **also mandates** ~~reinforces federal law by requiring annual objectives for the parent involvement program and~~ procedures to ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the Title I parent/**guardian and family engagement** ~~involvement~~ program.

~~Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)~~

~~(cf. 6171 - Title I Programs)~~

~~The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)~~

**The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)**

~~(cf. 6171 - Title I Programs)~~

**Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)**

- 1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members**
- 2. Support for programs that reach parents/guardians and family members at home, in the community, and at school**
- 3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members**
- 4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement**



**5. Any other activities and strategies that the district determines are appropriate and consistent with this policy**

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/**guardian and family engagement involvement** policy in accordance with 20 USC 6318.

**Non-Title I Schools**

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

*Legal Reference:*

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

**52060-52077 Local control and accountability plan**

*Legal Reference: (continued)*

EDUCATION CODE (continued)

**54444.1-54444.2 Parent advisory councils, services to migrant children**

**56190-56194 Community advisory committee, special education**

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

**CODE OF REGULATIONS, TITLE 5**

**18275 Child care and development programs, parent involvement and education**

UNITED STATES CODE, TITLE 20

6311 ~~Parental notice of teacher qualifications and student achievement~~ **State plan**

6312 Local educational agency plan

6314 Schoolwide programs

~~6316 School improvement~~

6318 Parent ~~involvement~~ **and family engagement**

**6631 Teacher and school leader incentive program, purposes and definitions**

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

*Management Resources:*

CSBA PUBLICATIONS

~~Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006~~

STATE BOARD OF EDUCATION POLICIES

~~89-01 Parent Involvement in the Education of Their Children, rev. 1994~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Title I School-Level Parental Involvement Policy~~

~~Family Engagement Framework: A Tool for California School Districts, 2014~~

~~U.S. DEPARTMENT OF EDUCATION PUBLICATIONS NON-REGULATORY GUIDANCE~~

~~Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004~~

WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education, Family, School, Community Partnerships:  
<http://www.cde.ca.gov/ls/pf>  
California Parent Center: <http://parent.sdsu.edu>  
California State PTA: <http://www.capta.org>  
National Coalition for Parent Involvement in Education: <http://www.ncpie.org>  
National PTA: <http://www.pta.org>  
**No Child Left Behind:** <http://www.ed.gov/nclb>  
Parent Information and Resource Centers: <http://www.pirc-info.net>  
Parents as Teachers National Center: <http://www.parentsasteachers.org>  
U.S. Department of Education: <http://www.ed.gov>

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# CSBA Sample Administrative Regulation

Instruction

AR 6020(a)

## PARENT INVOLVEMENT

Note: The following administrative regulation contains parent/guardian and family engagement involvement strategies that meet legal requirements applicable to districts and schools receiving federal Title I funds and those that do not receive Title I funds. The district should use and adapt the section(s) applicable to its circumstances. If desired, the district may develop one set of strategies applicable to all schools, provided that all the provisions required by law for both types of schools are included.

### District Strategies for Title I Schools

Note: The following section is for use by districts that receive Title I, Part A, funds. 20 USC 6318, as amended by the Every Student Succeeds Act (P.L. 114-95), mandates that such districts develop a policy that describes the means by which the district will address the components specified in items #1-6 below. Under each required component, below are optional strategies for addressing the component, which should be modified to reflect the specific strategies jointly developed by the district and the district should list specific strategies, developed jointly with parents/guardians and family members of participating students, that describe how it will address the component. In the state's Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district has identified such strategies.

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee district shall:

Note: Pursuant to 20 USC 6318, districts must involve parents/guardians and family members in the development of the Title I local educational agency (LEA) plan described in 20 USC 6312; also see BP 6171 - Title I Programs. In California, all the requirements of the LEA plan are addressed in an addendum to the local control and accountability plan (LCAP). See BP 0460 - Local Control and Accountability Plan for further information about the development of the LCAP, including requirements for consultation with parents/guardians and other stakeholders and for the establishment of a parent advisory committee and English learner parent advisory committee.

1. Involve parents/guardians of participating students and family members in the joint development of the Title I local educational agency (LEA) plan pursuant to a district plan that meets the requirements of 20 USC 6312 and in the process of school review and improvement pursuant to 20 USC 6316 development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6171 - Title I Programs)

The Superintendent or designee may:

- a. **In accordance with Education Code 52063, e** Establish a district-level **parent advisory committee including parent/guardian representatives from each school site and, as applicable, an English learner parent advisory committee** to review and comment on the **LEA** plan in accordance with the review schedule established by the Governing Board
- b. Invite input on the **LEA** plan from other district committees and school site councils

(cf. 0420 - School Plans/Site Councils)  
 (cf. 1220 - Citizen Advisory Committees)

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the **LEA** plan and the opportunity to provide input
- d. Provide copies of working drafts of the **LEA** plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
- e. Ensure that there is an opportunity at a public Board meeting for public comment on the **LEA** plan prior to the Board's approval of the plan or revisions to the plan
- f. Ensure that school-level policies on parent/**guardian and family engagement involvement** address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist **and build the capacity of** Title I schools in planning and implementing effective parent/**guardian and family engagement involvement** activities to improve student academic achievement and school performance, **which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education** (20 USC 6318)

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

The Superintendent or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the **challenging** state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

(cf. 6011 - Academic Standards)  
 (cf. 6162.5 - Student Assessment)  
 (cf. 6162.51 - State Academic Achievement Tests)  
 (cf. 6162.52 - High School Exit Examination)

- b. Provide **parents/guardians with** materials and training, such as literacy training and using technology (**including education about the harms of copyright piracy**), as appropriate, to help **parents/guardians them** work with their children to improve their children's achievement, ~~such as literacy training and using technology, as appropriate, to foster parent involvement~~
- c. ~~With the assistance of parents/guardians, e~~Educate teachers, ~~student services~~ **specialized instructional support** personnel, principals **and other school leaders**, and other staff, ~~with the assistance of parents/guardians~~, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

- d. To the extent feasible and appropriate, coordinate and integrate parent/**guardian** involvement programs and activities with **other federal, state, and local programs, including public preschool programs**, ~~Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs~~, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in **more** fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/**guardian** involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/**guardian** involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions

- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, **in order to maximize parent/guardian involvement and participation**
- f. Adopt and implement model approaches to improving parent/**guardian** involvement
- g. Establish a districtwide parent advisory council to provide advice on all matters related to parent/**guardian** involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent/**guardian** involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/**guardian** education programs, and/or other services that help to improve the conditions of parents/guardians and families

*(cf. 1020 - Youth Services)*

- j. Provide a master calendar of district activities and district meetings
- k. Provide information about opportunities for parent/**guardian and family engagement involvement** through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

*(cf. 1230 - School-Connected Organizations)*

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians **and family members** as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- e-o.** Provide ongoing district-level workshops to assist school site staff, ~~and~~ parents/guardians, **and family members** in planning and implementing improvement strategies, and seek **their** input ~~from parents/guardians~~ in developing the workshops
- b-p.** Provide training for the principal or designee of each participating school regarding Title I requirements for parent/**guardian and family engagement**

involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of **parent involvement related activities**

**e.q.** Regularly evaluate the effectiveness of staff development activities related to parent/**guardian and family engagement involvement**

**p.r.** Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

**a.s.** Assign ~~person(s) in the district office~~ **district personnel** to serve as a liaison to the schools regarding Title I parent/**guardian and family engagement involvement** issues

**d.t.** Provide information to schools about the indicators and assessment tools that will be used to monitor progress

**4.3.** **To the extent feasible and appropriate, c**~~o~~**ordinate and integrate Title I parent/guardian and family engagement involvement strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs **parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws** (20 USC 6318)**

~~*(cf. 5148.3 - Preschool/Early Childhood Education)*~~

The Superintendent or designee may:

a. Identify overlapping or similar program requirements

~~*(cf. 0430 - Comprehensive Local Plan for Special Education)*~~

~~*(cf. 2230 - Representative and Deliberative Groups)*~~

~~*(cf. 3280 - Sale or Lease of District-Owned Real Property)*~~

~~*(cf. 5030 - Student Wellness)*~~

~~*(cf. 5148 - Child Care and Development)*~~

~~*(cf. 5148.3 - Preschool/Early Childhood Education)*~~

~~*(cf. 6174 - Education for English Learners)*~~

~~*(cf. 6175 - Migrant Education Program)*~~

~~*(cf. 6178 - Career Technical Education)*~~

b. Involve district and school site representatives from other programs to assist in identifying specific population needs

c. Schedule joint meetings with representatives from related programs and share data and information across programs

- d. Develop a cohesive, coordinated plan focused on student needs and shared goals

**5. 4.** Conduct, with **meaningful** involvement of parents/guardians **and family members**, an annual evaluation of the content and effectiveness of the parent/**guardian and family engagement involvement** policy in improving the academic quality of the schools served by Title I, **including identification of:** (20 USC 6318)

~~The Superintendent or designee shall:~~

- a. ~~Ensure that the evaluation include the identification of b~~Barriers to **greater participation in parent/guardian and family engagement involvement** activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background ~~(20 USC 6318)~~

**b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers**

**c. Strategies to support successful school and family interactions**

*(cf. 0500 - Accountability)*

~~Assess the district's progress in meeting annual objectives for the parent involvement program, The Superintendent or designee shall~~ notify parents/guardians of this review and assessment through regular school communications mechanisms; and **shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)**

~~b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)~~

~~c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)~~

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications

b. Gather and monitor data regarding the number of parents/guardians **and family members** participating in district activities and the types of activities in which they are engaged



- c. Recommend to the Board measures to evaluate the impact of the district's parent/**guardian and family engagement involvement** efforts on student achievement
- b. 5.** Use the **evaluation results findings of the evaluation conducted pursuant to item #4 above** to design **evidence-based** strategies for more effective parent/**guardian and family involvement** and, if necessary, to ~~recommend changes in~~ **revise** the parent/**guardian and family engagement involvement** policy (20 USC 6318)
6. Involve parents/guardians in the activities of schools served by Title I, **which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy** (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians **and family members**
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians **and family members** ~~with special needs~~
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent/**guardian and family engagement involvement** strategies shall be incorporated into the **LEA plan district's local control and accountability plan in accordance with 20 USC 6312** and **shall be** distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

*(cf. 5145.6 - Parental Notifications)*

### School-Level Policies for Title I Schools

Note: The following section is for use by districts that receive federal Title I, Part A funds. 20 USC 6318, **as amended by P.L. 114-95**, mandates that each individual school receiving Title I funds have a written parent/**guardian and family engagement involvement** policy, developed jointly with and agreed upon by parents/guardians **and family members** of participating students, that describes the means for carrying out the requirements of 20 USC 6318(c) through (f), reflected in items #1-8 below. The following section lists the required components but does not include specific strategies which should be added by each school. **Schools may also use a template available on the web site of the California Department of Education, Title I School-Level Parental Involvement Policy, to develop the school-level policy.**

At each school receiving Title I funds, a written policy on parent/**guardian and family engagement involvement** shall be developed jointly with ~~and agreed upon by the~~ parents/guardians **and family members** of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement involvement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314  
The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.
4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and ~~the proficiency levels students are expected to meet~~ **the achievement levels of the challenging state academic standards**

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

*(cf. 5123 - Promotion/Acceleration/Retention)*

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

Note: 20 USC 6318 requires Title I schools to develop a school-parent compact as provided in item #6 below. U.S. Department of Education non-regulatory guidance, Parental Involvement: Title I, Part A, provides a sample template that schools may use in the development of the school-parent compact.

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's **student challenging** academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, **such as monitoring attendance, homework completion, and television viewing;** volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

*(cf. 1240 - Volunteer Assistance)*  
*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5113 - Absences and Excuses)*  
*(cf. 6145 - Extracurricular/Cocurricular Activities)*  
*(cf. 6154 - Homework/Makeup Work)*

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
  - (2) Frequent reports to parents/guardians on their children's progress
  - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
  - (4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand**

- 7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the **required** activities described in **items #3a-h item #2** in the section "District Strategies for Title I Schools" above
- 8. To the extent practicable, provide **full** opportunities for the **informed** participation of parents/guardians **and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children)**, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school's parent/**guardian and family engagement involvement** policy shall be made available to the local community. **Parents/guardians shall be notified of the policy and distributed to parents/guardians of participating students** in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Note: The following paragraph is **optional**. Education Code 64001 requires that the single plan for student achievement covering the categorical programs in the state's consolidated application, including Title I schoolwide programs, be annually reviewed by the school site council and submitted to the Board for approval; see BP/AR 0420 - School Plans/Site Councils.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/**guardian and family engagement involvement** policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

~~The principal or designee, jointly with parents/guardians of participating students, The school's policy~~ shall **be** periodically updated ~~the school's policy~~ to meet the changing needs of parents/guardians and the school. (20 USC 6318)

### **District Strategies for Non-Title I Schools**

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
  - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
  - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment **for their children** at home and to encourage good study habits
  - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
  - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
  - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
  - c. Provide information about parent/**guardian and family engagement involvement** opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
  - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
  - e. Develop mechanisms to encourage parent/guardian input on district and school issues
  - f. Identify barriers to parent/guardian **and family** participation in school activities, including parents/guardians **and family members** who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
  - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate parent/**guardian and family engagement involvement** programs into school plans for academic accountability

The Superintendent or designee may:

- a. Include parent/**guardian and family engagement involvement** strategies in school reform or school improvement initiatives
- b. Involve parents/guardians **and family members** in school planning processes

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**SCHOOL DAY**

Note: The following **optional** administrative regulation specifies minimum and maximum school days for each grade level as provided by law. The district may revise this regulation to reflect district practice.

Pursuant to Education Code 46114, the minimum school day in grades K-8 may be computed by determining the average number of minutes over 10 consecutive school days (i.e., the number of minutes of attendance in any 10 consecutive school days, divided by 10). Education Code 46142 authorizes the minimum school day in junior high and high schools to be computed by averaging the number of minutes over two consecutive school days. The district will be in compliance if the average is at least the minimum day required by law, even if the number of minutes in any one school day is less than the minimum required school day specified below. However, Education Code 46114 and 46142 provide that no single school day may be less than 60 minutes for kindergarten, 170 minutes for grades 1-3, or 180 minutes for grades 4-12.

**Education Code 46201 and 46207 require districts that have reached their local control funding formula (LCFF) funding target, as well as districts that received longer day or longer year funding prior to the implementation of the LCFF, to offer at least the following instructional minutes per school year: 36,000 minutes for kindergarten, 50,400 for grades 1-3, 54,000 for grades 4-8, and 64,800 for grades 9-12. Pursuant to Education Code 46201 and 46207, if this requirement is not met for any grade level, a portion of the district's LCFF allocation will be withheld.**

**Kindergarten/Transitional Kindergarten**

Note: **The following section is for use by districts that maintain kindergarten and transitional kindergarten (TK) classes. Education Code 37202, as amended by AB 99 (Ch. 15, Statutes of 2017), permits districts to maintain kindergarten or TK classes for different lengths of time during the school day, either at the same or different school sites. Districts offering kindergarten or TK classes for different lengths of time are still required to meet the minimum and maximum length of school day described below.**

**Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code 37202)**

Note: ~~The following section is for use by districts that maintain kindergarten classes.~~ Education Code 46117 establishes a minimum school day of three hours (180 minutes) for kindergarten students ~~as provided below.~~ However, pursuant to Education Code 46119, if a district has ~~less than a total of fewer than~~ 40 kindergarten students, the Governing Board may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, including recesses, taught on the same day by the same teacher.

Except as otherwise ~~provided~~ **permitted** by law, the average school day established for kindergarten **and TK** students shall be at least three hours, including recesses but excluding noon intermissions, but no longer than four hours, excluding recesses. (Education Code 46111, 46114, 46115, 46117)

Recess may be counted as instructional minutes for purposes of determining the maximum school day if **it occurs under** teacher supervision ~~occurs~~.

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

1. The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day.
2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

**The Superintendent or designee shall annually report to the California Department of Education as to whether the district's kindergarten and TK programs are offered full day, part day, or both. (Education Code 48003)**

### **Grades 1-8**

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes; (Education Code 46112, 46142)
2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

### **Grades 9-12**

The school day for students in grades 9-12 shall be at least 240 minutes. (Education Code 46141, 46142)

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)

*(cf. 6184 - Continuation Education)*

2. Opportunity school or classes (Education Code 46141, 46180)

3. Regional occupational center (Education Code 46141, 52325)

*(cf. 6178.2 - Regional Occupational Center/Program)*



4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

A student in grade 12 who is enrolled in work experience education and is in his/her last semester or quarter before graduation may be permitted to attend school for less than 180 minutes per school day if he/she would complete all requirements for graduation, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

*(cf. 6178.1 - Work-Based Learning)*

5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)

7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

*(cf. 6178 - Career Technical Education)*

8. Adult education classes (Education Code 46190)

*(cf. 6200 - Adult Education)*

Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)

*(cf. 6158 - Independent Study)*

*(cf. 6159 - Individualized Education Program)*

### **Alternative Block Schedule for Secondary Schools**

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

**An early college high school or middle college high school may be scheduled so that students attend classes for at least 900 minutes during any five-school day period or 1,800 minutes during any 10-school day period. (Education Code 46160)**

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**SCHOOL-SPONSORED TRIPS**

The Governing Board recognizes that **school-sponsored field** trips **are an important component of a student's development and** supplement and enrich the classroom learning experience, **lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.**

*(cf. 0460 - Local Control and Accountability Plan)*

**School-sponsored Field** trips **may shall** be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band-~~activities~~, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. **(Education Code 35330)**

*(cf. 6143 - Courses of Study)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

Requests for **school-sponsored field** trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other **school-sponsored field** trips shall be approved in advance by the principal.

*(cf. 3312.2 - Educational Travel Program Contracts)*

The principal shall establish a process for approving a staff member's request to conduct a **school-sponsored field** trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 5142 - Safety)*

*(cf. 5143 - Insurance)*

*(cf. 5144 - Discipline)*

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

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

*(cf. 1230 - School-Connected Organizations)*

(cf. 1321 - Solicitation of Funds from and by Students)  
(cf. 1700 - Relations Between Private Industry and the Schools)

**The Board may approve the use of district funds shall not be used to pay for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. However, In addition,** expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

*Legal Reference:*

EDUCATION CODE

8760 Authorization of outdoor science and conservation programs

32040-32044 First aid equipment: field trips

35330 Excursions and field trips

35331 Provision for medical or hospital service for pupils (on field trips)

35332 Transportation by chartered airline

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE

~~17540 Travel promoters~~

17550-17550.9 Sellers of travel

17552-17556.5 Educational travel organizations

*Management Resources:*

WEB SITES

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

California Association of Directors of Activities: <http://www.cada1.org>

U.S. Department of Homeland Security: <http://www.dhs.gov>

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**TRANSITIONAL KINDERGARTEN**

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The **TK** program shall assist **TK-children students** in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in **program—the** development, implementation, and evaluation **of the district's TK program.**

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

**Eligibility**

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

*(cf. 5111 - Admission)*  
*(cf. 5111.1 - District Residency)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.31 - Immunizations)*  
*(cf. 5141.32 - Health Screening for School Entry)*

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

**Curriculum and Instruction**

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy,

mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

*(cf. 5148.3 - Preschool/Early Childhood Education)*

*(cf. 6011 - Academic Standards)*

*(cf. 6174 - Education for English Learners)*

The Board shall ~~fix~~ **establish** the length(s) of the school day in the district's TK program, ~~which TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is~~ **shall be** at least three hours but no more than four hours. **The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46117, 48003)**

*(cf. 6111 - School Calendar)*

*(cf. 6112 - School Day)*

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

## **Staffing**

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

*(cf. 4112.2 - Certification)*

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

*(cf. 4131 - Staff Development)*

## **Continuation to Kindergarten**

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

## Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

### Legal Reference:

#### EDUCATION CODE

8973 *Extended-day kindergarten*

37202 *School calendar; equivalency of instructional minutes*

44258.9 *Assignment monitoring by county superintendent of schools*

46111 *Kindergarten, hours of attendance*

46114-46119 *Minimum school day, kindergarten*

46300 *Computation of ADA, inclusion of kindergarten and transitional kindergarten*

48000 *Age of admission, kindergarten and transitional kindergarten*

48002 *Evidence of minimum age required to enter kindergarten or first grade*

**48003 *Kindergarten annual report***

48200 *Compulsory education, starting at age six*

### Management Resources:

#### **CSBA PUBLICATIONS**

**What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

#### WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkcalifornia.org>

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**EDUCATION FOR FOSTER YOUTH**

**Definitions**

*Foster youth* means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602 or is a nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01. (Education Code 42238.01, 48853.5)

Note: In instances where the rights of the parent/guardian have been limited, the court may appoint an educational representative on a temporary or long-term basis to make educational decisions for the student.

*Person holding the right to make educational decisions* means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

*School of origin* means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is ~~some other~~ **another** school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine **which school is the school of origin**, **This determination shall be made** in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and **it shall be based on** the best interests of the foster youth, ~~which school is the school of origin~~. (Education Code 48853.5)

Note: Education Code 48850 expresses the legislative intent that the "best interests" of a foster youth include educational stability as well as placement in the least restrictive educational program, as provided below.

**In addition, pursuant to 20 USC 6311, determination of a student's "best interest" requires consideration of all factors relating to the student's best interest, including the appropriateness of the current educational setting and the proximity to the school in which the student is enrolled at the time of placement.**

*Best interest* means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, **the proximity to the school at the time of placement, appropriateness of the educational setting**, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; **20 USC 6311**)

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

District Nurse  
745 Tenth Street  
Colusa, CA 95932



530.458.7791

*(cf. 6173 - Education for Homeless Children)*

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)
2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

*(cf. 5125 - Student Records)*

*(cf. 6146.3 - Reciprocity of Academic Credit)*

3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination prior to a change in the foster youth's placement, when he/she is a student with a disability. (Education Code 48853.5, 48911, 48915.5, 48918.1)

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

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

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

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

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

5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

*(cf. 5141.6 - School Health Services)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6174 - Education for English Learners)*

*(cf. 6177 - Summer Learning Programs)*

*(cf. 6179 - Supplemental Instruction)*

6. Develop protocols and procedures for creating awareness for district staff, including

principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

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

7. Collaborate with the county office of education, county placing agency, county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate services for the district's foster youth

(cf. 1020 - Youth Services)  
(cf. 5113.1 - Chronic Absence and Truancy)

8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan

(cf. 0460 - Local Control and Accountability Plan)

Note: The following paragraph is optional. Because the district's liaison for foster youth often has additional duties pertaining to other programs, CSBA's policy brief Educating Foster Youth: Best Practices and Board Considerations recommends periodic evaluation of the liaison's caseload to determine whether he/she is able to adequately fulfill his/her duties with respect to foster youth.

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

## Enrollment

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

(cf. 6159 - Individualized Education Program)  
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program and submits a written statement to the district indicating that determination and that he/she is aware of the following:
  - a. The student has a right to attend a regular public school in the least restrictive environment.
  - b. The alternate educational program is a special education program, if applicable.

- c. The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.
- d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)*

- 3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.
  - a. The student may continue in the school of origin for the duration of the court's jurisdiction.
  - b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.
  - c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.
  - d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee

of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*

2. Does not have clothing normally required by the school, such as school uniforms

*(cf. 5132 - Dress and Grooming)*

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

*(cf. 5111.1 - District Residency)*

*(cf. 5141.26 - Tuberculosis Testing)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

If the foster youth or a person **with holding** the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

*(cf. 9320 - Meetings and Notices)*

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

## **Transportation**

**The Superintendent or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable foster youth to remain in their school of origin, for the duration of their time in foster care, when it is in their best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both. (20 USC 6312)**

*(cf. 3540 - Transportation)*

*(cf. 3541 - Transportation Routes and Services)*

## **Effect of Absences on Grades**

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school
2. A verified court appearance or related court-ordered activity

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

### **Transfer of Coursework and Credits**

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

### **Applicability of Graduation Requirements**

To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.

*(cf. 6146.1 - High School Graduation Requirements)*

~~*(cf. 6162.52 - High School Exit Examination)*~~

However, when a foster youth who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Superintendent or designee shall notify the foster youth, the person holding the

right to make educational decisions for him/her, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer a foster youth. (Education Code 51225.1, 60851)

To determine whether a foster youth is in his/her third or fourth year of high school, the district shall use either the number of credits the foster youth has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any foster youth who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a foster youth to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a foster youth or any person acting on behalf of a foster youth. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while he/she is still enrolled in school or if he/she transfers to another school or school district. (Education Code 51225.1)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within his/her fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the foster youth and the person holding the right to make educational decisions for him/her of the foster youth's option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the foster youth about transfer opportunities available through the California Community Colleges
3. Upon agreement with the foster youth or, if he/she is under 18 years of age, the person holding the right to make educational decisions for him/her, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

### **Eligibility for Extracurricular Activities**

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

## Notification and Complaints

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

*(cf. 5145.6 - Parental Notifications)*

Any complaint **alleging** that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

*(cf. 1312.3 - Uniform Complaint Procedures)*

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## EDUCATION OF CHILDREN OF MILITARY FAMILIES

The Governing Board recognizes ~~the challenges to the academic success of that~~ children of military families **face challenges to their academic success** caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. ~~In accordance with law, t~~The district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students.

*(cf. 5125 - Student Records)*

*(cf. 6011 - Academic Standards)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6179 - Supplemental Instruction)*

~~In making decisions about children of military families, including decisions regarding their enrollment, placement, eligibility for extracurricular activities, or waiver of any graduation requirement, the Superintendent or designee shall be flexible to the extent permitted by law and district policy.~~ **The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704.**

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.3 - Reciprocity of Academic Credit)*

**The Superintendent or designee shall provide information and/or training to administrators, other appropriate district staff, and military families regarding the provisions of the Interstate Compact and the educational rights of children of military families.**

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 5020 - Parent Rights and Responsibilities)*

The Superintendent or designee shall ~~work~~ **collaborate** with parents/guardians, ~~and shall collaborate with~~ **school liaison officers from military installations, and/or local, state, and** other agencies within and outside the state to facilitate the transition of children of military families into and out of the district.

*(cf. 1020 - Youth Services)*

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

*(cf. 6020 - Parent Involvement)*

The Superintendent or designee shall ~~regularly~~ **annually** report to the Board **and the public** on the educational outcomes of children of military families, ~~enrolled in district schools, Such reports may include, including,~~ but **are** not limited to, school attendance, student achievement test results, promotion and retention rates by grade levels, ~~participation in extracurricular activities,~~ and graduation rates.



(cf. 0500 - Accountability)  
(cf. 5123 - Promotion/Acceleration/Retention)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6162.52 - High School Exit Examination)

*Legal Reference:*

EDUCATION CODE

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

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

49700-49704 Education of children of military families

51225.3 Requirements for graduation

51240-51246 Exemptions from requirements

51250-51251 School-age military dependents

60850-60859 High school exit examination

66204 Certification of high school courses as meeting university admissions criteria

UNITED STATES CODE, TITLE 10

**101 Definitions**

1209 Transfer to inactive status list instead of separation

1211 Members on temporary disability retired list: return to active duty; promotion

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

**6311 State plan**

UNITED STATES CODE, TITLE 29

794 Section 504 of the federal Rehabilitation Act

*Management Resources:*

**CALIFORNIA CHILD WELFARE COUNCIL**

**Partial Credit Model Policy and Practice Recommendations**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS TASK FORCE REPORT TO THE LEGISLATURE**

**Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009**

**Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children, April 2014**

**WEB SITES**

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

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CChildWelfareCouncil.aspx>

California Department of Education, Educational Options Office: <http://www.cde.ca.gov/ls/pf/mc>

Military Interstate Children's Compact Commission: <http://www.mic3.net>

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**EDUCATION OF CHILDREN OF MILITARY FAMILIES**

**Definitions**

*Children of military families* are school-aged children in the household of: (Education Code 49701)

1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement
3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

**Enrollment**

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

**A child of a military family shall be deemed to meet district residency requirements if his/her parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)**

*(cf. 5111.1 - District Residency)*

When a child of a military family is transferring into the district, the Superintendent or designee may enroll the child based on the child's placement in the previous district, pending receipt of the child's records. Upon enrollment, the Superintendent or designee shall immediately request the student's records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

*(cf. 5111 - Admission)*

*(cf. 5125 - Student Records)*

*(cf. 5141- Health Care and Emergencies)*

*(cf. 5141.31- Immunizations)*

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district ~~to any district that has declared itself to be a "school district of choice" pursuant to Education Code 48300-48316~~, if the ~~other~~ school district **of proposed enrollment** approves the application for transfer. (Education Code ~~46600, 48301~~ **48307**)

*(cf. 5117 - Interdistrict Attendance)*

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. (Education Code 49701)

### **Placement and Attendance**

**Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)**

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the child's enrollment and/or assessment in his/her previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6174 - Education for English Learners)*

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services to the student based on his/her current individualized education program. In addition, when the child of a military family transferring into the district is eligible for services under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

*(cf. 6159 - Individualized Education Program)*

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

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

### **Transfer of Coursework and Credits**

**When a child of a military family transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a nonpublic, nonsectarian school or agency, or a**

juvenile court school and shall not require the student to retake the course. (Education Code 51225.2)

*(cf. 6146.3 - Reciprocity of Academic Credit)*

*(cf. 6159.2 - Nonpublic, Nonsectarian School or Agency Services for Special Education)*

If the student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take only the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the student's parent/guardian, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued, the student shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject.

In no event shall the district prevent a child of a military family from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

*(cf. 6143 - Courses of Study)*

## **Absences**

When a student's parent/guardian is an active duty member and is called to duty **for**, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with his/her parent/guardian. (Education Code 49701)

*(cf. 5113 - Absences and Excuses)*

## **Graduation**

~~The Superintendent or designee may also waive specific district course requirements for graduation if similar coursework has been satisfactorily completed by the student in his/her previous school. (Education Code 49701)~~

~~*(cf. 6162.52 - High School Exit Examination)*~~

~~*(cf. 6179 - Supplemental Instruction)*~~

~~The Superintendent or designee shall facilitate the on-time graduation of children of military families by providing supplemental instruction to incoming students as necessary to enable them to meet the district's graduation requirements. (Education Code 49701)~~

~~If after considering all alternatives, the Superintendent or designee believes that a student who has transferred into the district in grade 12 will not be able to satisfy the district's graduation requirements in time to graduate with his/her class, the Superintendent or~~

designee shall work with the sending district to have the sending district issue the student its diploma, provided the student satisfies that sending district's graduation requirements. (Education Code 49701)

Note: The following paragraph is **optional**.

Upon request of a school district to which a former district student has transferred, the Superintendent or designee shall issue the district's diploma of graduation to the former student, provided the student has satisfactorily completed the district's graduation requirements, including the passage of the high school exit examination.

### **Graduation Requirements**

To obtain a high school diploma, a child of a military family shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

*(cf. 6146.1 - High School Graduation Requirements)*

However, when a child of a military family who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student and his/her parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student no longer meets the definition of a child of a military family pursuant to Education Code 49701. (Education Code 51225.1)

To determine whether a child of a military family is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any child of a military family who is granted an exemption and his/her parent/guardian how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a child of a military family to transfer schools in order to qualify for an exemption, and no child of a military family or his/her parent/guardian shall be permitted to request a transfer solely to qualify for an exemption. (Education Code 51225.1)

**If a child of a military family is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a child of a military family or if he/she transfers to another school or school district. (Education Code 51225.1)**

**If the Superintendent or designee determines that a child of a military family is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)**

- 1. Inform the student and, if under 18 years of age, his/her parent/guardian of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution**
- 2. Provide information to the student about transfer opportunities available through the California Community Colleges**
- 3. Upon agreement with the student, or with the parent/guardian if the student is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements**

### **Notification and Complaints**

**Information regarding the educational rights of children of military families, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)**

**Any complaint alleging that the district has not complied with requirements regarding the education of children of military families, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.**

***(cf. 1312.3 - Uniform Complaint Procedures)***

(11/09 3/16) 10/17

**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, CA 95932

**UNOFFICIAL MINUTES**

Board of Trustees Special Board Meeting

November 6, 2017

CALL TO ORDER	The meeting was called to order at 5:00 p.m. in the District Office Board Room by Kathie Whitesell, who established a quorum was present. Attending were Melissa Ortiz, Michael Phenicie, Charles Yerxa, Jeremy Miller, and Dwayne Newman.
HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA	No information was presented.
DISCUSSION ONLY	Mr. Miller, Technology Director, presented the board with information about the current state of technology in the district: how many student and staff devices are deployed; network hardware and software; and the process for purchasing technology equipment. Additionally, the board talked about the technology budget, and Mr. Miller explained how his department’s budget is created. Finally, there was a discussion about the services and support offered by the Tech Department. The board asked questions about various aspects of technology, tech support, and the budget.
ADJOURNMENT	The meeting was adjourned at 6:15 PM.

Respectfully submitted by Dwayne Newman,  
Superintendent

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APPROVED BY:  
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**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, CA 95932

**UNOFFICIAL MINUTES**  
Board of Trustees Board Meeting

November 14, 2017

CALL TO ORDER	The meeting was called to order at 5:15 p.m. in the District Office Board Room by Kathie Whitesell, who established a quorum was present. Attending were Charles Yerxa, Melissa Ortiz, Michael Phenicie and Kelli Griffith-Garcia. Also in attendance was Superintendent Dwayne Newman and various staff members.
PLEDGE OF ALLEGIANCE	Jessee Rodriguez led the pledge of allegiance.
HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA	No information was presented.
HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA	No information was presented.
RECOGNITIONS & CELEBRATIONS	None.
PRESIDENT’S REPORT	<p>CRAF – Mr. Yerxa was not in attendance at the last meeting. No information was presented.</p> <p>FOM – Mr. Phenicie informed the board and public about the upcoming band performance. He also stated that the recent spaghetti fundraiser was very successful.</p> <p>FOA – None.</p> <p>SELPA – Kathie Whitesell reported that the last SELPA meeting occurred on November 8, 2017 and the 2018 budget was approved.</p> <p>DELAC –Melissa Ortiz stated that discussions regarding Upward Bound opportunities and LCAP occurred. Conversation regarding a 25% increased graduation rate for CUSD’s Spanish-speaking students ensued.</p> <p><b>Monthly Activities Report:</b> Michael Phenicie visited all the school sites and was very impressed with the high level learning that was occurring. He also visited the Sanger School District and believes that our district compares favorably.</p> <p>Kelli Griffith-Garcia attended the Volleyball game in Red Bluff and is looking forward to the home match.</p> <p>Kathie Whitesell attended the Powder Puff game and worked the gate at the homecoming game. She also assisted students at the Pumpkin Patch. Kathie completed all three site visits and was very impressed by what she saw.</p>



Board of Trustees Meeting  
November 14, 2017

	<p>Melissa Ortiz has completed the infographic on the Local Control Accountability Plan in English and in Spanish. Melissa also participated in Career Day at CHS. She will be rescheduling her site visits for the near future.</p> <p>Mr. Newman attended Pond Day, the parent training on cyber-bullying, the Shooting Club fundraiser, the fair board meeting, and various sporting events. He also attended a meeting with Colusa’s Community Advocates for Parents &amp; Children meeting (CAPC) to participate in discussions regarding how to do more for families.</p>
SUPERINTENDENT’S REPORT IMPROVING ACHIEVEMENT	<p><b>Improving Achievement</b></p> <ul style="list-style-type: none"> <li>• 2017 Local Control Accountability Plan Local Indicator Results – Mr. Newman presented on the Local Indicators. Surveys will need to occur each year to meet the state requirements on local indicators. Mr. Newman reviewed the results from the last staff survey.</li> <li>• Presentation Regarding Summer School – Stephanie Archibald, Summer School Principal, presented information on the 2016-17 summer school program. Students who participated in the program showed great progress compared to those students that did not attend summer school.</li> <li>• Presentation Regarding After School Education &amp; Safety – Maribel Hughes &amp; Juanita (Dollee) Morgan, After School Education &amp; Safety (ASES) Program Coordinators, presented information on the current after school program.</li> <li>• Budget – No major changes occurred to the budget. ADA continues to look favorable.</li> </ul>
ACTION ITEM #171868	<p>Motion was made by Michael Phenicie, seconded by Kelli Griffith-Garcia to NOT approve the bus purchase. The board’s direction was as follows: \$75,000 towards technology and the remaining \$75,000 put in the reserve fund.</p> <p>Whitesell – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (Unanimous)</p>
NO FORMAL ACTION	<p>Mike West, Superintendent of Colusa County Office of Education presented information regarding the Williams Settlement Agreement Compliance.</p>
ACTION ITEM #171869	<p>Motion was made by Michael Phenicie, seconded by Charles Yerxa to approve the 206-17 Financial Audit.</p> <p>Whitesell – Aye Griffith-Garcia – Aye</p>

Board of Trustees Meeting  
November 14, 2017

	<p>Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #171870	<p>Motion was made by Michael Phenicie, seconded by Charles Yerxa to approve the 2016-17 Financial Bond Audit.</p> <p>Whitesell – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #171871	<p>Motion was made by Michael Phenicie, seconded by Charles Yerxa to approve the Warrants: Batch #10-13.</p> <p>Whitesell – Abstain Griffith-Garcia – Abstain Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (2 Abstain, 3 Ayes)</p>
ACTION ITEM #171872	<p>Motion was made by Melissa Ortiz, seconded by Charles Yerxa to approve the Warrants: Batch #14-17.</p> <p>Whitesell – Abstain Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (1 Abstain, 4 Ayes)</p>
ACTION ITEM #171873	<p>Motion was made by Charles Yerxa, seconded by Michael Phenicie to approve the Long Term Lease of Property to Colusa County Office of Education.</p> <p>Whitesell – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye</p>

Board of Trustees Meeting  
November 14, 2017

	<p>Vote: (Unanimous)</p>
ACTION ITEM #171874	<p>Motion was made by Charles Yerxa, seconded by Michael Phenicie to approve the Agreement for Softball Fields with Colusa County Fair Board.</p> <p>Whitesell – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #171875	<p>Motion was made Michael Phenicie, seconded by Melissa Ortiz to approve the Out of State Travel for Joshua Arce &amp; Jaime Garcia to attend the Western International Band Clinic in Seattle, WA (Nov 17-20, 2017).</p> <p>Whitesell – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #171876	<p>Motion was made by Melissa Ortiz, seconded by Michael Phenicie to approve the Out of State Travel for Jean Summerville to attend the 2018 National Art Education Association Convention in Seattle, WA (March 22-24, 2018).</p> <p>Whitesell – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #171877	<p>Motion was made by Kelli Griffith-Garcia seconded by Michael Phenicie to approve the First Reading of Board Policies &amp; Administrative Regulations as listed on the agenda.</p> <p>Whitesell – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (Unanimous)</p>

Board of Trustees Meeting  
November 14, 2017

ACTION ITEM #171878	<p>Motion was made by Charles Yerxa, seconded by Michael Phenicie to approve the following consent agenda items:</p> <ol style="list-style-type: none"> <li>1. October 10, 2017 Board Meeting Minutes</li> <li>2. October Payroll</li> <li>3. Personnel Assignment Order</li> <li>4. General Fund 01 Budget Revision</li> <li>5. 2017-18 First Interim Report</li> <li>6. Wike Restoration for EMS Abatement</li> <li>7. Shoutpoint Service Order</li> <li>8. James Marta &amp; Company LLP Agreement</li> <li>9. Memorandum of Understanding with California School Employees Association</li> </ol> <p>Whitesell – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (Unanimous)</p>
HEARING OF THE PUBLIC FOR MATTERS ON THE CLOSED SESSION AGENDA	None.
	<p>The board adjourned to closed session at 7:15 PM to consider and/or take action upon the following items:</p> <ol style="list-style-type: none"> <li>1. Personnel Matters Pursuant to Government Code 54957 <u>Administrative Representatives:</u> Dwayne Newman, Superintendent       <ol style="list-style-type: none"> <li>a. Consider Approval of Maternity Leave Request for Classified Staff Member</li> <li>b. Consider Approval of Leave Request for Classified Staff Member</li> </ol> </li> </ol>
	The board reconvened from Closed Session at 7:43 PM.
ACTION ITEM #161779	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the Maternity Leave Request for Classified Staff Member.</p> <p>Whitesell – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (Unanimous)</p>

Board of Trustees Meeting  
November 14, 2017

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ACTION ITEM #161780	Motion was made by Kelli Griffith-Garcia, seconded by Melissa Ortiz to approve the Leave Request for Classified Staff Member.  Whitesell – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Yerxa – Aye  Vote: (Unanimous)
ADJOURNMENT	The meeting adjourned at 7:45 PM.

Respectfully submitted by Zeba Hone,  
Executive Administrative Assistant

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APPROVED BY:

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# COLUSA UNIFIED SCHOOL DISTRICT

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TRUSTEES:  
MRS. KATHIE WHITESELL  
MRS. KELLI GRIFFITH-GARCIA  
MR. CHARLES YERXA  
MRS. MELISSA YERXA ORTIZ  
MR. MICHAEL PHENICIE

745 TENTH STREET, COLUSA, CA 95932  
PHONE: (530) 458-7791 • FAX: (530) 458-4030

DWAYNE NEWMAN  
DISTRICT SUPERINTENDENT



Payroll totals for the month of:                      NOVEMBER 2017

Issued 11/09/2017: (SUP)	\$ 37,650.70	Total getting paid: 55
Issued 11/30/2017: (EOM)	<u>\$754,570.59</u>	Total getting paid: 185
Monthly total	\$792,221.29	

Colusa Unified School District  
 Personnel Assignment Order  
 December 12, 2017

**EMPLOYMENT, RESIGNATIONS, AND OTHER**

**CERTIFICATED**

**Employment / Appointments:**

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
<b>Retirement:</b>				

**Resignation:**

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
<b>Leaves:</b>				
<b>Terminated:</b>				
<b>Non-Reelection:</b>				
<b>Transfers:</b>				

(Requests approved by Superintendent)

**CLASSIFIED**

**Employment / Appointments:**

<u>Name</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
Melissa Ericsson	Chief Business Official	\$96,036	12/18/2017
Gayle Bradbury	Administrative Assistant	\$22.59	12/11/2017

**Retirement:**

<u>Name</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
Linda Thomsen	Administrative Assistant	\$24.91	01/15/2018

**Resignation:**

<u>Name</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
Gayle Bradbury	Attendance Clerk/Office Assistant	\$22.59	12/08/2017
Delia Casorla	BPS Cafeteria Assistant II	\$13.87	12/15/2017
Sheryl Parker	Chief Business Official	\$111,188	12/31/2018

**Leaves:**

**Increase of Hours:**

**Job transfer:**

**Terminated:**

**COLUSA UNIFIED SCHOOL DISTRICT  
2017-18 GENERAL FUND 01 BUDGET REVISION  
December 12, 2017**

2017-18 BEGINNING BALANCE	1,827,944
ESTIMATED INCOME	<u>15,959,826</u>
TOTAL INCOME/BEGINNING BALANCE	17,787,770

*Resource Code and Program*

6230 Increase Prop 39	5,836
0000 Increase LCFF Formula for additional 10 ADA (1423)	69,634
0000 Increase Interest Income	15,000
9030 Increase Medi-Cal Funds	4,875
<b>REVISED TOTAL INCOME</b>	<b>16,055,171</b>
<b>REVISED TOTAL INCOME + BEGINNING BALANCE</b>	<b>17,883,115</b>

**EXPENDITURES**

Current Expenditure Budget	16,189,457	
Reserve for Revolving Cash	30,350	
Reserves for Van/Bus/Tech/Textbooks	180,000	
Undistributed Reserve	<u>1,387,963</u>	<u>1,598,313</u>
		17,787,770

6230 Increase Prop 39	5,836
9030 Increase Medi-Cal Funds	4,875
0000 Increase Fire Alarm Inspection/Monitoring	10,000
0000 Increase Summer School Costs	8,300
0000 Increase Benchmark Adoption Costs	10,000
Move \$75,000 from Expenditure Budget for Bus to Special Reserve	(75,000)
6500 Increase SELPA Deficit Contribution	6,443

Revised Expenditure Budget	16,159,911	
Reserve for Revolving Cash	30,350	
Reserves for Van/Bus/Tech/Textbooks	255,000	
Undistributed Reserve	<u>1,437,854</u>	<u>1,723,204</u>
		17,883,115

PASSED AND ADOPTED this 12th Day of December, 2017 at a meeting of the Board of Trustees of Colusa Unified School District.

AYES:  
NOES:  
ABSENT:

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Dwayne Newman, Superintendent



## Multi-Year Projection Summary - December 12, 2017

INCOME	14/15 ACTUALS	15/16 ACTUALS	16/17 ACTUALS	17/18 BUDGET	18/19 BUDGET	19/20 BUDGET	20/21 BUDGET	21/22 BUDGET
8011-8089 TOTAL LCFF	10,874,660	12,397,758	13,101,675	13,634,934	14,169,909	14,566,570	15,157,382	15,460,530
TOTAL FEDERAL REVENUE	514,766	554,244	418,802	359,281	296,545	296,545	296,545	296,545
TOTAL STATE REVENUE	1,015,848	2,109,700	1,541,213	1,830,489	1,176,985	1,176,985	1,176,985	1,176,985
TOTAL LOCAL REVENUES	387,830	388,312	640,600	230,467	230,467	230,467	230,467	230,467
<b>TOTAL REVENUES</b>	<b>12,793,104</b>	<b>15,450,014</b>	<b>15,702,290</b>	<b>16,055,171</b>	<b>15,873,906</b>	<b>16,270,567</b>	<b>16,861,379</b>	<b>17,164,527</b>
<b>EXPENDITURES</b>								
TOTAL CERTIFICATED	5,939,658	6,468,062	6,364,096	6,370,355	6,403,184	6,449,966	6,512,366	6,575,389
TOTAL CLASSIFIED	1,847,681	2,047,601	2,129,828	2,298,261	2,331,102	2,355,623	2,375,339	2,400,252
TOTAL BENEFITS	<u>2,620,009</u>	<u>2,952,259</u>	<u>3,229,247</u>	<u>3,495,535</u>	<u>3,756,732</u>	<u>3,955,514</u>	<u>4,109,283</u>	<u>4,139,581</u>
SUBTOTAL SALARIES/BENEFITS	10,407,348	11,467,922	11,723,171	12,164,151	12,491,019	12,761,103	12,996,988	13,115,223
TOTAL BOOKS AND SUPPLIES	770,436	1,104,360	790,480	892,214	650,000	650,000	650,000	650,000
TOTAL TRAVEL, REPAIRS, UTILITIES, INS, OTHER	1,102,341	1,223,294	1,409,654	1,452,560	1,192,411	1,212,411	1,232,411	1,252,411
<b>BUDGET FOR EXPENDITURES FROM SPECIAL RESERVE</b>					<b>40,000</b>	<b>185,000</b>	<b>40,000</b>	<b>110,000</b>
TOTAL CAPITAL OUTLAY	56,177	402,140	636,702	570,297				
TOTAL SELPA, COMMUNITY SCH, DEBT PYMT	603,624	765,140	1,002,669	1,080,689	1,090,000	1,110,000	1,130,000	1,150,000
<b>TOTAL EXPENDITURES</b>	<b>12,939,926</b>	<b>14,962,856</b>	<b>15,562,676</b>	<b>16,159,911</b>	<b>15,463,430</b>	<b>15,918,514</b>	<b>16,049,399</b>	<b>16,277,634</b>
<b>TOTAL REVENUES LESS EXPENDITURES</b>	<b>-146,822</b>	<b>487,158</b>	<b>139,614</b>	<b>-104,740</b>	<b>410,476</b>	<b>352,053</b>	<b>811,980</b>	<b>886,893</b>
<i>Notes to Rev Less Exp Line above</i>		<i>\$441,014 will carryover to be spent 16-17</i>	<i>Exp budget from 15-16 Income \$441,014</i>	<i>Exp budget from 16-17 Income College Readiness \$69K Plus Prop 39 \$33K=\$102K</i>				
GENERAL FUND BEGINNING BALANCE	1,347,994	1,201,172	1,688,330	1,827,944	1,723,204	2,133,680	2,485,733	3,297,713
LESS AMOUNT ABOVE REVENUES LESS EXP	-146,822	487,158	139,614	-104,740	410,476	352,053	811,980	886,893
Less Reserve for Revolving Cash		-30,350	-30,350	-30,350	-30,350	-30,350	-30,350	-30,350
less Reserves for Van/Bus, Tech, Textbooks		-125,000	-140,000	-255,000	-295,000	-195,000	-240,000	-220,000
UNDISTRIBUTED GENERAL FUND RESERVE	1,201,172	1,532,980	1,657,594	1,437,854	1,808,330	2,260,383	3,027,363	3,934,257
<b>% UNDISTRIBUTED RESERVE</b>	<b>9.28%</b>	<b>10.25%</b>	<b>10.65%</b>	<b>8.90%</b>	<b>11.69%</b>	<b>14.20%</b>	<b>18.86%</b>	<b>24.17%</b>
5% UNDISTRIBUTED RESERVE IS	646,996	748,143	778,134	807,996	773,171	795,926	802,470	813,882
<b>AMOUNT ABOVE (-BELOW) 5%</b>	<b>554,176</b>	<b>784,837</b>	<b>879,460</b>	<b>629,858</b>	<b>1,035,159</b>	<b>1,464,457</b>	<b>2,224,894</b>	<b>3,120,375</b>
Percent of Budget for Personnel (includes SELPA)	84.3%	81.4%	78.0%	82.0%	87.8%	87.1%	88.0%	87.6%
TOTAL ADA	1386.33	1404.81	1402.99	1423.00	1423.00	1423.00	1423.00	1423.00
multiply x Average Amount per ADA	\$ 7,844	\$ 8,825	\$ 9,338	\$ 9,582	\$ 9,958	\$ 10,237	\$ 10,652	\$ 10,865
Total LCFF Funding Budgeted	\$ 10,874,660	\$ 12,397,756	\$ 13,101,675	\$ 13,634,934	\$ 14,169,909	\$ 14,566,570	\$ 15,157,382	\$ 15,460,530
Dollar Increase over Prior Year for LCFF Funding	\$ 1,057,310	\$ 1,523,096	\$ 703,919	\$ 533,259	\$ 534,975	\$ 396,661	\$ 590,812	\$ 303,148
% Increase over Prior Year LCFF Funding	10.77%	14.01%	5.68%	4.07%	3.92%	2.80%	4.06%	2.00%
	8.88% STRS	10.73% STRS	12.58% STRS	14.43% STRS	16.28% STRS	18.13% STRS	19.10% STRS	20.1% STRS
	11.7% PERS	11.847% PERS	13.888% PERS	15.531% PERS	18.1% PERS	20.8% PERS	23.8% PERS	25.2% PERS
	<i>Impact of Minimum Wage Increase for Classified is not budgeted as it is unknown-must be negotiated</i>							
	Min. Wage \$9	Min. Wage \$10	Min. Wage \$10.50	Min. Wage \$11	Min. Wage \$12	Min. Wage \$13	Min. Wage \$14	Min. Wage \$15