

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

August 19, 2014

4:00 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.]

4:00 P.M. OPEN SESSION

- A. Call to Order
- B. Pledge of Allegiance
- C. New Staff Introductions
- D. Brief Adjournment
- E. Hearing of Public

The Board encourages public comment concerning any item of importance and will recognize requests to speak before the item is 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.

- F. Reports:
 - 1. Student's Report
 - 2. Recognitions & Celebrations
 - 3. 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*
 - 4. Superintendent's Report
 - a. Improving Achievement *(standing item)*
 - 1. Action items from LCAP
 - 2. Measuring Progress
 - 3. Community School /Expelled Students Update
 - 4. Summer School Report

- b. Management (*standing item*)
 - 1. SELPA Update
 - 2. Technology Upgrades
 - a. SIS/Data Warehousing
 - b. Blended Learning/Online Class Offerings
- c. Facilities Update
 - 1. Summer Work
 - 2. Portable Classroom at BPS
 - 3. Football Field
- d. Budget (*standing item*)
 - 1. Modernization Bond
 - 2. Enrollment

G. CSEA (California School Employees Assn.) Representative's Report

H. CEA (Colusa Educators Association) Representative's Report

I. Information/Discussion/Possible Action Items

- 1. Consider approval of 2014-2015 Board Meeting Dates
- 2. BP 6146.1 – High School Graduation Requirements
- 3. Community School – discuss possible MOU or permanent agreement with Feather River Academy
- 4. Inter-District transfer – proposed change to procedure (BP 5117)
- 5. Consider approval of Board Policies and Administrative Regulations:
 - a. First Reading of BP 0200 - Goals for the School District
 - b. First Reading of BP/AR 3260 - Fees and Charges
 - c. First Reading of BP 3280 - Sale or Lease of District-Owned Real Property
 - d. First Reading of AR 3460 - Financial Reports & Accountability
 - e. First Reading of BP 3513.3 - Tobacco Free Schools
 - f. First Reading of E 4112.9/4212.9/4312.9 - Employee Notification
 - g. First Reading of AR 4117.14/4317.14 - Post Retirement Employment
 - h. First Reading of AR 4117.7/4317.7 - Employment Status Reports
 - i. First Reading of BP 5131.62 - Tobacco
 - j. First Reading of BP/AR 5144 – Discipline
 - k. First Reading of BP/AR 5144.1 – Suspension & Expulsion/Due Process
 - l. First Reading of E 5145.6 – Parental Notifications
 - m. First Reading of BP 6141.5 – Advanced Placement
 - n. First Reading of BP 6142.92 – Mathematics Instruction
 - o. First Reading of BP 6151 – Class Size
 - p. First Reading of BP 6162.5 – Student Assessment
 - q. First Reading of BP 6162.54 – Test Integrity/Test Preparation
 - r. First Reading of BP 6163.1 – Library Media Centers
 - s. First Reading of BP/AR 6184 – Continuation Education
 - t. First Reading of BB 9324 – Minutes & Recordings

- J. Motion to Approve Items on the Consent Action Agenda
 - 1. Consider Approval of Consent Agenda: Regular and Customary Business Items:
 - a. Minutes of June 17, 2014 Regular Board Meeting
 - b. Minutes of July 8, 2014 Special Board Meeting
 - c. June/July Payroll
 - d. Approve Budget Revision
 - e. Developer Fee Report
 - f. Oars contract
 - g. Personnel Assignment Order #2014/2015.01
 - h. Associated Student Body Fund
 - i. Warrants: Batch #46-48
 - j. 4th Quarter Williams Uniform Complaint Procedure for April 1, 2014 – June 30, 2014
- J. Hearing of Public for Matters on Closed Session Agenda
- K. Adjourn to Closed Session to consider and/or take action upon any of the following items:
 - 1. Student Matters:
 - a. Out-of-School Suspensions
 - b. Inter-District Transfers
 - 2. Personnel Matters:
 - a. Public Employment
 - 1. New Hires 2014/2015
 - 2. 13-14 Confidential/Classified ASES Management Salary Schedule
 - 3. 13-14 Administrative Salary Schedule
 - 4. Payroll Adjustment for School Nurse
 - b. Public Employee Discipline/Dismissal/Release/Resignations
 - 3. Negotiations:
 - a. Instructions 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.*)
- L. Reconvene and announce action taken during Closed Session
 - 1. Consider possible action to approve Out-of-School Suspension.
 - 2. Consider possible action to approve Inter-district Transfer Agreements
- M. Adjournment of the Meeting

Colusa Unified School District

2014-2015 Regular Board Meeting Dates

August 19, 2014 – 6:00 PM

September 16, 2014 – 6:00 PM

October 21, 2014 – 6:00 PM

November 18, 2014 – 6:00 PM

December 16, 2014 – 6:00 PM

January 20, 2015 – 6:00 PM

February 10, 2015 – 6:00 PM (February 17, 2015 falls during Winter break)

March 17, 2015 – 6:00 PM

April 21, 2015 – 4:00 PM (Reception w/Regular Meeting to follow)

May 19, 2015 – 6:00 PM

June 16, 2015 – 6:00 PM

~~Strikethrough~~ indicates wording to be dropped.

Bold indicates wording to be added.

Instruction

BP 6146.1

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. ~~Two~~ **Three** courses in mathematics (Education Code 51225.3) **(This policy will be a requirement for graduation in 2017 and beyond.)**

At least one mathematics course, or a combination of the two mathematic's courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. (Education Code 51224.5)

At least one mathematics course will be Personal Finance / Financial Literacy. (This policy will be a requirement for graduation in 2017 and beyond.)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12.

(Education Code 51224.5)

(cf. 6011 - Academic Standards)

(cf. 6142.92 - Mathematics Instruction)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.93 - History-Social Science Instruction)

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (Education Code 51225.3)

To be counted towards meeting graduation requirements, a course in career technical education shall be aligned to the career technical model curriculum standards and framework adopted by the State Board of Education.

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

6. ~~Two~~ **Three** courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3) **(This policy will be a requirement for graduation in 2017 and beyond.)**

(cf. 6142.7 - Physical Education and Activity)

7. One course in vocational education.

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work Experience Education)

(cf. 6178.2 - Regional Occupational Center/Program)

8. One course in computer literacy.

9. ~~One course in academic literacy.~~ **One course in Personal Finance (starting for the class of 2017)**

10. ~~Senior project portfolio.~~ **Successful completion of Senior Project (passing all elements)**

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

(cf. 6173.1 - Education for Foster Youth)

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

High School Exit Examination

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6159 - Individualized Education Program)
(cf. 6162.52 - High School Exit Examination)

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in BP 6179 - Supplemental Instruction, toward passing the exit exam. (Education Code 37252, 60851)

(cf. 5148.2 - Before/After School Programs)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.

Certificates of Completion

Students who have passed all the district's course requirements by the end of their senior year but are unable to pass the high school exit exam shall receive a certificate of completion.

The Superintendent or designee shall regularly report to the Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Retroactive Diplomas

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

The district also may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE

35186 Williams Uniform Complaint Procedures
37252 Supplemental instructional programs
37254 Supplemental instruction based on failure to pass exit exam by end of grade 12
37254.1 Required student participation in supplemental instruction
47612 Enrollment in charter school
48200 Compulsory attendance
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.3 Requirements for graduation
51225.5 Honorary diplomas; foreign exchange students
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51412 Diplomas
51420-51427 High school equivalency certificates
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
52378 Supplemental school counseling program
56390-56392 Recognition for educational achievement, special education
60850-60859 High school exit examination
66204 Certification of high school courses as meeting university admissions criteria
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of students from grade 12 and credit toward graduation
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>
University of California, List of Approved a-g Courses:
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Policy
approved:

COLUSA UNIFIED SCHOOL DISTRICT
Colusa, California

Colusa USD | BP 5117 Students

Interdistrict Attendance

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5118 - Open Enrollment Act Transfers)

Interdistrict Attendance Permits

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.

The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.

The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources.

Limits on Student Transfers out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

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)

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

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 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

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>

Policy COLUSA UNIFIED SCHOOL DISTRICT

adopted: September 20, 2011 Colusa, California

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0200(a)

GOALS FOR THE SCHOOL DISTRICT

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 9000 - Role of the Board)

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6159 - Individualized Education Program)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

BP 0200(b)

GOALS FOR THE SCHOOL DISTRICT (continued)

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any

other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0440 - District Technology Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

Legal Reference: (see next page)

BP 0200(c)

GOALS FOR THE SCHOOL DISTRICT (continued)

Legal Reference:

EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair
42238.01-42238.07 Local control funding formula
44258.9 County superintendent review of teacher assignment
51002 Local development of programs based on stated philosophy and goals
51020 Definition of goal
51021 Definition of objective
51041 Evaluation of the educational program
51210 Course of study for grades 1-6
51220 Course of study for grades 7-12
52050-52059 Public Schools Accountability Act, especially:
52052 Academic Performance Index; numerically significant student subgroups
52060-52077 Local control and accountability plan
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
64000-64001 Consolidated application process
CODE OF REGULATIONS, TITLE 5
15497 Local control and accountability plan template
UNITED STATES CODE, TITLE 20
6311 Accountability, adequate yearly progress
6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

WEB SITES

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

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

Policy
 adopted:
Business and Noninstructional Operations

CSBA MANUAL MAINTENANCE SERVICE
 April 2014
 BP 3260(a)

FEES AND CHARGES

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the district's educational program are made available to them at no cost.

No student shall be required to pay a fee, deposit, or other charge for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

(cf. 3100 - Budget)
(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socio-economic conditions of district students' families and their ability to pay.

(cf. 3250 - Transportation Fees)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5143 - Insurance)
(cf. 9323.2 - Actions by the Board)

The prohibition against student fees shall not restrict the district from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, the district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3290 - Gifts, Grants and Bequests)

BP 3260(b)

FEES AND CHARGES (continued)

Whenever district employees, volunteers, students, parents/guardians, or educational or civic organizations participate in such events or activities, the Superintendent or designee shall emphasize that participation in the event or activity is voluntary.

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification required to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

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

(cf. 5145.6 - Parental Notifications)

BP 3260(c)

FEES AND CHARGES (continued)

Legal Reference:

EDUCATION CODE

8239 *Preschool and wraparound child care services*

8250 *Child care and development services for children with disabilities*

8263 *Child care eligibility*

8482.6 *After School Education and Safety programs*

8760-8774 *Outdoor science and conservation programs*

17453.1 *District sale or lease of Internet appliances or personal computers to students or parents*

17551 *Property fabricated by students*

19910-19911 *Offenses against libraries*

32033 *Eye protective devices*

32221 *Insurance for athletic team member*

32390 *Fingerprinting program*

35330-35332 *Excursions and field trips*

35335 *School camp programs*

38080-38086 *Cafeteria establishment and use*

38120 *Use of school band equipment on excursions to foreign countries*

39801.5 *Transportation for adults*

39807.5 *Payment of transportation costs*

39837 *Transportation of students to places of summer employment*

48050 *Residents of adjoining states*

48052 *Tuition for foreign residents*

48904 *Liability of parent or guardian*

49010-49013 *Student fees*

49065 *Charge for copies*

49066 *Grades, effect of physical education class apparel*

49091.14 *Prospectus of school curriculum*

51810-51815 *Community service classes*

52612 *Tuition for adult classes*

52613 *Nonimmigrant aliens*

56504 School records; students with disabilities
60410 Students in classes for adults
GOVERNMENT CODE
6253 Request for copy; fee
CALIFORNIA CONSTITUTION
Article 9, Section 5 Common school system
CODE OF REGULATIONS, TITLE 5
350 Fees not permitted
4600-4687 Uniform complaint procedures
UNITED STATES CODE, TITLE 8
1184 Foreign students

Legal Reference continued: (see next page)

BP 3260(d)

FEES AND CHARGES (continued)

Legal Reference: (continued)

COURT DECISIONS

Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513
Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251
Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
Hartzell v. Connell (1984) 35 Cal. 3d 899
CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony,
Addendum to Fiscal Management Advisory 12-02, October 4, 2013
Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

WEB SITES

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

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

Policy
adopted:
Business and Noninstructional Operations

CSBA MANUAL MAINTENANCE SERVICE
April 2014
AR 3260(a)

FEES AND CHARGES

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

AR 3260(b)

FEES AND CHARGES (continued)

6. Reimbursement for the direct cost of materials provided by the district to a student for the fabrication of nonperishable personal property the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and exemptions are made for indigent and disabled students (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)

9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of Internet appliances or personal computers for the purpose of providing access to the district's educational computer network, at no more than cost, as long as the district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 - District Technology Plan)

(cf. 6163.4 - Student Use of Technology)

11. Fees for any community service class in civic, vocational, illiteracy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810, 51815)

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

12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 3514.1 - Hazardous Substances)

(cf. 5142 - Safety)

AR 3260(c)

FEES AND CHARGES (continued)

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 - Student Records)

14. Actual costs of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)

(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

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

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

16. As allowed in law, replacement cost or reimbursement for lost or damaged district books, supplies, or property, or for district property loaned to a student that he/she fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects or for which high school credit is granted when taken by a person who does not hold a high school diploma or, effective July 1, 2015, classes in English and citizenship (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is for severely disabled children and the student is eligible to enroll in it (Education Code 8239, 8250, 8263)

AR 3260(d)

FEES AND CHARGES (continued)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

20. After School Education and Safety Programs, as long as no eligible student is denied the ability to participate because of inability to pay the fee (Education Code 8482.6)
21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.5 - Advanced Placement)

Regulation
approved:
Business and Noninstructional Operations

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 3280(a)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY

The Governing Board believes that the district should utilize its facilities and resources in the most 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)

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388-17389)

(cf. 1220 - Citizen Advisory Committees)

BP 3280(b)

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

Upon determination that district property is no longer needed, or may not be needed until some future time, 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. 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 district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in applicable law. (Education Code 17230, 17387-17391, 17457.5, 17464, 17485-17500; Government Code 54222, 65402)

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a 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)

BP 3280(c)

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

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)

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 property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

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.

BP 3280(e)

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

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: (see next page)

BP 3280(f)

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

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

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

WEB SITES

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

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

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

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

Policy
 adopted:
Business and Noninstructional Operations

CSBA MANUAL MAINTENANCE SERVICE
 April 2014
 AR 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY

Interim Reports

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

(cf. 3100 - Budget)
(cf. 3220.1 - Lottery Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3314 - Payment for Goods and Services)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

(cf. 3110 - Transfer of Funds)

Audit Report

AR 3460(b)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

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

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

AR 3460(c)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

When required by federal law, specified records pertaining to the audit of federal funds received and expended by the district shall be transmitted to the federal clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the fiscal year, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (31 USC 7502)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact.

AR 3460(d)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

(cf. 7214 - General Obligation Bonds)

AR 3460(e)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance.

The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

AR 3460(f)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Workers' Compensation Claims Report

Regulation
approved:
Business and Noninstructional Operations

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 3513.3(a)

TOBACCO-FREE SCHOOLS

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

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

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

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

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

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

BP 3513.3(b)

TOBACCO-FREE SCHOOLS (continued)

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

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

Legal Reference: (see next page)

TOBACCO-FREE SCHOOLS (continued)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7100-7117 Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

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

PERB RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

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

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

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/lh/he/at/tobaccofreecert.asp>

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

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

I. 5. f

Policy
adopted:
All Personnel

CSBA MANUAL MAINTENANCE SERVICE

April 2014

E 4112.9(a)

4212.9

4312.9

EMPLOYEE NOTIFICATIONS

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	231.5, Government Code 12950, 2 CCR 11023	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees	17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	37616	AR 6112	Public hearing on year-round program
To all employees, prior to implementing block schedule	46162	AR 6112	Public hearing on block schedule
Annually to all employees	49013; 5 CCR 4622	AR 1312.3 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of public employees
To all employees	Government Code 8355; 41 USC 8102	BP 4020 BP 4159 4259 4359	District's drug- and alcohol- free workplace; actions to be taken if violated; available employee assistance programs
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus

E 4112.9(b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees	Health and Safety 120875, 120880	AR 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
Upon employment or by end of first pay period	Labor Code 3551	BP 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees via employee handbook, or to each new employee	2 CCR 11096; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees and job applicants	34 CFR 104.8, 106.9	BP 0410 BP 4030	District's policy on nondiscrimination and related complaint procedures

E 4112.9(c)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation	44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated employees upon employment	44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive	44929.21	AR 4117.6	Whether or not employee is reelected for next school year

year of employment

E 4112.9(d)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
When certificated employee is subject to disciplinary action for cause	44934	AR 4117.4 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct	44938	AR 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	44940.5	AR 4118	Notice of intent to dismiss 30 days from notice
To probationary employees 30 days prior to dismissal, or not later than March 15 for second-year probationary employees	44948.3	AR 4117.4	Reasons for dismissal and opportunity to appeal
To probationary employees in districts with less than 250 ADA, before notice of nonreelection but no later than March 15, with final notice by May 15	44948.5	AR 4117.4	Recommendation of nonreelection notice for reason other than personnel reduction; statement of reasons upon request
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when student engages in or is reasonably suspected of specified acts	49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or	5 CCR 80303	AR 4117.7	Contents of state regulation re: report to Commission on Teacher Credentialing

while allegation is pending

E 4112.9(e)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To teachers when school is identified for Title I program improvement restructuring	20 USC 6316	AR 0520.2	School identified for restructuring; opportunity to comment and participate
III. To Classified Employees			
To classified employee charged with mandatory leave of absence offense, in merit system district	44940.5	AR 4218	Notice of intent to dismiss in 30 days
When classified employee is subject to disciplinary action for cause, in nonmerit district	45113	AR 4218	Notice of charges, procedures, and employee rights
To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring at end of school year	45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees upon employment and upon each change in classification	45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and

prior to expiration of specified documents			medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.601	BP 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy E 4112.9(f) 4212.9 4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. To Administrative/Supervisory Personnel			
To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	35031	BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
V. To Individual Employees Under Special Circumstances			
Prior to placing derogatory information in personnel file	44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
Notice or training to employee with access to confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one day of work-related injury or victimization of crime at workplace	Labor Code 3553, 5401	BP 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form

Within five days of employee's request for family care and medical leave	2 CCR 11049; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Whether or not employee is eligible for FMLA leave
To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter	8 CCR 3204, 5193	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records E 4112.9(g) 4212.9 4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication
when new hazard is introduced into work area	program,		new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations
Within five days of receiving information to determine if leave qualifies for FMLA	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; any requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

Exhibit
version:
Certificated Personnel

CSBA MANUAL MAINTENANCE SERVICE
April 2014
AR 4117.14(a)
4317.14

POSTRETIREMENT EMPLOYMENT

When necessary, the Governing Board may hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform creditable service for the district as an employee, the employee of a third party, or an independent contractor/consultant, provided that all applicable restrictions specified by the California State Teachers' Retirement System (CalSTRS) are met. Applicable CalSTRS restrictions include, but are not limited to, a requirement that a retired member be paid compensation comparable to that for active employees for comparable duties and prohibitions against the hiring of a retired member within 180 days of his/her retirement and for the classified service, except as an aide pursuant to Education Code 45134. Additional restrictions and rules may apply to other employment situations, such as when CalSTRS retired members are employed as employees of third parties, independent contractors, or consultants. The Superintendent or designee should consult legal counsel when dealing with such employment situations. (Education Code 22119.5, 22164.5, 24214, 24214.5)

(cf. 3600 - Consultants)
(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4112 - Appointment and Conditions of Employment)

Any retired member of the defined benefit program of CalSTRS who is hired by the district to perform retired member activities as defined pursuant to Education Code 22164.5 shall be paid at an annualized rate of pay that shall not be below the minimum or exceed the maximum paid to other district employees performing comparable duties. However, such a retired individual shall not make contributions to the CalSTRS retirement fund or accrue service credit based on compensation earned from the retired member activity. (Education Code 24214)

No retired member of the CalSTRS defined benefit program shall be hired by the district for at least 180 calendar days after his/her retirement from service, unless he/she has attained the normal retirement age and qualifies for an exemption to the 180-day waiting period. To seek this exemption, the Board shall, during the open session of a Board meeting, adopt a resolution which shall include the following information and findings: (Education Code 24214.5)

1. A statement expressing the Board's intent to seek an exemption to the 180-day waiting period

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4317.14

POSTRETIREMENT EMPLOYMENT (continued)

2. A description of the nature of the employment of the retiree
3. A finding that the retiree has reached the normal retirement age

4. A finding that the appointment of the retiree is necessary to fill a critically needed position before the 180-day waiting period has passed
5. A finding that the retired individual did not receive additional service credit pursuant to Education Code 22714 or 22715 or any financial inducement to retire. Financial inducement to retire shall include, but is not limited to, cash or any form of compensation or other payment directly or indirectly paid by any public employer to the retired individual before or after his/her retirement, if the individual retires for service on or before a specific date or range of dates established by the public employer on or before the date the inducement is offered
6. A finding that the retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual

The resolution shall not be adopted through the Board's consent agenda. (Education Code 24214.5)

(cf. 9320 - Meetings and Notices)

When employing a retired individual who is eligible for exemption from the 180-day waiting period, the Superintendent or designee shall submit all required documentation to substantiate eligibility for the exemption to CalSTRS before the retired member begins performing any retired member activities. The Superintendent or designee may contact CalSTRS to request information as to whether the retired member qualifies for the exemption after 30 days of submitting the required documentation to CalSTRS. (Education Code 24214.5)

Postretirement Compensation Limitation, Notice, and Report

AR

4117.14(c)
4317.14

POSTRETIREMENT EMPLOYMENT (continued)

All CalSTRS retirees performing creditable service for the district shall be subject to the applicable CalSTRS earnings limit. Monies earned in excess of the limit may subject the CalSTRS retiree to a reduction in his/her retirement allowance. Compensation subject to the earnings limitation includes, but is not limited to, salary or wages, deferred compensation plans, purchase of an annuity contract, tax-deferred retirement plan or insurance program, and other plans or contributions when the cost is covered by a district. (Education Code 22119.5, 22164.5, 24214)

Whenever the district retains the services of a CalSTRS retiree as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement earnings limitation or employment restriction set forth in Education Code 22714, 24214, or 24214.5 or any other applicable law

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

2. Maintain accurate records of the retired individual's compensation and report it monthly to CalSTRS and the individual, regardless of the method of payment or the fund from which the payments are made

Legal Reference: (see next page)

AR 4117.14(d)
4317.14

POSTRETIREMENT EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22131 Employer; employing agency, definition

22164.5 Retired member activities, definition

22461 Notice of earnings limitation

22714 Encouragement of retirement

22715 Additional service credit

22716 Unpaid services

24214 Creditable service by retiree

24214.5 Postretirement compensation limit; members below normal retirement age

26113 Creditable service, definition

35046 Consultancy contracts

44830 Employment of certificated employees

44830.3 Employment of district interns

44929 Service credit under STRS; additional two years

44929.1 2+2 service and year credit option under STRS

45134 Age limits

CODE OF REGULATIONS, TITLE 5

27000-27009 Penalties and interests for late remittances and late and unacceptable reporting by employers

Management Resources:

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

Regulation
approved:
Certificated Personnel

CSBA MANUAL MAINTENANCE SERVICE
April 2014
AR 4117.7(a)
4317.7

EMPLOYMENT STATUS REPORTS

The Superintendent shall report to the Commission on Teacher Credentialing (CTC) any change in the employment status of a certificated employee who, while working in a position requiring a credential and as a result of an allegation of misconduct or while an allegation of misconduct is pending: (Education Code 44030.5, 44242.5; 5 CCR 80303)

1. Is dismissed or nonreelected

(cf. 4116 - Probationary/Permanent Status)
(cf. 4117.4 - Dismissal)
(cf. 4117.6 - Decision Not to Rehire)

2. Resigns

(cf. 4117.2 - Resignation)

3. Is suspended or placed on unpaid administrative leave for more than 10 days as a final adverse employment action

(cf. 4118 - Suspension/Disciplinary Action)

4. Retires

5. Is otherwise terminated by a decision not to employ or reemploy

(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

AR 4117.7(b)
4317.7

EMPLOYMENT STATUS REPORTS (continued)

This report is not required when the change in employment status is due solely to unsatisfactory performance pursuant to Education Code 44932 or a reduction in force pursuant to Education Code 44955-44958. (Education Code 44030.5, 44242.5; 5 CCR 80303)

(cf. 4115 - Evaluation/Supervision)
(cf. 4117.3 - Personnel Reduction)

When required, the report of a change in employment status shall be submitted not later than 30 days after the employment action. The report shall be made using a form provided by the

CTC and shall include all known information about each alleged act of misconduct by the employee. The report shall contain the name and current address of the certificated employee, name of the district, last school or district assignment, an explanation of the allegation of misconduct or pending allegation of misconduct, current contact information for all persons who may have information relating to the alleged misconduct, and any and all documentation related to the case. (Education Code 44030.5; 5 CCR 80303)

Upon a change in employment status as a result of alleged misconduct or while an allegation of misconduct is pending, the Superintendent shall, in writing, inform the employee of the contents of 5 CCR 80303. (5 CCR 80303)

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

Additional Reports of Employee Misconduct

The Superintendent or designee shall submit a report to the CTC, using a form provided by the CTC and attaching all relevant documents, whenever:

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4317.7

EMPLOYMENT STATUS REPORTS (continued)

1. An employee, by complaint, information, or indictment filed in court, is charged with a "mandatory leave of absence offense," defined as a sex or drug offense specified in Education Code 44940. (Education Code 44242.5, 44940, 44940.5)

Not later than 10 days after receipt of such a complaint, information, or indictment regarding an employee, the Superintendent or designee shall forward a copy of the received documents to the CTC. In addition, he/she shall report to the CTC any action taken in connection with extending the employee's mandatory leave beyond the initial period. (Education Code 44940, 44940.5)

If the offense results in a change in employment status, the Superintendent shall submit an employment status report in addition to the report of the mandatory leave of absence offense.

2. An employee refuses, without good cause, to fulfill a valid employment contract, or departs from district service without the consent of the Superintendent or Governing Board. (Education Code 44242.5, 44420)

As appropriate, the Superintendent or designee also shall notify the CTC of any of the following:

1. A complaint filed with the district regarding a certificated employee's alleged sexual misconduct (Education Code 44242.5)

The notice to the CTC shall contain all of the following information: (5 CCR 80304)

- a. Name of the employee alleged to have engaged in the sexual misconduct
- b. Name, age, and address of each victim of the alleged sexual misconduct

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4317.7

EMPLOYMENT STATUS REPORTS (continued)

- c. A summary of all information known to the district regarding the alleged sexual misconduct
- d. A summary of the action, if any, taken at the district level in response to the complaint of sexual misconduct

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5145.7 - Sexual Harassment)

- 2. An employee's knowing and willful use of school records of student data in connection with, or in implicit or explicit attempts to recruit a student to be a customer for, any business owned by the certificated employee or in which the certificated employee is an employee (Education Code 44242.5, 44421.1)

(cf. 5125 - Student Records)

- 3. An employee's knowing and willful reporting of false fiscal expenditure data relative to the conduct of any educational program (Education Code 44242.5, 44421.5)
- 4. An employee's subversion or attempt to subvert any licensing examination or the administration of an examination (Education Code 44242.5, 44439)

Legal Reference: (see next page)

EMPLOYMENT STATUS REPORTS (continued)

Legal Reference:

EDUCATION CODE

- 44009 Conviction of specified crimes
 - 44010 Sex offense, definitions
 - 44011 Controlled substance offense, definitions
 - 44030.5 Employment status reports
 - 44225 Powers and duties of the CTC
 - 44242.5 Reports and review of alleged misconduct
 - 44420-44440 Adverse actions by CTC against credential holder
 - 44932 Causes for dismissal
 - 44940 Sex offenses and narcotic offenses; compulsory leave of absence
 - 44940.5 Compulsory leave of absence
 - 44955-44958 Reduction in force
- #### CODE OF REGULATIONS, TITLE 5
- 80303 Reports of change in employment status, alleged misconduct
 - 80304 Notice of sexual misconduct

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2013

WEB SITES

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

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

Regulation
approved:
Students

CSBA MANUAL MAINTENANCE SERVICE

April 2014
BP 5131.62(a)

TOBACCO

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

(cf. 5141.23 - Asthma Management)

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

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

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

BP 5131.62(b)

TOBACCO (continued)

Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.

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

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

Legal Reference:

EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

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

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

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

ATTORNEY GENERAL OPINIONS

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

TUPE Acceptance of Funds Guidance

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

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

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

WEST ED PUBLICATIONS

Guidebook for the California Healthy Kids Survey

WEB SITES

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

California Department of Education, Tobacco-Use Prevention Education:

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

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

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

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

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

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

Policy
adopted:
Students

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 5144(a)

DISCIPLINE

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

BP 5144(b)

DISCIPLINE (continued)

In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)
(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)
(cf. 6164.5 - Student Success Teams)

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 35291.5, 32282)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

BP 5144(c)

DISCIPLINE (continued)

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school

year and their effect on student learning.

Legal Reference: (see next page)

BP 5144(d)

DISCIPLINE (continued)

Legal Reference:

EDUCATION CODE

32280-32288 *School safety plans*

35146 *Closed sessions*

35291 *Rules*

35291.5-35291.7 *School-adopted discipline rules*

37223 *Weekend classes*

44807.5 *Restriction from recess*

48900-48926 *Suspension and expulsion*

48980-48985 *Notification of parent/guardian*

49330-49335 *Injurious objects*

52060-52077 *Local control and accountability plan*

CIVIL CODE

1714.1 *Parental liability for child's misconduct*

CODE OF REGULATIONS, TITLE 5

307 *Participation in school activities until departure of bus*

353 *Detention after school*

Management Resources:

CSBA PUBLICATIONS

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

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

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

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

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

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

Public Counsel: <http://www.fixschooldiscipline.org>

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

DISCIPLINE**Site-Level Rules**

Site-level rules shall be consistent with district policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

5. For junior high and high schools, students enrolled in the school

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in district discipline policies or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

DISCIPLINE (continued)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes a danger to himself/herself or others or he/she commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary

strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians

(cf. 6164.5 - Student Success Teams)

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 - Individualized Education Program)

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

AR 5144(c)

DISCIPLINE (continued)

5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably
9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in

collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

11. Recess restriction as provided in the section below entitled "Recess Restriction"
12. Detention after school hours as provided in the section below entitled "Detention After School"
13. Community service as provided in the section below entitled "Community Service"
14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Cocurricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

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

AR 5144(d)

DISCIPLINE (continued)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

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

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

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

(cf. 5125 - Student Records)

Recess Restriction

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.

2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

AR 5144(e)

DISCIPLINE (continued)

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

AR 5144(f)

DISCIPLINE (continued)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

Regulation
approved:
Students

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 5144.1(a)

SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law and the accompanying administrative regulation.

BP 5144.1(b)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or other school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

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

Appropriate Use of Suspension and Expulsion

BP 5144.1(c)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Except when a student commits an act that violates Education Code 48900(a)-(e) or his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.

Except when a student commits an act listed in Education Code 48915(c), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.

(cf. 5131.7 - Weapons and Dangerous Instruments)

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5, 48900.6)

(cf. 1020 - Youth Services)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

BP 5144.1(d)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

District staff shall not suspend any student for disruption or willful defiance, unless the suspension is warranted by documented repetitive behavior of the student or the disruption or willful defiance occurred in conjunction with another violation for which the student may be suspended.

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to classroom or school removal.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)

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

Removal from Class by a Teacher and Parental Attendance

When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve the student's behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law and that, if there are reasonable factors that may prevent the parent/guardian from complying with the requirement, he/she should contact the school. (Education Code 48900.1)

BP 5144.1(e)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 5145.6 - Parental Notifications)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by any method that maintains the confidentiality of the student's records.

(cf. 5125 - Student Records)

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Supervised Suspension Classroom

BP 5144.1(f)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Decision Not to Enforce Expulsion Order

Upon voting to expel a student, the Board may suspend enforcement of the expulsion order pursuant to the requirements of law and administrative regulation. (Education Code 48917)

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

BP 5144.1(g)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52060-52077 Local control and accountability plan

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

Legal Reference continued: (see next page)

BP 5144.1(h)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference: (continued)

PENAL CODE (continued)

417.27 Laser pointers

422.55 *Hate crime defined*
 422.6 *Interference with exercise of civil rights*
 422.7 *Aggravating factors for punishment*
 422.75 *Enhanced penalties for hate crimes*
 626.2 *Entry upon campus after written notice of suspension or dismissal without permission*
 626.9 *Gun-Free School Zone Act of 1995*
 626.10 *Dirks, daggers, knives, razors, or stun guns*
 868.5 *Supporting person; attendance during testimony of witness*
WELFARE AND INSTITUTIONS CODE
 729.6 *Counseling*
UNITED STATES CODE, TITLE 18
 921 *Definitions, firearm*
UNITED STATES CODE, TITLE 20
 1415(K) *Placement in alternative educational setting*
 7151 *Gun-free schools*
COURT DECISIONS
T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267
Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421
Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321
Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807
Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182
John A. v. San Bernardino School District (1982) 33 Cal. 3d 301
ATTORNEY GENERAL OPINIONS
 84 *Ops.Cal.Atty.Gen.* 146 (2001)
 80 *Ops.Cal.Atty.Gen.* 348 (1997)
 80 *Ops.Cal.Atty.Gen.* 91 (1997)
 80 *Ops.Cal.Atty.Gen.* 85 (1997)

Management Resources:

CSBA PUBLICATIONS
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014
WEB SITES
 CSBA: <http://www.csba.org>
 California Attorney General's Office: <http://www.oag.ca.gov>
 California Department of Education: <http://www.cde.ca.gov>
 U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>
 U.S. Department of Education, Office of Safe and Drug-Free Schools:
<http://www.ed.gov/about/offices/list/osdfs>

Policy	CSBA MANUAL MAINTENANCE SERVICE
adopted:	April 2014
Students	AR 5144.1(a)

SUSPENSION AND EXPULSION/DUE PROCESS

Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level.
2. Referral to a certificated employee designated by the principal to advise students.
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

AR 5144.1(b)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(u))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

AR 5144.1(c)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

12. Knowingly received stolen school property or private property (Education Code 48900(l))

AR 5144.1(d)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

13. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events.

18. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her

AR 5144.1(e)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 (items #21-23 below), that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

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

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

19. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31. (Education Code 48900(t))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

20. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

21. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

22. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

23. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Removal from Class by a Teacher and Parental Attendance

A teacher may remove a student from his/her class for the remainder of the day and the following day only for acts specified in Education Code 48900 and listed under "Grounds for Suspension and Expulsion" above. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible after the teacher decides to remove the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

AR 5144.1(h)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Pursuant to Board policy, a teacher may require the parent/guardian of a student whom the teacher has removed to attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

The notice shall:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Direct the parent/guardian to meet with the principal after the visit and before leaving school
4. Direct the parent/guardian to contact the school if there are reasonable factors that would prevent him/her from complying with the attendance requirement

Suspension by Superintendent, Principal, or Designee

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g)
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

AR 5144.1(i)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

In addition, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, when a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

AR 5144.1(j)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is

physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

AR 5144.1(k)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

Although the parent/guardian is required to respond without delay to a request for a conference about his/her child's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911)

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or

designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

AR 5144.1(l)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

In addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed under "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

Supervised Suspension Classroom

AR 5144.1(m)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to a supervised suspension classroom in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion." (Education Code 48915)

For all other grounds listed above under "Grounds for Suspension and Expulsion," the Board shall order a student expelled, upon the recommendation of the Superintendent, principal, or designee, only if the Board makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Superintendent, Principal, or Designee's Authority to Recommend Expulsion

Unless the Superintendent, principal, or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g) or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Mandatory Recommendation and Mandatory Expulsion

The Superintendent, principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

AR 5144.1(o)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence

However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed one of the acts listed above under "Grounds for Suspension and Expulsion." (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

AR 5144.1(p)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Rights of Complaining Witness

AR 5144.1(q)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a

AR 5144.1(r)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Additional Notice of Expulsion Hearing for Foster Youth

At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code 48853.5 should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

AR 5144.1(s)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. **Closed Session:** Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be

expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

AR 5144.1(t)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the

student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

AR 5144.1(u)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
 - a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
 - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
 - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

AR 5144.1(v)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

- (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the

student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d)).

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not

AR 5144.1(w)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)

AR 5144.1(z)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

AR 5144.1(aa)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate

means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and #21-23 under "Grounds for

AR 5144.1(bb)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Suspension and Expulsion" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073- 49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)

AR 5144.1(cc)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

I.S.I.

(cf. 5119 - Students Expelled from Other Districts)

Regulation
approved:
Students

CSBA MANUAL MAINTENANCE SERVICE

April 2014

E 5145.6(a)

PARENTAL NOTIFICATIONS

Cautionary Notice 2013-14: AB 110 (Ch. 20, Statutes of 2013) amended Government Code 17581.5 to relieve districts from the obligation, until July 1, 2014, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following Exhibit that reflect those requirements may be suspended.

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually			
Beginning of each school year	17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
By February 1	35256	BP 0510	School Accountability Report Card provided
Beginning of each school year	35291, 48980	AR 5144 AR 5144.1	District and site discipline rules
Beginning of each school year	46010.1	BP 5113	Absence for confidential medical services
Beginning of each school year	48980	BP 6111	Schedule of minimum days
Beginning of each school year	48980, 231.5; 5 CCR 4917	AR 5145.7	Sexual harassment policy as related to students
Beginning of each school year	48980, 32255- 32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	48980, 35160.5, 46600-46611, 48204	AR 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency

E 5145.6(b)

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year, if Board allows such absence	48980, 46014	BP 5113 AR 5113	Absence for religious exercises or purposes
Beginning of each school year	48980, 48205	BP 5113 AR 5113 AR 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	48980, 49403	BP 5141.31	Consent to school immunization program
Beginning of each school year	48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
Beginning of each school year	48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	48980, 49472	BP 5143	Availability of insurance
Beginning of each school year	49013; 5 CCR 4622	AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies
Beginning of each school year	49063	AR 5125 AR 5125.3	Challenge, review, and expunging of records
Beginning of each school year	49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability
Beginning of each school year	49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Free and reduced price meals
Beginning of each school year	56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	58501, 48980	AR 6181	Alternative schools
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Annually	5 CCR 852	AR 6162.51	Student's participation in state assessments; option to request exemption from testing
Beginning of each school year collection	20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or of personal information for marketing; process to opt out of such activities
Beginning of each school year, if district receives Title I funds	20 USC 6311; 34 CFR 200.61	AR 4112.24 AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Beginning of each school year, if any district school has been identified for program improvement or corrective action	20 USC 6316	AR 0520.2	Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
II. At Specific Times During the Student's Academic Career			
Beginning in grade 7, at least once prior to course selection and career counseling	221.5, 48980	BP 6164.2	Course selection and career counseling
When child first enrolls in a public school, if the school offers a fingerprinting program	32390, 48980	AR 5142.1	Fingerprinting program
Upon registration in K-6, if students have not previously been transported	39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students, if high school is open campus	44808.5, 48980	AR 5112.5	Open campus
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	48980, 51225.3	AR 6146.1	How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of district CTE courses that satisfy a-g course criteria
Beginning of each school year in grades 9-12 and when high school student transfers into the district	48980, 60850	AR 6162.52	Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation
When students entering grade 7	49452.7	AR 5141.3	Specified information on type 2 diabetes

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career (continued)			
When in kindergarten, or first grade if not previously enrolled in public school	49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights
Beginning of each school year for students in grades 9-12	51229, 48980	AR 6143	College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12	51938, 48980	AR 6142.1	Explanation of sex and HIV/ AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, 20 days of start of next school year	60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
When child is enrolled in kindergarten	Health and Safety Code 124100	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent
III. When Special Circumstances Occur			
Upon receipt of a complaint alleging discrimination	262.3	AR 1312.3	Civil law remedies available to complainants

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When student has been placed in structured English immersion program	310-311; 5 CCR 11309	AR 6174	Student's placement in program, opportunity to apply for parental exception waiver, other rights of student relative to such placements
When determining whether an English learner should be reclassified as fluent English proficient	313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate
When student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	440; 20 USC 7012	AR 6174	Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program
Before high school student attends specialized secondary program on a university campus	17288	None	University campus buildings may not meet Education Code requirements for structural safety
At least 72 hours before use of pesticide product not included in annual list	17612	AR 3514.2	Intended use of pesticide product
To members of athletic teams	32221.5	AR 5143	Offer of insurance; no-cost and low-cost program options
If school has lost its WASC accreditation status	35178.4	BP 6190	Loss of status, potential consequences
At least six months before implementing uniform policy	35183	AR 5132	Dress code policy requiring schoolwide uniform
Before implementing a year-round schedule	37616	BP 6117	Year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	46601	AR 5117	Appeal process
Before early entry to kindergarten, if offered	48000	AR 5111	Effects, advantages and disadvantages of early entry E 5145.6(g)

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When student identified as being at risk of retention	48070.5	AR 5123	Student at risk of retention
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	48213	AR 5112.2 BP 5141.33	Student has been excluded from school
Before already admitted student is excluded for lack of immunization	48216; 17 CCR 6040	AR 5141.31	Need to submit evidence of immunization or exemption within 10 school days; referral to medical care
When a student is classified a truant	48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred to a SARB or probation department	48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When a school is identified on the state's Open Enrollment List	48354; 5 CCR 4702	AR 5118	Student's option to transfer to another school
Within 60 days of receiving application for transfer out of open enrollment school	48357; 5 CCR 4702	AR 5118	Whether student's transfer application is accepted or rejected; reasons for rejection
When student requests to voluntarily transfer to continuation school	48432.3	AR 6184	Copy of district policy and regulation on continuation education
Prior to involuntary transfer to continuation school	48432.5	AR 6184	Right to request meeting prior to involuntary transfer to continuation school
When student is removed from class and teacher requires parental attendance at school	48900.1	BP 5144.1 AR 5144.1	Parental attendance required; timeline for attendance
Prior to withholding grades, diplomas, or transcripts	48904	AR 5125.2	Damaged school property

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When withholding grades, diplomas or transcripts from transferring student	48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts
When student is released to peace officer	48906	BP 5145.11	Release of student to peace officer
At time of suspension	48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	48911	AR 5144.1	Extension of suspension
At the time a student is assigned to a supervised suspension classroom	48911.1	AR 5144.1	The student's assignment to a supervised suspension classroom
Before holding a closed session re: suspension	48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	48916	AR 5144.1	Readmission procedures
10 calendar days before expulsion hearing	48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
One month before the scheduled minimum day	48980	BP 6111	When minimum days are scheduled after beginning of the school year
When parents request guidelines for filing complaint of child abuse at a school site	48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies

E 5145.6(i)

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When student in danger of failing a course	49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	49068	AR 5125	Right to receive copy of student's record and to challenge its content
Within 24 hours of release of information to a judge or probation officer	49076	AR 5125	Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	49456	AR 5141.3	Vision or hearing test
Annually to parents/guardians of student athletes before their first practice or competition	49475	AR 6145.2	Information on concussions and head injuries
Before any test questioning personal beliefs	51513	AR 5022	Permission for test, survey questioning personal beliefs
Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	51938	AR 6142.1	Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	51938	AR 5022	Notice that the survey will be administered
Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	52164.1, 52164.3; 5 CCR 11511.5	AR 6174	Results of state test of English proficiency

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When migrant education program is established	54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health and Safety Code 1596.857	AR 5148	Parent right to enter facility
When district receives Tobacco-Use Prevention Education Funds	Health and Safety 104420	AR 3513.3	The district's tobacco-free schools policy and enforcement procedures
When sharing student immunization information with an immunization system	Health and Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
When responding to complaint re: discrimination, special education, or noncompliance with law	5 CCR 4631	AR 1312.3	Appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies re: unexcused absences
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation
For districts receiving Title I funds, when child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"	20 USC 6311	AR 4112.24	Timely notice to parent of child's assignment
When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents of English learners	20 USC 6312	AR 0520.2	Notice of failure to make adequate yearly progress

E 5145.6(k)

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program
When school identified for program improvement or corrective action	20 USC 6316	AR 0520.2 AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services
When district identified for program improvement	20 USC 6316	AR 0520.3	Explanation of status, reasons for identification, how parents can participate in upgrading district
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
For districts receiving Title III funds, within 30 days of the release of state Title III accountability report	20 USC 7012	AR 6174	Notification of any failure to make progress on state's annual measurable achievement objectives for English learners
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 245.6a	AR 3553	Notice of need to submit verification information; any subsequent change in benefits; right to appeal
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records
IV. Special Education Notices			
Before functional behavioral assessment begins	56321	AR 6159.4	Notification and consent

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. Special Education Notices (continued)			
Prior to conducting initial evaluation	56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502	AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice
24 hours before IEP when district intending to record	56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent to attend IEP meeting	56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate
When parent orally requests review of IEP	56343.5	AR 6159	Need for written request
Within one school day of emergency intervention or serious property damage	56521.1	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice
Initial referral for evaluation	20 USC 1415(d); 34 CFR 300.503	AR 6159.1	Prior written notice and procedural safeguards notice
Registration of complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
Disciplinary action taken for dangerous behavior	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Suspension or change of placement for more than 10 days	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Student's name, address, school, description of problem, proposed resolution

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. Special Education Notices (continued)			
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	District responsibilities, district actions, procedural safeguards
V. Classroom Notices			
In each classroom in each school	35186	AR 1312.4 E 1312.4	Complaints re: sufficiency of instructional materials, teacher vacancy or misassignment, maintenance of facilities

version:
Instruction

April 2014
BP 6141.5(a)

ADVANCED PLACEMENT

To encourage district students to challenge themselves academically, develop college-level skills, and be more competitive when applying for admission to postsecondary institutions, the Governing Board shall offer opportunities to high school students to take Advanced Placement (AP) courses and pass AP examinations.

(cf. 0200 - Goals for the School District)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

The Board desires to provide at least two AP courses at each high school. The Superintendent or designee shall recommend subject areas for AP courses at each school based on student interest and the availability of qualified certificated staff, instructional materials, and other resources. The Superintendent or designee shall also explore alternative methods of delivering AP courses, such as online courses or distance learning.

The Superintendent or designee may consult and collaborate with feeder schools to ensure that students are offered the opportunity to take coursework that will prepare them for AP courses.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.11 - Alternative Credits Toward Graduation)

All students who meet course prerequisites shall have equal access to AP courses.

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

Grades for AP courses shall be assigned in accordance with Board policy and administrative regulation.

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

The Superintendent or designee shall make efforts to encourage students to participate in AP courses and to take end-of-course AP exams by creating support systems for AP students, such as resource centers and programs to recognize student accomplishments. In addition, the Superintendent or designee may explore partnerships with colleges and universities to help encourage students to pursue postsecondary education.

(cf. 5126 - Awards for Achievement)
(cf. 6164.2 - Guidance/Counseling Services)

ADVANCED PLACEMENT (continued)

To increase the capacity of district schools to offer AP courses, the Superintendent or designee shall provide staff development and support to teachers of such courses. This professional development may include, but is not limited to, opportunities for teachers to obtain information on the curriculum of specific courses, instructional methods, and data-driven decision making; mentoring for prospective teachers of AP courses; and opportunities for staff within the district to share course syllabi and practices.

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4113 - Assignment)

(cf. 4131 - Staff Development)

The Board desires that every district AP course receive authorization to use the AP designation by the College Board. To that end, the Superintendent or designee shall coordinate the process for submitting courses for approval as part of the College Board AP course audit.

Legal Reference: (see next page)

BP 6141.5(c)

ADVANCED PLACEMENT (continued)

Legal Reference:

EDUCATION CODE

52240-52243 *Advanced Placement program*

CODE OF REGULATIONS, TITLE 5

3840 *Advanced Placement as program option for gifted and talented students*

UNITED STATES CODE, TITLE 20

6534 *Advanced Placement exam fee program*

Management Resources:

WEB SITES

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

Advancement Via Individual Determination: <http://www.avid.org>

California Colleges.edu: <http://californiacolleges.edu>

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

College Board: <http://www.collegeboard.org/ap>

International Baccalaureate: <http://www.ibo.org>

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

Policy
adopted:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 6142.92(a)

MATHEMATICS INSTRUCTION

The Governing Board desires to offer a rigorous mathematics program that progressively develops the knowledge and skills students will need to succeed in college and career. The district's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

For each grade level, the Board shall adopt academic standards for mathematics that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)

BP 6142.92(b)

MATHEMATICS INSTRUCTION (continued)

The district's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:

1. Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision
2. Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others
3. Modeling and using tools: Modeling with mathematics; using appropriate tools strategically
4. Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning

In addition, the program shall be aligned with grade-level standards for mathematics content.

For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expression and equations, the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of higher mathematics.

For higher mathematics, the district shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling, geometry, and statistics and probability.

BP 6142.92(c)

MATHEMATICS INSTRUCTION (continued)

The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall ensure that students have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, standards-aligned mathematics program.

(cf. 0440 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall provide the Board with data from state and district mathematics assessments and program evaluations to enable the Board to monitor program effectiveness.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference: (see next page)

BP 6142.92(d)

MATHEMATICS INSTRUCTION (continued)

Legal Reference:

EDUCATION CODE

51210 Areas of study, grades 1-6

51220 Areas of study, grades 7-12

51224.5 Algebra in course of study for grades 7-12

51225.3 *High school graduation requirements*
51284 *Financial literacy*
60605 *State-adopted content and performance standards in core curricular areas*
60605.8 *Common Core standards*

Management Resources:

CSBA PUBLICATIONS

Governing to the Core, Governance Briefs

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013

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

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards

WEB SITES

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

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

Common Core State Standards Initiative: <http://www.corestandards.org/math>

Policy
adopted:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 6151(a)

CLASS SIZE

The Governing Board recognizes that smaller classes may contribute to student learning by allowing teachers to better identify and respond to individual student needs. In accordance with negotiated employee agreements and state law, the Board shall establish class size limits appropriate for each grade level or subject taught and conducive to the effective use of teaching staff.

(cf. 4141/4241 - Collective Bargaining Agreement)

The highest priority for maintaining small class sizes shall be in the primary grades in order to support young students as they acquire the basic skills that serve as the foundation for subsequent learning. Other priorities shall be established in accordance with the goals and strategies identified in the district's local control and accountability plan (LCAP).

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

For grades K-3, the district shall annually make progress toward maintaining an average class of not more than 24 students, unless an alternative annual average class size for each school site is collectively bargained. (Education Code 42238.02; 5 CCR 15498-15498.3)

BP 6151(b)

CLASS SIZE (continued)

Transitional kindergarten classes established pursuant to Education Code 48000 shall be included in the calculation of average class enrollment for kindergarten.

(cf. 6170.1 - Transitional Kindergarten)

At the secondary level, district priorities for class size reduction shall focus on English language arts, mathematics, science, social studies, and other courses that are necessary for completion of graduation requirements and shall be aligned with student needs as identified in the district's LCAP.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - Graduation Requirements)

The Superintendent or designee shall provide the Board with an analysis of staffing and school facilities needs and other costs related to class size reduction proposals.

(cf. 3100 - Budget)

(cf. 6117 - Year-Round Schedules)
(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall annually report to the Board regarding the impact of the class size reduction program on student achievement and other outcomes such as changes in school climate and student engagement.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

BP 6151(c)

CLASS SIZE (continued)

Legal Reference:

EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

33050 Nonwaivable provisions

35160 Authority of the board

42238.02 Local control funding formula, including adjustment for class size reduction

42280 Necessary small schools

46205 Computation for early-late programs

51225.3 Graduation requirements

52060-52077 Local control and accountability plan

GOVERNMENT CODE

3543.2 Scope of representation

Management Resources:

WEB SITES

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

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

Policy
adopted:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
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BP 6162.5(a)

STUDENT ASSESSMENT

The Governing Board recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)
(cf. 2140 - Evaluation of the Superintendent)
(cf. 4115 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6011 - Academic Standards)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)

To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments. As appropriate, assessment

BP 6162.5(b)

STUDENT ASSESSMENT (continued)

results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

(cf. 3553 - Free and Reduced Price Meals)

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher's directions and that test administration procedures are fair and equitable for all students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6162.54 - Test Integrity/Test Preparation)

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

(cf. 0510 - School Accountability Report Card)

Individual Record of Accomplishment

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the state achievement tests administered pursuant to Education Code 60640-60649 or any predecessor assessments

BP 6162.5(c)

STUDENT ASSESSMENT (continued)

2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

(cf. 6178 - Career Technical Education)

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if he/she is an adult or emancipated minor. The student or his/her parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607)

(cf. 5125 - Student Records)

Legal Reference: (see next page)

STUDENT ASSESSMENT (continued)

Legal Reference:

EDUCATION CODE

313 *Assessment of English language development*
10600-10610 *California Education Information System*
44660-44665 *Evaluation and assessment of performance of certificated employees (Stull Act)*
49558 *Free and reduced-price meals; use of individual applications and records*
51041 *Evaluation of educational program*
51450-51455 *Golden State Seal Merit Diploma*
52052 *Academic Performance Index; numerically significant student subgroups*
52060-52077 *Local control and accountability plan*
60600-60649 *Assessment of academic achievement, especially:*
60640-60649 *California Assessment of Student Performance and Progress*
60800 *Physical fitness testing*
60810-60812 *Assessment of English language development*
60850-60859 *High school exit examination*
60900 *California Longitudinal Pupil Achievement Data System*

CODE OF REGULATIONS, TITLE 5

850-864 *California Assessment of Student Performance and Progress*
1200-1225 *High School Exit Examination*

UNITED STATES CODE, TITLE 20

9622 *National Assessment of Educational Progress*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Key Elements of Testing, May 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Teachers' Use of Student Data Systems to Improve Instruction, 2007

WEB SITES

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

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

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

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

Policy
adopted:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 6162.54(a)

TEST INTEGRITY/TEST PREPARATION

The Governing Board desires to protect the integrity of student assessments in order to obtain accurate and reliable student achievement data and to ensure accountability to the community and state. Staff and students shall maintain a high level of integrity in the completion and handling of student assessments.

(cf. 0500 - Accountability)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5131 - Conduct)
(cf. 5131.9 - Academic Honesty)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)

In administering standardized tests, staff shall not engage in any acts that could result in the invalidation of test results, such as:

1. Providing inappropriate test preparation
2. Modifying test administration procedures, except as allowed by law
3. Providing inappropriate assistance to students during test administration
4. Changing or filling in answers on student answer sheets
5. Providing inaccurate data on student header sheets
6. Discouraging or excluding certain students from taking the test
7. Engaging in any other practice to artificially raise student scores without actually improving underlying student achievement

Appropriate Test Preparation

The Superintendent or designee, principals, and teachers shall not implement any program for the sole purpose of test preparation of students for the statewide assessment system or a particular test used in the statewide assessment system. (Education Code 60611)

BP 6162.54(b)

TEST INTEGRITY/TEST PREPARATION (continued)

The primary preparation for assessments shall be high-quality instruction in the content specified in state and district academic standards. In addition, staff may prepare students for

assessments by teaching general test-taking strategies and familiarizing them with item types or the computer-based testing environment used in state assessments.

(cf. 6011 - Academic Standards)

Investigation and Consequences of Testing Irregularities

Reports of cheating on assessments shall be submitted to the Superintendent or designee. The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities.

Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.

(cf. 5144 - Discipline)

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law, applicable collective bargaining agreements, Board policy, and administrative regulations.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

If the Superintendent or designee is made aware of a testing irregularity on state assessments, he/she shall report the irregularity to the California Department of Education.

Legal Reference: (see next page)

BP 6162.54(c)

TEST INTEGRITY/TEST PREPARATION (continued)

Legal Reference:

EDUCATION CODE

60611 *Inappropriate test preparation*

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

60850-60859 *California High School Exit Examination*

GOVERNMENT CODE

54957 *Complaints against employees, closed session*

CODE OF REGULATIONS, TITLE 5

850-864 *California Assessment of Student Performance and Progress*

1200-1225 *California High School Exit Examination, especially:*

1220 *Cheating on the high school exit examination*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidelines on Academic Preparation for State Assessments, December 2009

WEB SITES:

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

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

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

Policy
adopted:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 6163.1(a)

LIBRARY MEDIA CENTERS

Note: Education Code 18100 requires the Governing Board to provide library services for students and teachers by maintaining school libraries or contracting with another public agency. The following **optional** policy is intended for use by districts that maintain their own school libraries, but may be modified to meet the needs of districts that enter into an arrangement to receive services from either a county or city library pursuant to Education Code 18130 or 18134; also see BP 1330.1 - Joint Use Agreements.

The State Board of Education (SBE) has adopted model program standards for school libraries which describe staffing, resources, and infrastructure recommended for effective school library programs. The following policy may be modified to reflect state program standards that the district chooses to implement.

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can help raise the academic achievement of all students. The Board desires that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, and prepare students to become lifelong learners.

(cf. 0440 - District Technology Plan)
(cf. 1330.1 - Joint Use Agreements)
(cf. 6011 - Academic Standards)
(cf. 6163.4 - Student Use of Technology)
(cf. 7110 - Facilities Master Plan)

BP 6163.1(b)

LIBRARY MEDIA CENTERS (continued)

Staffing

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship

2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level

BP 6163.1(c)

LIBRARY MEDIA CENTERS (continued)

6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for and management of the school and district libraries

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

(cf. 1240 - Volunteer Assistance)

(cf. 4222 - Teachers Aides/Paraprofessionals)

Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

Selection and Evaluation of School Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Library materials shall be evaluated and selected through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

LIBRARY MEDIA CENTERS (continued)

(cf. 6144 - Controversial Issues)

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

(cf. 6161.11 - Supplementary Instructional Materials)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

To encourage students to return materials in a timely manner, a nominal fee may be charged for the late return of materials.

Library Instruction

LIBRARY MEDIA CENTERS (continued)

Teacher librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources

2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

Policy
adopted:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BP 6184(a)

CONTINUATION EDUCATION

The Governing Board shall provide a continuation education program as an option for at-risk students who may need a flexible educational environment. The continuation education program shall be designed to meet the educational needs of each student, provide an opportunity for participating students to complete the required course of instruction necessary to graduate from high school, emphasize occupational orientation or a work study schedule, and offer intensive guidance services.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)

The continuation education program shall be aligned with the goals identified in the district's local control and accountability plan, designed and implemented in collaboration with other high schools within the district, and coordinated with other educational options available to district students.

(cf. 0420.4 - Charter School Authorization)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 6158 - Independent Study)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6185 - Community Day School)
(cf. 6200 - Adult Education)

BP 6184(b)

CONTINUATION EDUCATION (continued)

The Superintendent or designee shall appoint a director of continuation education who shall be responsible for the organization and administration of the district's continuation education program and guidance, placement, and follow-up services for participating students. (5 CCR 11000, 11003)

The continuation high school shall be conducted for not less than 175 days during a school year. The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434; 5 CCR 11004)

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

Students eligible for continuation education classes shall be age 16 or 17 years at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)

A student may be involuntarily transferred into a continuation education program in accordance with law and administrative regulation. (Education Code 48432.5)

With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes in order to receive special attention such as individualized instruction. (Education Code 48432, 48432.3, 48432.5)

BP 6184(c)

CONTINUATION EDUCATION (continued)

Priority for voluntary enrollment in continuation classes shall be given to students who need credit recovery in order to graduate with their peers and to students who, due to employment, pregnancy, parenting responsibilities, or other circumstances, are unable to attend a comprehensive high school. A student with a disability shall be admitted only if his/her individualized education program specifically states that a continuation high school setting meets his/her needs.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6159 - Individualized Education Program)

Enrollment criteria shall be applied consistently throughout the district. (Education Code 48432.3)

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

Students may be enrolled in a regional occupational center or program within the county in lieu of, or in combination with, continuation education. (Education Code 48432)

(cf. 6178.2 - Regional Occupational Center/Program)

Students otherwise subject to compulsory attendance in continuation education classes may be exempted if they meet any of the conditions specified in Education Code 48410 and AR 5112.1 - Exemptions from Attendance.

(cf. 5112.1 - Exemptions from Attendance)

BP 6184(d)

CONTINUATION EDUCATION (continued)

The Superintendent or designee shall regularly evaluate the effectiveness of district continuation education programs and report these evaluation results to the Board. Indicators may include, but not be limited to, disaggregated data on student enrollment, student assessment results, and graduation rates.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)

BP 6184(e)

CONTINUATION EDUCATION (continued)

Legal Reference:

EDUCATION CODE

46170 Minimum school day for continuation schools and classes
48400-48454 Compulsory continuation education, especially:
48400 Weekly minimum attendance requirement
48402 Minors not regularly employed
48410-48416 Compulsory continuation education
48430-48438 Continuation classes
48450-48454 Violation
48900 Grounds for suspension and expulsion
48900.5 Student discipline
48903 Limitations on days of suspension
51224-51225.3 Courses of study
60850-60856 High school exit examination

FAMILY CODE

7000-7002 Emancipation of minors law
7050 Purposes for which emancipated minor considered an adult

CODE OF REGULATIONS, TITLE 5

11000-11010 Continuation education

COURT DECISIONS

Nathan G. v. Clovis Unified School District (2014) Cal.App.5th (No. F065485)

Management Resources:

JOHN W. GARDNER CENTER FOR YOUTH AND THEIR COMMUNITIES PUBLICATIONS

Raising the Bar, Building Capacity: Driving Improvement in California's Continuation High Schools,
May 2012

Intake Processes at Continuation High Schools: Shaping School Climate Through Selection and Enrollment Strategies, February 2011

WEB SITES

California Continuation Education Association: <http://www.cceanet.org>
California Department of Education: <http://www.cde.ca.gov>

Policy
adopted:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
April 2014
AR 6184(a)

CONTINUATION EDUCATION

Program Components

The district's continuation education program shall include the following components:

1. Curriculum that prepares students to meet the course requirements for graduation prescribed in Education Code 51224-51225.3 (5 CCR 11004)

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6178 - Career Technical Education)

2. A plan to coordinate instruction and training in the continuation education program with students' parents/guardians, employment, and other agencies (5 CCR 11003)
3. Instruction based on individual student needs as determined by counseling and coordination services (5 CCR 11002)
4. Personal guidance in matters affecting students' personal, social, and educational adjustment (5 CCR 11001)

(cf. 6164.2 - Guidance/Counseling Services)

5. Occupational guidance to prepare students for future employment opportunities (5 CCR 11001)
6. Placement in suitable employment whenever students can benefit from such employment, and follow-up visitations at places of employment to determine the effectiveness of the guidance and placement services (5 CCR 11001)

(cf. 5113.2 - Work Permits)
(cf. 6178.1 - Work-Based Learning)

7. Regular home contacts and parent conferences when students are not succeeding in the continuation program (5 CCR 11001)

(cf. 6020 - Parent Involvement)

AR 6184(b)

CONTINUATION EDUCATION (continued)

8. Regular contacts with students enrolled for only four hours per week and all students suspended from continuation education, with the intent of eventually returning them to the full-time continuation education program (5 CCR 11001)
9. Regular communication with all parents/guardians regarding their child's progress in the educational program

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

10. Opportunities for parent/guardian and community involvement in school activities and program planning

(cf. 1240 - Volunteer Assistance)

11. Student support services that may include, but are not limited to, academic support services, health services or referrals, child care and development services for the children of enrolled students, and/or prevention and intervention services for alcohol or substance abuse

(cf. 1020 - Youth Services)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

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

(cf. 5147 - Dropout Prevention)

(cf. 5148 - Child Care and Development)

(cf. 5149 - At-Risk Students)

(cf. 6164.5 - Student Success Teams)

(cf. 6179 - Supplemental Instruction)

12. Professional development that includes opportunities for teachers to continually improve their instructional and classroom management skills

(cf. 4131 - Staff Development)

13. Efforts to ensure school safety and promote a positive school climate

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

CONTINUATION EDUCATION (continued)

(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)

Involuntary Transfer

A decision to transfer a student involuntarily into continuation education classes shall be based on a finding that the student meets either of the following conditions: (Education Code 48432.5)

1. The student committed an act enumerated in Education Code 48900.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6185 - Community Day School)

2. The student has been habitually truant or irregular in attendance from instruction he/she is lawfully required to attend.

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

Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48432.5)

CONTINUATION EDUCATION (continued)

Prior to an involuntary transfer, the student and parent/guardian shall be given written notice that they may request a meeting with the Superintendent or designee. (Education Code 48432.5)

(cf. 5145.6 - Parental Notifications)

At the meeting, the student or parent/guardian shall be informed of the specific facts and reasons for the proposed transfer. The student or parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting. (Education Code 48432.5)

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and parent/guardian. It shall indicate whether the decision is subject to periodic review and the procedure for such review. (Education Code 48432.5)

The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time. (Education Code 48432.5)

No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the involuntary transfer occurred. (Education Code 48432.5)

Voluntary Enrollment

As space permits, students who meet the eligibility criteria specified in Board policy may voluntarily enroll in a continuation school. A student may be considered for placement in the continuation school whenever his/her parent/guardian submits a written request to the Superintendent or designee or the student is referred by a counselor or school administrator.

AR 6184(e)

CONTINUATION EDUCATION (continued)

Approval of a student's voluntary transfer shall be based on a finding that the placement will promote the educational interests of the student. (Education Code 48432.3)

Voluntary enrollment shall be subject to the following conditions: (Education Code 48432.3, 48432.5)

1. A student's voluntary placement in continuation education shall not be used as an alternative to expulsion unless alternative means of correction have been attempted pursuant to Education Code 48900.5.
2. The district shall strive to ensure that no specific group of students, including a group based on race, ethnicity, language status, or special needs, is disproportionately enrolled in continuation education within the district.

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

3. A copy of this administrative regulation and accompanying Board policy shall be provided to a student whose voluntary transfer to a continuation school is under consideration and to his/her parent/guardian.

4. Before a student is transferred and upon request by his/her parent/guardian, the parent/guardian may meet with a counselor, principal, or administrator from both the school that the student is currently attending and the continuation school to determine if transferring is the best option for the student.
5. To the extent possible, voluntary transfer to a continuation school shall occur within the first four weeks of each semester.

AR 6184(f)

CONTINUATION EDUCATION (continued)

6. A student who is voluntarily enrolled in continuation education may return to the regular high school at the beginning of the following school year, or at any other time with the consent of the Superintendent or designee.

Intake and Orientation

Upon voluntary or involuntary transfer to a continuation education program, an intake meeting shall be conducted with each student and his/her parent/guardian. At this meeting, the principal or counselor shall provide information about each course and number of credits that the student needs to complete in order to graduate and shall develop an individualized academic plan for the student. The student, and his/her parent/guardian as appropriate, shall sign a contract indicating their commitment to these objectives.

In addition, at the beginning of each school year, the district coordinator for continuation education, school counselor(s), or other designee(s) shall provide an orientation session for all incoming students and their parents/guardians in order to help them understand the credit recovery process and establish expectations for student conduct and participation. As appropriate, extended orientation sessions may be provided to assist students in developing academic, social, communication, anger management, or other skills necessary to success in school.

Minimum Attendance Requirement

In continuation high schools and classes, a day of attendance shall be at least 180 minutes. (Education Code 46170)

Each student shall attend classes for not less than 15 hours per week. However, if a student gives satisfactory proof of regular employment, he/she may attend classes for not less than four hours per week for the regular school term. These requirements may be met by any combination of attendance in a continuation education class and/or regional occupational center or program. (Education Code 46170, 48402, 48400)

CONTINUATION EDUCATION (continued)

Leaves of Absence

A student enrolled in compulsory continuation education classes may take a leave of absence for up to two semesters for the purpose of supervised travel, study, training, or work in accordance with law, Board policy, and administrative regulation. (Education Code 48416)

(cf. 5112.3 - Student Leave of Absence)

Reenrollment

Any person age 16 or 17 years who terminated his/her enrollment in continuation school after obtaining a certificate of proficiency may reenroll in the district once without prejudice. If the student leaves a second time, the Superintendent or designee may deny reenrollment until the beginning of the next semester. (Education Code 48414)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Regulation
approved:
Board Bylaws

CSBA MANUAL MAINTENANCE SERVICE
April 2014
BB 9324(a)

MINUTES AND RECORDINGS

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public and helps foster public trust in Board governance.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)
(cf. 9122 - Secretary)
(cf. 9323.2 - Actions by the Board)

The minutes shall reflect which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion and the names of the Board members who made and seconded the motion.

The minutes shall also report any action taken and the vote or abstention on that action of each member present. (Government Code 54953)

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

BB 9324(b)

MINUTES AND RECORDINGS (continued)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by Clerk to the Board and the submitting staff member.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

The district may tape, film, or broadcast any open Board meeting. The Board president shall announce that a recording or broadcasting is being made at the direction of the Board at the beginning of the meeting and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

BB 9324(c)

MINUTES AND RECORDINGS (continued)

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

Guide to Effective Meetings, rev. 2007

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>

Bylaw
adopted:

CSBA MANUAL MAINTENANCE SERVICE
April 2014

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, CA 95932

OFFICIAL MINUTES

Board of Trustees Regular Meeting

June 17, 2014

CALL TO ORDER

The meeting was called to order at 6:00 p.m. in the CUSD Conference Room by Board President Charles Yerxa, and established a quorum was present. Attending were Lincoln Forry, Terry Bressler and Charles Yerxa. Also in attendance were Superintendent Dwayne Newman, Principals Johnston, and Brown, staff, and parents, representatives from Government Financial Services, and the District's Bond Counsel firm, Kronick, Moskovitz, Tiedemann & Girard.

PLEDGE OF ALLEGIANCE

Terry Bressler led the Pledge of Allegiance.

HEARING OF THE PUBLIC

Pam Giuliano commented on the need for a K-6 PE Specialist in effort to allow teachers time to collaborate, create, and plan.

STUDENT'S REPORT

None

RECOGNITIONS

Mr. Newman recognized and thanked BPS Principal, Mr. Tarr, for his many years of service to Colusa Unified School District.

PRESIDENT'S REPORT

None

BOARD OF TRUSTEE TIME

- **Dress Code:** Mr. Forry asked for consistency among all CUSD sites as it relates to dress code & the length of shorts for female students.
- **Cheerleading:** Mr. Forry asked for clarification regarding the cheerleading process at CHS and whether or not cheerleading is considered a club or a sport. His thoughts were such that if it is a club, a letterman patch should not be issued. Mr. Brown would follow up on the issue and get back to the board with clarification.
- **Football Field:** Discussion surrounding the replacement of sod on the football field took place. Jim LaGrone received quotes and was in the process of reviewing them.

SUPERINTENDENT'S REPORT

- **Improving Achievement:** Mr. Newman referred to the LCAP and broke down what the goals are in place for the upcoming year. He stated that the goals are consistent with what was in place last year. The district's three top goals for the year include: maintaining safety, increasing student achievement levels, and closing achievement gaps.
- **Management** – Quotes have come in regarding the placement of a new portable at Burchfield Primary School. The board, by consensus, authorized Mr. Newman to move forward with purchase and installation of the portable so it would be ready in time for the opening of school. Mr. Forry asked that local resources be utilized for as many services as

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possible (i.e. – electrical and plumbing). The planning of the community garden is being kept in mind as the portable is placed.

CSEA REP'S REPORT None

CEA REP'S REPORT None

INFORMATION/ DISCUSSION/
POSSIBLE ACTION ITEMS Discussion occurred regarding the CHS WACS mid-cycle review. Mr. Newman recognized Mr. Brown for his efforts in the process. Mr. Brown commented that it was a collaborative effort and the team he had in place did a great job.

ACTION ITEM #131484 Motion was made my Terry Bressler, seconded by Lincoln Forry for the adoption of 2014-15 budget.

Vote: Unanimous

ACTION ITEM #131485 Motion was made by Terry Bressler, seconded by Lincoln Forry for the adoption of the 2014-15 LCAP.

Vote: Unanimous

ACTION ITEM #131486 Motion was made by Lincoln Forry, seconded by Terry Bressler to approve the Notice of Selection of Alternative SELPA Organization. This is a step recommended by attorneys to insure the district has a voice in not only the administration but also in the programmatic operations of the new SELPA when it forms.

Vote: Unanimous

ACTION ITEM #131487 Motion was made by Terry Bressler, seconded by Lincoln Forry to approve the Declaration of Need for Fully Qualified Educators. This is routine paperwork required by the California Department of Education to assure the state that CUSD is actively pursuing highly qualified teachers.

Vote: Unanimous

ACTION ITEM #131488 Motion was made by Terry Bressler, seconded by Lincoln Forry to approve Resolution #2013-14.15 – Ordering a bond election and establishing specifications of the election order and requesting consolidation with other elections.

Vote: Unanimous

ACTION ITEM #131489 Motion was made by Terry Bressler, seconded by Lincoln Forry to approve Resolution #2013-14.16 – Establishing a Community Day School and adopting Colusa County School District's Consortium Plan for serving expelled students.

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Vote: Unanimous

ACTION ITEM #131490

Motion was made by Terry Bressler, seconded by Lincoln Forry to approve Resolution #2013-14.17 – Ordering biennial election, specifying the number of words for candidate's statements, requesting consolidation of the election, and determining the method of resolving tie votes.

Vote: Unanimous

ACTION ITEM #131491

Motion was made by Terry Bressler, seconded by Lincoln Forry to approve the out of state travel for Mason Hone to the Carnegie Hall Middle School Honors Performance Series.

Vote: Unanimous

CONSENT AGENDA #131492

Motion was made by Terry Bressler, seconded by Lincoln Forry to approve all consent agenda items.

1. The following Consent Agenda Items were approved:
 - a. Minutes of May 20, 2014
 - b. 2014-2015 Consolidated Application – May Submission
 - c. June Payroll
 - d. Personnel Assignment Order #2013/2014.11
 - e. June Associated Students Body Fund
 - f. June Batch Warrants #43-45
 - g. 4th Quarter Williams Uniform Complaint Procedure

Vote: Unanimous

HEARING OF PUBLIC FOR
MATTERS ON CLOSED
SESSION AGENDA

None

ADJOURN TO CLOSED
SESSION

The Board adjourned to Closed Session at 7:30 p.m. to consider and/or take action upon any of the following items:

1. Student Matters:
 - a. Inter-District Transfer Requests
 - b. Out of School Suspensions
 - c. Consider approval of AHP recommendation for Expulsion Case #2013-14.09
 - d. Consider approval of AHP recommendation for Expulsion Case #2013-14.10
 - e. Consider approval of AHP recommendation for Expulsion Case #2013-14.11
 - f. Consider approval of AHP recommendation for Expulsion Case #2013-14.12
2. Personnel Matters:
 - a. Public Employment

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1. New Hires 2013-14
2. 13-14 Confidential/Classified ASES Management Salary Schedule
3. 13-14 Administrative Salary Schedule
4. Payroll adjustment for School Nurse

b. Public Employee Discipline/Dismissal/Release/Resignations

3. Negotiations:

- a. Instructions 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.*)

RECONVENE FROM CLOSED
SESSION

The Board reconvened from Closed Session at 8:35 p.m. Board President Charles Yerxa reported out the Board reviewed the Inter-district Transfer Agreements, the Out of School Suspension Report, and discussed the Personnel Matters.

ACTION ITEM #131493

Motion was made by Terry Bressler, seconded by Lincoln Forry to approve the Inter-district Transfer Agreements.

Vote: Unanimous

ACTION ITEM #131494

Motion was made by Lincoln Forry, seconded by Terry Bressler to approve the AHP's recommendation for EH# 2013-14.09

Vote: Unanimous

ACTION ITEM #131495

Motion was made by Terry Bressler, seconded by Lincoln Forry to approve the AHP's recommendation for EH# 2013-14.10

Vote: Unanimous

ACTION ITEM #131496

Motion was made by Terry Bressler, seconded by Lincoln Forry to approve the AHP's recommendation for EH #2013-14.11

Vote: Unanimous

ACTION ITEM #131497

Motion was made by Terry Bressler, seconded by Lincoln Forry to approve the AHP's recommendation for EH #2013-14.12

Vote: Unanimous

Mr. Newman was directed to place closed session agenda items 2.a.2., 2.a.3., and 2.a.4. on the next regular meeting closed session agenda.

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ADJOURNMENT

The meeting adjourned at 8:40 p.m.

Respectfully submitted by Zeba Hone,
Executive Administrative Assistant

APPROVED BY:

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, CA 95932

OFFICIAL MINUTES

Board of Trustees Special Board Meeting

July 8, 2014

CALL TO ORDER

The meeting was called to order at 7:45 a.m. in the CUSD Conference Room by Board President Charles Yerxa, and an established quorum was present. Attending were Lincoln Forry, Terry Bressler, Charles Yerxa, Don Bransford and Kelli Griffith-Garcia. Also in attendance were Superintendent Dwayne Newman.

PLEDGE OF ALLEGIANCE

Charles Yerxa led the Pledge of Allegiance.

HEARING OF THE PUBLIC

None

INFORMATION/DISCUSSION**/POSSIBLE ACTION ITEMS****ACTION ITEM #131497**

Motion was made by Terry Bressler, seconded by Kelli Griffith-Garcia to approve the adoption of Resolution #2013-14.14 – Signatures of the Members of the Board.

Vote: Unanimous

ACTION ITEM #131498

Motion was made by Lincoln Forry, seconded by Kelli Griffith-Garcia to approve Resolution #2013-14.15 – Ordering a bond election and establishing specifications of the election order and requesting consolidation with other election.

Vote: Unanimous

ACTION ITEM #131499

Motion was made by Lincoln Forry, seconded by Terry Bressler to approve Resolution #2013-14.16 – Establishing a Community Day School and adopting Colusa County School District's Consortium Plan for serving expelled students.

Vote: Unanimous

ADJOURNMENT

Board of Trustees Regular Meeting
July 8, 2014

Respectfully submitted by Zeba Hone,
Executive Administrative Assistant

APPROVED BY:

J.I.d.

COLUSA UNIFIED SCHOOL DISTRICT
2014-15 BUDGET REVISION
August 19, 2014

2014-15 PROJECTED BEGINNING BALANCE (13-14 Books Not Closed)	1,058,907
estimated carryover Restricted Fund balance (Prop 39 & Common Core)	<u>284,464</u>
Projected Beginning Balance	1,343,371
ESTIMATED INCOME	<u>12,161,576</u>
TOTAL INCOME/BEGINNING BALANCE	13,504,947

Resource Code and Program

0000 Increase LCFF	4,898
3010 Decrease Title I	(7,021)
3185 Add Title I Professional Development Grant Deferred Revenue from 13-14	74,536
7220 Add ESA Deferred Revenue from 13-14	6,039
REVISED TOTAL INCOME	12,240,028
REVISED TOTAL INCOME + BEGINNING BALANCE	13,298,935

EXPENDITURES

Current Expenditure Budget	11,986,977	
Reserve for Revolving Cash	20,350	
Undistributed Reserve	<u>1,213,156</u>	<u>1,233,506</u>
		13,220,483
0000 Decrease Expenditures for STRS Change		(37,580)
0000 Indirect from Cafeteria Fund		(20,000)
0000 Carryover from 13-14 (see attached)		365,039

Revised Expenditure Budget	12,294,436	
Reserve for Revolving Cash	20,350	
Undistributed Reserve	<u>964,149</u>	<u>984,499</u>
		13,278,935

PASSED AND ADOPTED this 19th Day of August, 2014 at a meeting of the Board of Trustees of Colusa Unified School District.

AYES:

NOES:

ABSENT:

Dwayne Newman, Superintendent

13-14 CARRYOVER INTO 14-15 BUDGET 8/1/14

BURCHFIELD					
RESOURCE	BUDGET RESP.	PROGRAM DESCRIPTION	Balance	Carryover to Site	Carryover to Reserve
0000	1001	BPS GENERAL SCHOOL BUDGET	\$ (31,011)		\$ (31,011)
0000	1005	LIBRARY-BOOK FAIR PROCEEDS	\$ 3,661	\$ 3,661	
0000	1203	2ND Grade Popsicle sales	\$ 2,578	\$ 2,578	
0000	1003	Parent Club	\$ 10,234	\$ 10,234	
TOTAL BURCHFIELD			\$ (14,538)	\$ 16,473	\$ (31,011)
EGLING					
RESOURCE	BUDGET RESP.	PROGRAM DESCRIPTION	Balance	Carryover to Site	Carryover to Reserve
0000	2000	EMS GENERAL SCHOOL BUDGET	\$ (17,036)		\$ (17,036)
0000	2003	Parent Club	\$ 1,916	\$ 1,916	
0000	2006	Science Donation	\$ 151	\$ 151	
0000	2009	Choir	\$ 1,717	\$ 1,717	
0000	2400	4th Grade Popsicle Sales	\$ 2,037	\$ 2,037	
TOTAL EGLING			\$ (11,215)	\$ 5,821	\$ (17,036)
COLUSA HIGH/COLUSA ALTERNATIVE HIGH					
RESOURCE	BUDGET RESP.	PROGRAM DESCRIPTION	Balance	Carryover to Site	Carryover to Reserve
0000	3002	CHS/AHS GENERAL SCHOOL BUDGET	\$ (36,032)		\$ (36,032)
0000	3003	Senior Dinner	\$ 76	\$ 76	
0864	3026	ESA Recycling	\$ 7,842	\$ 7,842	
0875	3650	Friends of Ag	\$ 2,000	\$ 2,000	
0880	3660	Friends of Music	\$ 6,300	\$ 6,300	
7220	3026	Environmental Sciences Academy	\$ 6,039	\$ 6,039	
0000	3005	CHS Beautification	\$ 4,012	\$ 4,012	
0000	3650	Tim Crabtree - AG	\$ 3,589	\$ 3,589	
0000	3536	Alumni Donation - AG	\$ 2,330	\$ 2,330	
0000	3705	Alumni Donation - Math	\$ 2,110	\$ 2,110	
0000	3661	Alumni Donation - Music	\$ 2,640	\$ 2,640	
0000	3681	Alumni Donation - Science	\$ 3,990	\$ 3,990	
TOTAL COLUSA HIGH			\$ 4,896	\$ 40,928	\$ (36,032)
HOME SCHOOL					
RESOURCE	BUDGET RESP.	PROGRAM DESCRIPTION	Balance	Carryover to Site	Carryover to Reserve
0000	5000	HOME SCHOOL GENERAL SCHOOL BUDGET	\$ (1,569)		\$ (1,569)
TOTAL HOME SCHOOL			\$ (1,569)		\$ (1,569)
MAINTENANCE-OPERATIONS-TRANSPORTATION					
TOTAL MOT			\$ (19,935)		\$ (19,935)
DISTRICT WIDE					
3185	0000	Title I Professional Development Grant	\$ 74,536	\$ 74,536	
7405	0000	Common Core Implementation Grant	\$ 114,445	\$ 114,445	
6230	0000	Prop 39 Energy Grant	\$ 112,836	\$ 112,836	
TOTAL DISTRICT WIDE			\$ 301,817	\$ 301,817	
SUMMARY			Balance	Carryover to Site	Carryover to Reserve
BURCHFIELD PRIMARY			\$ (14,538)	\$ 16,473	\$ (31,011)
EGLING MIDDLE SCHOOL			\$ (11,215)	\$ 5,821	\$ (17,036)
COLUSA HIGH SCHOOL			\$ 4,896	\$ 40,928	\$ (36,032)
HOME SCHOOL			\$ (1,569)	\$ -	\$ (1,569)
DISTRICT PROGRAMS			\$ 301,817	\$ 301,817	\$ (19,935)
TOTAL			\$ 279,391	\$ 365,039	\$ (105,583)

ESA Def Rev \$ (6,039)

Title I Prof Dev Def Rev \$ (74,536)

COMMON CORE \$ (114,445)

PROP 39 \$ (112,836)

Site Carryover \$ 57,183

Multi-Year Projection Summary - August 19, 2014

	13/14 BUDGET	14/15 BUDGET	15/16 BUDGET	16/17 BUDGET
TOTAL REVENUES	11,757,721	12,240,028	12,302,797	13,238,816
TOTAL EXPENSES & TRANSFERS OUT	12,085,591	12,294,436	12,210,027	12,421,536
TOTAL REVENUES LESS EXPENDITURES	-327,870	-54,408	92,770	817,279
GENERAL FUND BEGINNING BALANCE	1,335,339	1,007,469	953,061	1,045,831
LESS AMOUNT ABOVE REVENUES LESS EXP	-327,870	-54,408	92,770	817,279
<i>Less Restricted Fund Balance Prop 39/Common Core</i>	<i>-227,281</i>			
<i>Less Special Reserve for Textbook Replacement</i>		<i>-75,000</i>	<i>-150,000</i>	<i>-225,000</i>
UNDISTRIBUTED GENERAL FUND RESERVE	780,188	878,061	895,831	1,638,110
% UNDISTRIBUTED RESERVE	6.46%	7.14%	7.34%	13.19%
3% UNDISTRIBUTED RESERVE IS	362,568	368,833	366,301	372,646
AMOUNT ABOVE (-BELOW) 3%	417,620	509,228	529,530	1,265,464
5% UNDISTRIBUTED RESERVE IS	604,280	614,722	610,501	621,077
AMOUNT ABOVE (-BELOW) 5%	175,908	263,339	285,329	1,017,033

RECOMMENDED RESERVE 3% Plus one Year LCFF Growth				
LCFF Growth Amount over Prior Year	\$ 483,946	\$ 984,120	\$ 216,323	\$ 240,048
Plus 3% Reserve	\$ 362,568	\$ 368,833	\$ 366,301	\$ 372,646
Total Recommended Reserve	\$ 846,514	\$ 1,352,953	\$ 582,623	\$ 612,694
AMOUNT ABOVE (-BELOW) RECOMMENDED RESERVE	\$ (66,326)	\$ (474,892)	\$ 313,207	\$ 1,025,416

LCFF FUNDING ESTIMATE:

TOTAL ADA	1395.63	1395.63	1395.63	1395.63
multiply x SSC Calculated recommended amount per ADA	\$ 7,033	\$ 7,786	\$ 8,200	\$ 8,658
Total LCFF Funding Budgeted	\$ 9,815,466	\$ 10,866,375	\$ 11,444,166	\$ 12,083,365
% Increase over Prior Year	4.60%	10.71%	5.32%	5.59%
<i>Additional LCFF Revenues over prior year</i>		<i>\$ 984,120</i>	<i>\$ 216,323</i>	<i>\$ 240,048</i>

CUSD P-2 ADA	1387.81	1387.81	1387.81	1387.81
Adult Transition Class Reported by CCOE	5.54	5.54	5.54	5.54
Community School ADA Reported by CCOE	<u>2.28</u>	<u>2.28</u>	<u>2.28</u>	<u>2.28</u>
TOTAL ADA CUSD LCFF	1395.63	1395.63	1395.63	1395.63
			-80K ROP	-160K ROP

J. l. e

2013-14 DEVELOPER FEE REPORT

BEGINNING BALANCE JULY 1, 2013

\$ 1,372,741.29

INCOME:

		# of Homes	Amount Collected	
DEVELOPER FEES COLLECTED:				
Brad Johnson Duck Club	RESIDENTIAL	2	\$ 13,280.00	
Executive Homes	RESIDENTIAL	1	\$ 288.00	
Commercial Housing	RESIDENTIAL	11	\$ 25,616.00	
Baldwin	RESIDENTIAL	1	\$ 12,800.00	
Commercial Housing	RESIDENTIAL	5	\$ 21,427.20	
Premier Mushroom	COMMERCIAL		\$ 195.85	
Dollar General	COMMERCIAL		\$ 4,641.00	
Golden Pacific	RESIDENTIAL	1	\$ 2,534.40	
D. Callison	RESIDENTIAL	1	\$ 9,033.60	
TOTAL DEVELOPER FEES		22	\$ 89,816.05	\$ 89,816.05

INTEREST: \$ 9,374.03

TOTAL INCOME **\$ 99,190.08**

TOTAL INCOME AND BEGINNING BALANCE **\$ 1,471,931.37**

EXPENSES:

Wall Project at Egling Middle School	\$ 23,714.00
Government Financial Strategies Financial Advisor	\$ 42,772.24
Gene Bregman & Associates (Polling Consultant)	\$ 9,819.41
Full Business Solutions (Facility Needs Assessment)	\$ 17,247.00
Semingson Architects (Portable at BPS)	\$ 986.00
School Works (Developer Fee Justification Study)	\$ 3,000.00
Indirect Fee to District for Handling Collection of Fees	\$ 2,694.48

TOTAL EXPENSES **\$ 100,233.13**

ENDING BALANCE JUNE 30, 2014 **\$ 1,371,698.24**

SOFTWARE LICENSE AGREEMENT

This Software License Agreement (the "Agreement") is made and entered into this 1st day of July, 2014, by and between Database Depot, Inc., a corporation of the State of California doing business as Red Schoolhouse Software, having its principal place of business in Los Angeles, California ("Licensor")

and

Colusa Unified School District, having its principal office in Colusa, California ("Licensee").

WHEREAS, Licensor has developed and owns certain software useful to schools and school districts for the collection, reporting and analysis of local assessment results (the "Local Assessment Module"), for the reporting and analysis of state assessment results (the "State Assessment Module"), for administering assessments to students online (the "Online Assessment Module"), for collecting assessment results with proprietary scanning software ("ScanOARS"), and for creating student Report Cards online ("the Online Report Card Module") collectively, the "OARS Software"; and

WHEREAS, Licensor has entered into an agreement with Sanford Systems, Inc., a corporation of the State of California doing business as Key Data Systems, the developer and owner of the INSPECT item bank ("INSPECT"), whereby Licensor can provide INSPECT in conjunction with its OARS Software; and

WHEREAS, Licensee desires to acquire a license from Licensor for selected uses of OARS as listed in Exhibit A, and Licensor desires to grant Licensee a license for such uses pursuant to the terms and conditions hereof;

NOW, THEREFORE, in consideration of the agreements and covenants set forth herein, and for other good and valuable consideration pursuant to this Agreement, the parties hereby agree as follows:

I. DEFINITIONS

1. "OARS Software" shall mean the Online Assessment Reporting System ("OARS") software and database developed, owned and copyrighted by Licensor and, for the purposes of this Agreement, as further described in Exhibit B.
2. "INSPECT" shall mean the database of test questions also known as "Identifying Needs: Standards Proficiency Exams for California Teachers," developed, owned, and copyrighted by Key Data Systems as further described in Exhibit C.

3. "Licensed Software" shall mean the OARS Software and, if applicable, INSPECT, as listed in Exhibit A.
4. "OARS Server" shall mean any computer owned or leased by Licensor, upon which the OARS Software and/or INSPECT shall be installed.
5. "Licensed Use" shall mean those uses of OARS listed in Exhibit A.
6. "Annual License Fee" shall mean the annual license fee payable for the Licensed Use in accordance with the provisions of this Agreement.
7. "Effective Date" shall mean the last date that this Agreement is signed and dated by the parties hereto.
8. "Start Date" shall mean a date ten (10) business days after the Effective Date of this Agreement.
9. "School Year" shall mean the period of time between July 1 of one calendar year and June 30 of the following year, inclusive.

II. LICENSE GRANT

1. Non-Exclusive License. Licensor grants to Licensee a non-exclusive right and license to use the Licensed Software for the Licensed Use for a license term (the "License Term") that commences upon the Effective Date of this Agreement and continues until June 30 of the year selected in Exhibit A subject to payment each year of the Annual License Fee in accordance with the provisions of Section V of this Agreement.
2. Ownership of Licensed Software. Licensor will remain the sole and exclusive owner of all right, title, and interest in and to the OARS Software, and all intellectual property rights related thereto, except for those license rights granted under this Agreement. Sanford Systems, Inc. will remain the sole and exclusive owner of all right, title, and interest in and to INSPECT, and all intellectual property rights related thereto, except for those license rights granted under this Agreement. Licensee shall have no right to sell, assign, transfer or license any rights, or otherwise grant any sub-licenses under this Agreement.
3. Restricted Access. Licensee will ensure that access to the Licensed Software is limited to Licensee's employees, officers and directors for the Licensed Use only. Showing, demonstrating, or disclosing the specifications, design, features, or operation of the Licensed Software or providing copies of screenshots or report formats to any person who is not an employee, officer or director of Licensee is in violation of the confidentiality provisions of Section XI of this Agreement and is strictly prohibited unless approved in writing in advance by Licensor.

4. Access for Non-Employee Consultants: If Licensee wishes to provide access to OARS to non-Employee consultants, it should submit a written request for consideration to Licensor. Licensor shall not unreasonably deny such requests.

III. SYSTEM OPERATION

1. OARS Implementation. Licensee and Licensor hereby agree to implement OARS as described in Exhibit D.
2. User Internet Access. Licensee will provide users with sufficient access to an Internet-connected computer and ensure that a supported web-browser is installed. Fully supported web-browsers are defined under Exhibit B.
3. Backups. Licensor has established an automated process by which selected data from the current School Year will be backed up on a nightly basis. Nightly backups will be retained for 1 month; weekly backups will be retained for 3 months; Monthly backups will be retained for 1 year. One annual backup of Licensee's completed database shall be made at the end of each School Year, and retained until the termination of this agreement.
4. Software Updates. Periodically, Licensor will install software and security updates on the OARS Servers. To the extent practicable, Licensor will install such updates at night so as to minimize interruption to users. In the event that a security update is deemed crucial to the secure functioning of the system, Licensor reserves the right to shut down the OARS Servers without notice to install the required security update.
5. Technical Support. In the event of failure of any OARS Server or the OARS Software, Licensor will rectify the problem within two (2) business days following notification by Licensee, unless otherwise agreed upon.

IV. TRAINING AND TECHNICAL SUPPORT

1. Free-of-Charge User Training. If applicable, Licensor will provide free-of-charge User Training up to the amount shown in Exhibit A.
2. Additional User Training. After Licensee has received the full amount of free-of-charge User Training shown in Exhibit A, Licensee may purchase Additional User Training at a rate of One Thousand Five Hundred Dollars (\$1,500.00) per day per trainer. Wherever travel is required, billing will include reimbursement of reasonable travel expenses. Additional User Training may be conducted in either Lecture Format, Workshop Format, or Webinar Format as described under Paragraph 3 of this Section IV.

3. Training Format. User Training may be conducted in either Lecture Format, Workshop Format, or Webinar Format as follows:
 - a. Lecture Format (Maximum of 100 Participants): The focus of this training will be to explain and demonstrate the features and uses of OARS. Licensee will make available a training venue suitable for up to one hundred (100) participants in a lecture-seating setting.
 - b. Workshop Format (Maximum of 30 Participants): The focus of this training will be to facilitate practical hands-on experience using OARS. Licensee will make available a training venue for up to thirty (30) participants, and provide each participant with an Internet-connected computer.
 - c. Webinar Format (Unlimited Webinar Participants; limit of 60 concurrent OARS users during a webinar): Webinars can be scheduled on a variety of topics for an unlimited number of participants in multiple locations. Webinars are facilitated by Red Schoolhouse Software staff at the Red Schoolhouse Software office in Los Angeles. For maximum benefit, Licensee should provide its own staff to monitor and support delivery of training on site.
4. Length of Training. In order to ensure the highest possible quality, Licensee shall not schedule training for more than six hours per day per trainer. A longer training day may be arranged on a case-by-case basis, however any additional time over six hours shall be billed at a rate of \$250 per hour per trainer.
5. Scheduling Training. User Training must be scheduled at least fifteen (15) business days in advance. Any training scheduled with fewer than fifteen (15) business days notice shall incur a surcharge of \$500.
6. Canceling Training. Licensee may cancel any scheduled training without penalty by notifying Red Schoolhouse Software at least fifteen (15) business days before the training is to occur. Cancellation with fewer than fifteen (15), but more than five (5), days notice shall result in a reduction by half a day of Free User Training (if applicable), or a \$500 charge per day and per trainer. Cancellation with five (5) or fewer days notice shall result in the forfeiture of one (1) full day of Free User Training (if applicable), or a charge of \$1,500.00 per day and per trainer.
7. Custom Configuration of Assessments. Licensor will provide Licensee with a comprehensive list of publisher-created assessments ("Library Assessments") that can be configured in OARS. Furthermore, OARS offers tools that allow users to develop and implement their own assessments in the software, including the Key Editor and INSPECT. On a best-efforts basis, Licensor will assist Licensee with the configuration of assessments that are not available in the list of Library Assessments, and that cannot easily be configured with the Key Editor and INSPECT, subject to the following conditions:

- a. Licensee must provide Licensor with appropriate and sufficient information to configure the assessment. This may include answer keys, scoring sheets, and standards alignments. THIS INFORMATION SHOULD BE PROVIDED IN AN EDITABLE, ELECTRONIC FORMAT, e.g. MICROSOFT EXCEL.
 - b. Licensee should provide the necessary information at least two (2), but preferably four (4), weeks prior to needing the assessment available in OARS. While Licensor will make every attempt to configure the assessment within two weeks, the time necessary can vary depending on the complexity of the assessment, the number of assessment requested, and the current workload of Licensor. During peak periods like the start of the School Year, a completion timeline of four (4) weeks is more likely.
 - c. Licensor reserves the right to limit this service to assessments that are likely to be administered by most or all teachers for the applicable grade level or course.
 - d. While there is no charge for configuration of custom assessments, and there is no limit to the number of requests that Licensee may make, this service is provided only on a best efforts basis, and Licensor makes no guarantee as to the number of assessments that can be configured, and the speed with which the configuration can be accomplished.
8. Technical Support. Licensor will respond to up to thirty (30) phone and/or email technical support requests ("Technical Support") from Licensee per calendar month. Technical Support requests in excess of thirty (30) per calendar month will be billed to Licensee at a rate of Ten Dollars (\$10.00) per incident. To reduce the likelihood of incurring Technical Support fees, Licensor encourages Licensee to route certain basic technical support inquiries through a district contact and support person.
9. Software Customization and Consultation. At its sole discretion, Licensor may agree to develop custom features or reports for Licensee, or provide consultations to Licensee in areas that fall beyond the scope of the OARS software and the support described in this Section IV. Such support will be invoiced at a rate of \$50.00 per hour for clerical support, \$250.00 per hour for programming support, and \$2,000.00 per day for special consultations.

V. ANNUAL LICENSE FEE

Annual License Fee. The license granted in Section II of this Agreement is granted subject to payment each year of a non-refundable annual license fee (the "Annual License Fee"). The Annual License Fee for each year of the License Term will be as shown in Exhibit A.

VI. OTHER FEES

Fees for Additional User Training, Technical Support requests (beyond the 30 allowed per month), and Software Customization and Consultation shall be billed in accordance with the terms of Section IV, Paragraphs 2, 7 and 8 respectively.

VII. PAYMENT TERMS

1. Payment Terms.
 - a. Licensee will pay the Annual License Fees to Licensor in accordance with the schedule shown in Exhibit A.
 - b. Fees for Additional User Training, Technical Support requests, and Software Customization and Consultation are due and payable by Licensee to Licensor within thirty (30) calendar days of date of invoice.
2. Late Fees. Any payments not received within thirty (30) calendar days after the due dates specified in Paragraph 1 of this Section VII, will be subject to a fifty (50) dollars late fee, and will incur finance charges calculated at a rate of Prime (as determined by Wells Fargo Bank of Los Angeles, California) plus 3%.

VIII. LIABILITY

To the best knowledge and belief of the Licensor, the Licensed Software is free from errors or omissions and is effective for its intended purpose. Notwithstanding, Licensor does not warrant the performance of the Licensed Software and will not be liable to Licensee for any personal injury or damage sustained by Licensee in the use and operation of the Licensed Software under this Agreement. Further, and under no circumstance and under no legal theory (tort, contract or otherwise), will Licensor be liable to Licensee or any other person for any direct, general, indirect, special, incidental, consequential, exemplary, or other damage of any character, including without limitation, damage for the loss of good will, work stoppage, lost profit, computer failure or malfunction, or any and all commercial damages or losses resulting from the use, inability to use, or performance of the Licensed Software. The cumulative liability of Licensor to Licensee for all claims relating to the Licensed Software and/or this Agreement, including any cause of action for breach of warranty or other cause of action in contract, tort or strict liability, shall not exceed the amount of the Annual License Fee paid to Licensor hereunder. This limitation of liability shall apply without regard to whether other provisions of this Agreement have been breached or have proven ineffective. Furthermore, this limitation of liability shall have precedence over any language describing Licensor's liability found in accompanying district contracts or Purchase Orders that may or may not be required as part of Licensee's standard procedures.

IX. WARRANTIES

Licensor hereby warrants the following:

1. Ownership Rights. The OARS Software is owned solely by Licensor. To the best knowledge and belief of Licensor, INSPECT is owned solely by Sanford Systems, Inc. and no other entity has any ownership right in or to any portion of the Licensed Software.
2. Power and Authority. Licensor has full power and authority to enter into this Agreement and to perform hereunder, and such entry and performance, to the best knowledge and belief of Licensor will not violate the rights of any third party.
3. Legal Proceedings. There is no action, suit, proceeding or material claim or investigation pending or threatened against the Licensor in any court or by any federal, state or municipal or other governmental department, commission, bureau, agency or instrumentality, domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, might adversely affect the Licensed Software or restrict the Licensor's ability to complete the transactions contemplated hereby. Licensor knows of no basis for any such action, suit, claim, investigation or proceeding.
4. Compliance with Laws and Regulations. To the Licensor's best knowledge and belief, as of the date of this Agreement, the Licensed Software complies with all relevant federal, state and local laws and regulations.
5. Non-Infringement. To the Licensor's best knowledge and belief, the Licensed Software does not violate nor infringe upon the rights of any third party, including without limitation, any patent rights, trademark rights, trade secret rights, or other proprietary rights of any kind.
6. Disclaimer. Licensor makes no other warranties, express or implied, including but not limited to warranties of merchantability or fitness for any particular purpose.

X. TERMINATION

1. Termination by Licensor. Licensor may terminate this Agreement at any time in the event of:
 - a. Bankruptcy or assignment for the benefit of creditors of the assets of Licensee.
 - b. Any breach of this Agreement by Licensee that is not corrected by Licensee within thirty (30) calendar days after written notification thereof by Licensor.

- c. Failure by Licensee to pay in full any Annual License Fee within sixty (60) calendar days from the due date thereof.
 - d. Failure by Licensee to pay in full any invoice from Licenser for Additional User Training or Technical Support requests within sixty (60) calendar days of date of invoice.
- 2. Termination by Licensee. Licensee may terminate this Agreement at any time in the event of:
 - a. Bankruptcy or assignment for the benefit of creditors of the assets of Licenser.
 - b. Any breach of this Agreement by Licenser that is not corrected by Licenser within thirty (30) calendar days after written notification thereof by Licensee.
 - c. For any other reason by giving thirty (30) calendar days notice in writing to Licenser, subject to paragraph 3(b) of this Section X.
- 3. License Fees Payable in the Event of Termination by Licensee.
 - a. If Licensee terminates this Agreement in accordance with the provisions of either paragraph 2(a) or 2(b) of this Section X, Licensee shall be liable to pay in full the Licensee Fees shown in Exhibit A for all completed years of service provided under this Agreement, and to pay the License Fee for any partial year of service on a pro-rata basis.
 - b. If Licensee terminates this Agreement in accordance with the provisions of paragraph 2(c) of this Section X, the full amount of the License Fees shown in Exhibit A for ALL years under this Agreement shall become immediately due and payable.

Licensee understands and agrees that its payment obligations under paragraph 3 of this Section X shall survive any termination of this Agreement.
- 4. Deletion of Data Upon Termination. Upon termination of this Agreement, all Licensee Data shall be permanently deleted for all OARS servers.

XI. SUSPENSION OF SERVICES

As an alternative to Termination, as described in Section X, Licenser may elect at its sole discretion to suspend all services for any failure by Licensee to pay the Annual License Fee or any other outstanding invoice in accordance with Section X, Paragraphs 1(c) and 1(d). Licenser will resume services once the outstanding invoices have been paid. Suspension of services, no matter how long, shall not entitle Licensee to any reduction in License Fees.

XI. CONFIDENTIAL INFORMATION

Licensor acknowledges that it understands the importance of protecting the confidentiality of personally identifiable student and teacher information and that it will make all reasonable efforts to protect such data, including:

1. Licensor shall transfer student and teacher information via Secure File Transfer Protocol (SFTP), or as encrypted attachments to emails.
2. Licensor shall ensure that all web pages served by the OARS Server are served using 128-bit Secure Socket Layer (SSL) technology, such that the information passed between the user's computer and the OARS Server is encrypted in both directions.
3. Licensor shall on an as-needed basis install all known security updates onto the OARS Server.
4. Licensor shall employ a firewall to further secure the OARS Server by closing all ports not needed by users and system administrators.
5. Except as required by law, or compelled by a court order, Licensor shall not provide any personally identifiable data stored on the OARS server to any third party without the written consent of Licensee.

Licensee acknowledges that the only completely secure system would be one to which no one has access. Licensee has chosen to allow Licensor to host the OARS software, to import student and teacher information into OARS, and to serve it over the Internet, with full understanding of the attendant risks.

Licensee assumes all responsibility for establishing policies for allowing users access to OARS, what access privileges those users shall have, and when and how passwords should be changed.

Except as otherwise required by law, Licensee agrees to maintain in confidence any and all proprietary information of Licensor disclosed to it, directly or indirectly, in connection with this Agreement ("Proprietary Information"). Proprietary Information includes the specifications, design, features, operation and functional attributes of the OARS Software, report formats, services, pricing and other terms of this Agreement and its Exhibits A, B, C, D and E, and all other information related to the business and plans of Licensor. Proprietary Information does not include any information made public by Licensor through its web site or other promotional materials.

Except as otherwise required by law, Licensee shall hold Proprietary Information in confidence for a period of five (5) years from the date of receipt thereof and may only disclose Proprietary Information on a "need-to-know" basis to employees, officers and directors of Licensee and only provided that all such individuals are informed of, and bound by, equivalent obligations to maintain such Proprietary Information in confidence.

Licensee understands and agrees that the confidentiality obligations of this Section XI shall survive any termination of this Agreement.

XII. GENERAL PROVISIONS

1. Governing Law. The validity, interpretation and performance of this Agreement shall be construed and enforced in accordance with the laws of the State of California.
2. Force Majeure. Licensors shall not be held in default of any of its obligations in the event that its performance hereunder is delayed or prevented by causes beyond its control, including, but not limited to, acts of God, war, earthquake, flood, fire, utility or transmission failures, sabotage, labor disputes, riots or other acts of civil disobedience.
3. Waiver. No waiver by either party of any default under or breach of this Agreement shall be deemed a waiver of any subsequent default or breach of the same or other provisions of this Agreement.
4. Section Headings. Section headings are for the convenience of the parties to this Agreement only, and do not form part of the terms and conditions hereof.
5. Entire Agreement. This Agreement sets forth the entire understanding and agreement between the parties to this Agreement, and supersedes all prior understandings, agreements and communications, written or oral, between the parties. Moreover, this Agreement may only be amended by written amendment executed by both parties to this Agreement. In the event that Licensee attaches this Agreement to or references it in any Purchase Order, Contract, or similar document that contains terms and conditions in conflict with this Agreement, Licensee irrevocably agrees that all rights and obligations of Licensors and Licensee in connection with this Agreement are determined solely by the terms and conditions herein.
6. Severability of Provisions. In the event that any provision of this Agreement or the application thereof to any person or circumstance is held to be invalid, void or unenforceable, such provision or the application thereof shall be deemed stricken and not part of this Agreement so that the remaining portions of this Agreement can be given effect without the invalid void or unenforceable provision or application and to this end, the provisions of this Agreement are severable.
7. Arbitration. Any and all disputes, controversies or differences which may arise under the terms of this Agreement shall be settled by arbitration in the City of Los Angeles, State of California, in accordance with the rules of the American Arbitration Association then existing, and any such award as rendered by the Arbitrator(s) shall be final and binding upon the parties hereto and enforceable by any court of competent jurisdiction.

8. Notices. Any notices permitted or required under this Agreement shall be in writing and shall be sent or delivered to the receiving party at the addresses set forth below, or to such other person, or at such other address as either party may from time to time designate in writing:

- a. To Licensee: Please refer to Exhibit A.
- b. To Licenser: Axel Shalson, President and CEO, Red Schoolhouse Software, 3607 Seneca Avenue, Los Angeles, CA 90039.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as follows:

LICENSOR:

Dated: _____

Axel Shalson
President and CEO
RED SCHOOLHOUSE SOFTWARE

LICENSEE:

Dated: 7/22/2014

Sheryl Parker
Name: Sheryl Parker
Title: Chief Business Official
COLUSA UNIFIED SCHOOL DISTRICT

Software License Agreement - Exhibit A

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

Contact for Notices: Ms. Sheryl Parker, Business Manager (CBO)


License Term: Effective Date through June 30, 2015

Licensed Uses: Local Assessment Module (Unlimited Assessments)
ScanOARS Plain-Paper Scanning Module
State Assessment Module (STAR, CELDT and CAHSEE)
INSPECT Item Bank Module
Online Assessment Module (With INSPECT)

On-site Training: Training is available for \$1500/day plus reasonable travel expenses.

License Fees: Please see next page.

Payment Terms: Please see next page.

Licensee's Initials:  _____

Licensor's Initials: _____

License Fees and Payment Terms

Year 1 (Effective Date through June 30, 2015)

Category	Unit Cost	Quantity	Total
Setup and Maintenance Fee	\$3,000.00	n/a	\$3,000.00
OARS Student License Fee	\$2.75	1450	\$3,987.50
INSPECT License Fee	\$1.50	1450	\$2,175.00
Total			\$9,162.50

Full payment for Year 1 shall be due within 30 days of the Effective Date.

Licensee's Initials: AP Licensors Initials: _____

SOFTWARE LICENSE AGREEMENT - EXHIBIT B

OARS SYSTEM SPECIFICATIONS

The Online Assessment Reporting System (OARS) is a powerful web-based software package useful to teachers, school and district administrators, and instructional support personnel. The OARS system specifications include:

I. SOFTWARE FEATURES

OARS is comprised primarily of following modules:

1. The **Local Assessment Module** allows districts to implement in OARS assessments that they have developed themselves or that they have purchased.
2. The **State Assessment Module** currently allows districts to view and analyze results from the California Standards Test (CST), the California Achievement Test (CAT-6), the California English Language Development Test (CELDT) and the California High School Exit Exam (CAHSEE).
3. **INSPECT** is an optional module that provides users access to a library of standards-aligned multiple-choice questions from which they can build their own assessments.
4. **ScanOARS** is the proprietary plain-paper scanning module that facilitates collection of data from printed answer sheets, and transmission of that data to the OARS Server for analysis with the Local Assessment Module.
5. The **Online Assessment Module** allows districts to administer assessments to students directly through OARS, by loading the questions and answers from those assessments directly into the software.
6. The **Online Report Card Module** is an optional module that allows districts to implement in OARS an electronic version of their paper-based report card. This module is extremely flexible, and supports configuration of “standards-based” Report Cards.

II. SUPPORTED LOCAL ASSESSMENTS

OARS supports many different assessments, including district-developed assessments, or those provided with a publisher materials, including:

1. **Library Assessments.** Licensor maintains a list of publisher assessments available for implementation in OARS. Licensee may implement an unlimited number of Library Assessments in its database. To request a Library assessment, Licensee should send an email to support@redschoollhouse.com. Licensor will load Library Assessments in their original format for Licensee with three (3) business days of receipt of the request.
2. **User-created Assessments.** Users can create their own assessments in OARS using the Key Editor feature, or using the INSPECT Item Bank.

III. OPTIONS FOR DATA COLLECTION

All types of assessments described in Section II above can be reported using either one or more of the following approaches:

1. **Manual Entry:** the user reports results from an assessment directly into the OARS website, through a web reporting form.
2. **ScanOARS:** the user prints answer sheets in the OARS website, then administers the assessment to students. The answer sheets are then scanned using ScanOARS and the results are transmitted to the OARS Server.
3. **Online Assessment:** students take the assessment online through OARS. The students' answers are scored automatically, and all reports are populated from the results.
4. **Scan and Upload:** assessments are administered to students on district-provided scannable forms. Once completed, the forms are scanned at the district, and the resulting raw data file is uploaded into OARS through a simple web administration utility. THIS OPTION MAY REQUIRE ADDITIONAL PROGRAMMING AND CUSTOMIZATION BY LICENSOR, AND COULD RESULT IN ADDITIONAL FEES.

IV. TECHNICAL REQUIREMENTS

For the best user experience, Licensor recommends that Licensee only use computers that meet the specifications listed below.

1. **For the OARS Website/Web Application:**

- a. **Web Browser:** OARS is compatible with Firefox 5.0 and higher (Windows and Mac), Internet Explorer 9.0 and higher (Windows Only), and Safari 5.0 and higher (Mac Only). LICENSOR RESERVES THE RIGHT TO UPDATE BROWSER REQUIREMENTS AS NEW BROWSERS ARE RELEASED, AND AS NEW FEATURES ARE IMPLEMENTED IN OARS.
- b. **Operating System:** The OARS website will operate correctly on any computer that can run one of the supported Web Browsers listed above.
- c. **Javascript:** Javascript must be enabled on the user's computer in order for users to take advantage of some software features.
- d. **PDF Reader:** Adobe Reader 9.0 or higher must be installed on the user's computer in order for users to create Report Cards and assessment reports in Adobe PDF format. On a Macintosh, users are advised to use the built in "Preview" application instead of Adobe Reader.
- e. **Screen Resolution:** A screen resolution of at least 1024 x 768 is required for optimal viewing of the OARS website.

2. **For the ScanOARS Client Application:**

- a. **Operating System:** ScanOARS is supported on Windows XP, Windows Vista, and Windows 7. Both Home and Professional Versions are supported.
- b. **Mac OS X NOT Supported:** ScanOARS is not supported on any version of the Mac OS X operating system. Some users have reported success in using virtualization software like VMWare or Parallels to run Windows on a Macintosh computer, but such use has not been extensively tested by Licensor, and is not officially supported.
- c. **Computer Specifications:** ScanOARS makes heavy use of RAM and operates best with a fast processor. For best results, a processor running at 2 Ghz or faster, and 4 Gb of RAM are recommended. Running ScanOARS with less memory, or with a slower processor may result in application crashes. Quitting open applications and restarting the computer regularly may alleviate this problem.

V. SCANNER SPECIFICATIONS FOR SCANOARS

For best results, Licensor recommends exclusive use of a Supported Scanner, as described below.

1. **Currently Available Supported Scanners:** The following scanners, made by Brother International, are fully supported for use with ScanOARS: DCP-8080DN, DCP-8085DN, MFC-8480DN, MFC-8890DW. These models may be replaced from time to time by the manufacturer with new versions. Licensor maintains a list of supported scanners and will provide it to Licensee upon request.
2. **Discontinued Supported Scanners:** The following discontinued scanners, made by Brother International, are fully supported for use with ScanOARS: DCP-8060, DCP-8065DN, DCP-8080, MFC-8460N, MFC-8860DN.
3. **Options for using Unsupported Scanners:** ScanOARS communicates with scanners using a standard TWAIN interface. Some users have reported success using ScanOARS with scanners that are not officially supported, however, such use of ScanOARS is not recommended or supported by Licensor.
4. **Fujitsu Scanners:** Some users have attempted to use certain Fujitsu scanners with ScanOARS, with mixed results. Some users have reported that ScanOARS fails to pick up a significant number of marks when scanned with a Fujitsu scanner. LICENSOR STRONGLY RECOMMENDS AGAINST USING FUJITSU BRAND SCANNERS WITH SCANOARS.

VI. SYSTEM SECURITY

For implementations of OARS hosted on servers owned or leased by Red Schoolhouse Software, the following security measures are currently implemented:

1. **Physical Security:** The servers upon which the software is installed are housed at a reputable, secure server hosting facility.
2. **Firewall Access:** A hardware firewall device limits access to the servers upon which OARS is installed. Only Ports 80 (Web) and 443 (Secure Web) are available to users on the Internet.
3. **Server Configuration:** The servers upon which OARS is installed are patched regularly with security updates as such patches are made available, and as security exploits are identified.
4. **SSL Encryption:** OARS uses a 128-bit Secure Socket Layer (SSL) certificate from a valid and reputable Certificate Authority to encrypt all web pages served from the OARS web server.

SOFTWARE LICENSE AGREEMENT - EXHIBIT C

INSPECT SPECIFICATIONS

The INSPECT item bank is composed of questions written specifically to access the California Content Standards, as well as the Common Core State Standards. Professional item writers across California focus on writing quality items that have content accuracy, meet grade level standards, and span three difficulty levels. Items include clear rationale for why a student would pick each wrong answer. For this reason, all wrong answers are created based upon the most likely cognitive disconnect in learning. Rigorous field-testing and item analyses are conducted to ensure the quality of each item in the INSPECT® test bank.

Several steps are taken to ensure the reliability and validity of each INSPECT® item. This level of quality control begins with the initial writing of items and continues well after each item has been administered. Treatment of these issues include quantitative and statistical approaches.

The publisher's first efforts at establishing validity are centered around content validity. This is sometimes referred to as content definition (Messick, 1989) and is critical for score interpretation and item response validation (Haladyna, 1999). The best way to establish content validity is through the use of expert judges. For each INSPECT® item, up to three content experts judge whether or not a particular item is aligned to the standard. In addition to standard alignment, the level of difficulty (low, medium, and high), as well as standard isolation is assessed. Each item requires full consensus as to the accuracy of the standard alignment, difficulty, and isolation before it makes it into the item bank. In addition to having content experts review each item, focus groups with grade level teams of teachers are regularly conducted. Information from these teams are compiled and used to modify problem items or other areas of concern.

SOFTWARE LICENSE AGREEMENT - EXHIBIT D

OARS IMPLEMENTATION

I. REQUIRED INFORMATION

Before Licensee can begin using the Licensed Software, it must provide Licensor with the following:

1. Data Fields and Field Definitions. Licensee must provide Licensor with a complete list of school, teacher and student data fields ("Data Fields") and their associated definitions ("Field Definitions") as described in Exhibit E.
2. Local Assessment Module Information. If the implementation of OARS includes the Local Assessment Module, Licensee must provide Licensor with all necessary information to configure this module in OARS prior to activation of the software. Such information must be provided at least TEN (10) business days before Licensee intends to use this module.
3. Online Report Card Module Information. If the implementation of OARS includes the Online Report Card Module, Licensee must provide Licensor with all necessary information to configure this module in OARS prior to activation of the software. Such information must be provided at least FORTY (40) business days before Licensee intends to use this module.
4. Initial Data Extract. Licensee must provide to Licensor an extract of school, teacher and student data from its Student Information System ("Data Extract") as described in Exhibit E.
5. State Assessment Results. If Licensee desires to take advantage of reporting options for State Assessments, it must provide Licensor with all STAR, CELDT, and CAHSEE data files in their original formats. (Fixed length, not tab-delimited, versions of CELDT files must be provided.) Licensor will load STAR and CELDT data back to 2002-03, and CAHSEE data back to 2004-05.

II. SOFTWARE CONFIGURATION AND ACTIVATION

Licensor will configure and activate the OARS software within TEN (10) business days of receipt of all required information described in Section I of this Exhibit D.

III. MANUAL DATA EXTRACT UPDATES

Licensee has the option to submit Data Extracts to Licensor for manual processing, subject to the following conditions:

1. Licensee will provide updated Data Extracts on a schedule to be agreed to between Licensor and Licensee, but not to exceed twice per month. If there have been no changes to the names or location codes of schools in Licensee's district, the school files may be omitted from the periodic Data Extract. All Data Extracts, both initial and subsequent updates, should always be provided in the same format as described in Exhibit E.
2. To the extent practicable, Licensor will load the periodic Data Extract into the OARS Software within 2 (two) days of receipt.
3. If applicable to this Agreement, additional details about periodic data extracts may be found in Exhibit A.

IV. AUTOMATED DATA EXTRACT UPDATES

Licensee has the option to submit Data Extracts using its own automated mechanism that results in the Data Extract being placed on Red Schoolhouse Software's SFTP Server. Licensor will in turn develop a customized script that processes the Data Extract each night, and loads the most recent file available into OARS. Requirements for implementation of this automated process include:

1. Data Extract files must conform to the requirements described in Exhibit E.
2. Data Extract files must not vary in format or layout without prior approval from Licensor. This includes addition, deletion, or movement of allowed data fields.
3. It shall be Licensee's responsibility to ensure that the Data Extracts it transmits are complete, accurate, and in the right format.
4. Licensor shall not be responsible for inaccurate student and teacher rosters appearing in OARS as a result of any errors in the Data Extract file.

SOFTWARE LICENSE AGREEMENT - EXHIBIT E

DATA FIELDS, FIELD DEFINITIONS, AND DATA EXTRACTS

I. DATA FIELDS

Listed below are the Data Fields to be included in all Data Extracts provided by Licensee. If possible, data should be provided in a single file, following the format below

1. **School Location Code (District-assigned)**
2. CDS Code (State-assigned)
3. **School Name**
4. **Local Student ID (District-assigned)**
5. SSIS ID (State-assigned)
6. **Student First Name**
7. **Student Last Name**
8. **Teacher ID**
9. **Period Number ***
10. Section ID *
11. **Teacher First Name**
12. **Teacher Last Name**
13. Course Name *
14. Department Name *
15. Term (e.g. Fall, Spring, Q1, etc.) *
16. **Grade**
17. Track
18. Gender
19. Race
20. Hispanic (Y/N)
21. Ethnicity
22. Reporting Ethnicity
23. Instructional Program (e.g. English Immersion, Mainstream, etc.)
24. Language Proficiency (e.g. EO, IFEP, RFEP, LEP or ELL.)
25. CELDT Level
26. Special Education Placement (Up to four fields available.)
27. Gifted Designation
28. Title I Designation
29. Migrant Status
30. Optional Fields (Up to five fields available.)
31. Numeric Fields, e.g. Days Absent, Tardies, Suspensions, etc. (Up to five.)
32. Date Fields, e.g. DOB, Reclassification Date, US Entry, etc. (Up to five.)

All **Bold Fields** are required.

Fields identified with an asterisk (*) may only apply to secondary students.

Date fields should be provided in the format '**YYYY-MM-DD**'.

II. FIELD DEFINITIONS

For each Data Field listed above, Licensee must provide Licensor with the following Field Definitions:

1. Field Name
2. Field Length
3. Possible Field Values
4. Associated Field Labels

The example below uses “Gender” to illustrate the Field Definition information required:

Field Name	Field Length	Value	Label
Gender	1 character	M	Male
		F	Female

III. DATA EXTRACTS

Licensee should provide the initial Data Extract to Licensor in the format described in Section I above. If providing the files in such a format is not possible or cannot be easily accomplished, Licensee should inform Licensor as soon as possible so that alternative arrangements can be made.

The format of all subsequent Data Extracts, whether sent manually or through an automated process, should match the format of the initial Data Extract. Data Extracts can be provided in tab-delimited (.txt or .tab), Comma Separated Value (.csv), or Microsoft Excel (.xls) format.

PLEASE NOTE: Any variation in the field order or file format of a Data Extract may result in delays in loading and activating the Data Extract in OARS.

IV. TRANSMISSION OF DATA EXTRACTS

Data extracts can be transmitted to Licensor in one of two ways:

1. As an encrypted attachment to an email, sent to support@redschoollhouse.com. (Licensor strongly recommends that Licensee use a program like WinZip to compress and encrypt data files containing personally identifiable information.)
2. Via the Secure FTP (SFTP) protocol, which uses Secure Shell (SSH) to encrypt transmission of data. (Licensee should request a Secure FTP user account from Licensor.)

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Database Depot, Inc.	
	Business name/disregarded entity name, if different from above Red Schoolhouse Software	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) 3607 Seneca Avenue	Requester's name and address (optional)
	City, state, and ZIP code Los Angeles, CA 90039	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					
Employer identification number								
1	3	-	4	2	0	3	6	3 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ *Vernon R. Rinko*

Date ▶ *12/01/13*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Colusa Unified School District
Personnel Assignment Order
2014-2015 #1

EMPLOYMENT, RESIGNATIONS, AND OTHER

CERTIFICATED

Employment / Appointments:

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
Maria Arvizu-Espinoza	BPS Principal	Probationary	\$99,082	7/1/2014
Rebecca Changus	CHS Vice Principal	Probationary	\$73,478	7/1/2014
Aubrey (Dee) Long Jr	CHS Science	Probationary	\$45,896	8/11/2014
Suzanne King	CHS Math	Probationary	\$49,460	8/11/2014
Tina Lyons	CHS PE	Probationary	\$60,998	8/11/2014
Stephanie Stever	CHS English	Probationary	\$45,571	8/11/2014
Melissa Michalk	CHS Spanish	Probationary	\$48,019	8/11/2014
Sheraya Harmon	BPS 2 nd Grade Teacher	Probationary	\$45,571	8/11/2014
Stephanie Archibald	EMS 8 th Grade Science	Probationary	\$51,789	8/11/2014

Retirement:

Resignation:

Courtney Lemenager	EMS 7 th Grade Volleyball Coach	8/7/2014
Jamie Myers	EMS 8 th Grade Volleyball Coach	8/7/2014
Daniel Kalisuch	EMS 7 th & 8 th Grade Boys Basketball Interscholastic	8/11/2014

Leaves:

Terminated:

Non-Reelection:

Transfers:

(Requests approved by Superintendent)

CLASSIFIED

Employment / Appointments:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Nico Valencia	EMS ASES Director	8/4/2014
Sara Barron	Café Sub	8/11/2014
Raymond Echavarria	EMS ASES Paraeducator	8/11/2014
Alyssa Baser	EMS ASES Paraeducator/Yard Duty	8/11/2014
Brandan Harakh	EMS ASES Paraeducator	8/11/2014

Leaves:

Resignation:

Gumercindo Salazar	CHS Head Track Coach	7/24/2014
Vera Wright	EMS ASES Paraeducator	7/29/2014
Lisset Montejano	BPS Yard Duty	8/1/2014

Retirement:

Increase of Hours:

Job transfer:

Termination:

Associated Student Body Fund

Egling Middle School and Colusa High School

as of August 12, 2014

J. I. h.

Colusa High School

Account	Name of Club	Balance
800	Colusa HS ASB	\$ 3,896.11
801	ASB Football Concessions	\$ -
802	ASB Student Store	\$ 4,161.58
811	Art Club	\$ 715.78
812	Ashland Shakespeare Trip	\$ (833.08)
820	Block C - Other	\$ -
821	Block C - Baseball	\$ 3,450.49
822	Block C - Boys Basketball	\$ 2,035.09
823	Block C - Boys Soccer	\$ 150.49
824	Block C - Boys Tennis	\$ 521.00
825	Block C - Cross Country	\$ 40.79
826	Block C - Football	\$ 3,500.66
827	Block C - Girls Basketball	\$ 1,326.64
828	Block C - Girls Soccer	\$ 281.84
829	Block C - Girls Tennis	\$ 67.63
830	Block C - Golf	\$ -
832	Block C - Softball	\$ 1,376.46
833	Block C - Track and Field	\$ 1,416.67
834	Block C - Volleyball	\$ 2,787.05
835	Block C - Wrestling	\$ 25.00
835	Block C - Weight Room	\$ -
846	Class of 2015	\$ 1,744.55
847	Class of 2016	\$ 1,136.87
848	Class of 2017	\$ -
849	Class of 2018	\$ -
860	COLUS Yearbook	\$ 8,256.20
863	CSF	\$ 1,153.54
865	FBLA	\$ 4,207.56
870	FFA	\$ 1,967.83
876	Drama Club	\$ 448.86
885	Friday Night Live	\$ 1,618.32
887	Spanish Club	\$ 144.81
888	Spirit Club	\$ (99.05)
890	Cooking Club	\$ 716.58
892	Science Club	\$ 91.52
TOTAL CHS		\$ 46,307.79

Egling Middle School

950	Egling MS ASB	\$ 160.30
955	Club Live	\$ 1,000.92
960	Kids Can Save	\$ 50.00
965	Library	\$ 275.51
985	Sweatshirts	\$ 87.78
990	Yearbook	\$ 540.34
995	8th Grade	\$ 1.80
TOTAL EMS		\$ 2,116.65
TOTAL FUND 95 ASB		\$ 48,424.44

J.1.1

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED JUNE 13, 2014			BATCH 46
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
1262	ALHAMBRA WATER	\$ 90.74	01	DO/MOT	WATER
1261	APPEAL DEMOCRAT	\$ 648.57	01	DO	HELP WANTED AD
1282	CHRISTINA BAILEY	\$ 40.22	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
1273	TIFFANY BAILEY	\$ 376.48	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
1263	BARNES & NOBLE	\$ 419.52	01	BPS	BOOKS
1265	BEELER TRACTOR	\$ 43.20	01	MOT	MOWER REPAIR PARTS
1258	CHUNG SUN MARKET	\$ 24.38	01	DO	DELAC COMMITTEE REFRESHMENTS
1284	CITY OF COLUSA	\$ 22,403.79	01	ALL	WATER, SEWER BILLING FOR 2 MONTHS
1278	COLUSA DAIRY	\$ 130.50	01	BPS	POPSICLES FOR FUNDRAISER
RC110	CUSD EMER FD-KAYLA STEINKE	\$ 10.00	01	DO	REIMBURSE FINGERPRINT FEE
RC110	CUSD EMER FD-JENNIFER SUTTON	\$ 28.92	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
RC110	CUSD EMER FD-KIM MCCARTY	\$ 38.84	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
RC110	CUSD EMER FD-DAURICE SMITH	\$ 56.85	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
RC110	CUSD EMER FD-TIFFANY SINES	\$ 8.55	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
RC110	CUSD EMER FD-JEN FORRY	\$ 144.41	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
1270	GRIFFS FEED AND SEED	\$ 537.46	01	MOT	SUPPLIES
1279	MARIBEL HUGHES	\$ 36.98	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
1285	JEFF SAVAGE PLUMBING	\$ 778.11	01	MOT	PLUMBING SERVICE
1267	JOHNSON PRINTING	\$ 141.60	01	DO	LETTERHEAD
1268	MITEL LEASING	\$ 1,287.00	01	ALL	PHONE SYSTEM LEASE
1280	KAREN NOBLES	\$ 94.59	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
1277	NORTH STATE SCREENPRINT	\$ 47.30	01	BPS	SHIRTS
1283	CRAIG RICHARDS	\$ 105.88	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
12664	RICHIE'S FLORIST	\$ 22.04	01	HMS	GRADUATION FLOWERS
1272	RIVERBANK PIZZA	\$ 223.00	01	BPS	PIZZA PARTIES
1275	THREE B'S TOILET RENTALS	\$ 268.75	01	ALL	PORTABLE TOILET RENTALS
1260	TOWNSEND FENCING	\$ 1,185.00	01	MOT	FENCE REPAIR
RC113	US BANK CALCARD VISA	\$ 17,163.05	01	ALL	SEE ATTACHED
1274	MELISSA WILLIAMSON	\$ 534.39	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
1269	YUBA SAFE & LOCK	\$ 542.81	01	MOT	LOCK REPLACE/REPAIR
1281	VICTORIA ZUMWALT	\$ 33.05	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
		\$ 47,465.98			
1266	CRYSTAL DAIRY	\$ 4,457.01	13	CAFÉ	FOOD
1259	DANIELSEN COMPANY	\$ 5,807.04	13	CAFÉ	FOOD
1257	ED JONES FOOD SERVICE	\$ 24,059.66	13	CAFÉ	FOOD
RC112	US BANK CALCARD VISA	\$ 680.40	13	CAFÉ	FOOD AND SUPPLIES
	CAFETERIA FUND 13	\$ 35,004.11			
	CAPITAL FACILITIES FUND 25	\$ -			
1271	COLUSA USD - GENERAL FUND	\$ 2,042.00	95	CHS	FUNDS PLACE IN INCORRECT FUND
RC111	US BANK CALCARD VISA	\$ 2,580.78	95	EMS/CHS	SEE ATTACHED
	STUDENT BODY FUND 95	\$ 4,622.78			
	TOTAL ACCOUNTS PAYABLE	\$ 87,092.87			

US BANK CALCARD VISA

Sheryl Bailey

FD01-RD113 FD13-RC112 FD95-RC111

9-Jun	J W PEPPER	\$141.59	\$141.59			CHS MUSIC SUPPLIES
6-Jun	RECOLOGY BUTTE COLUSA	\$276.51	\$276.51			MOT GARBAGE DUMPSTER
6-Jun	RECOLOGY BUTTE COLUSA	\$2,790.97	\$2,790.97			ALL GARBAGE SERVICE
6-Jun	SUTTER BUTTERS COMMUNI	\$389.25	\$389.25			MOT BUS RADIO SERVICE
5-Jun	JW WOOD CO INC	\$414.08	\$414.08			MOT MAINTENANCE SUPPLIES
5-Jun	RSD 52	\$102.93	\$102.93			CHS AG SHOP SUPPLIES
5-Jun	EARTHGRAINS A/R	\$116.60		\$116.60		CAFET FOOD
5-Jun	EARTHGRAINS A/R	\$141.18		\$141.18		CAFET FOOD
5-Jun	EARTHGRAINS A/R	\$132.00		\$132.00		CAFET FOOD
5-Jun	MESSICK ACE HARDWARE	\$1,856.84	\$1,707.38		\$149.46	MOT MAINTENANCE SUPPLIES/CHS ASB
4-Jun	ADVANCED DOCUMENT CONC	\$1,712.94	\$1,712.94			ALL COPIER MAINTENANCE AGREEMENTS
3-Jun	SCHOOL SERVICES OF CALIFO	\$ 215.00	\$ 215.00			DO WORKSHOP REGISTRATION
29-May	PAYPAL *CREDENTIALC	\$ 293.12	\$ 293.12			DO WORKSHOP REGISTRATION
26-May	APL*APPLE ITUNES STORE	\$ 0.99	\$ 0.99			HMS SUPPLIES
26-May	USPS.COM CLICK66100611	\$ 18.11	\$ 18.11			DO POSTAGE

Dave Tarr

9-Jun	DS WATERS STANDARD COFFEE	\$81.50	\$81.50			BPS WATER
4-Jun	SSI*CLASSROOM DIRECT	\$533.43	\$533.43			BPS SUPPLIES
2-Jun	ROUND TABLE PIZZA - COLU	\$ 92.88	\$ 92.88			BPS SUPPLIES
2-Jun	SAV-MOR FOODS	\$ 18.50	\$ 18.50			BPS SUPPLIES
2-Jun	STAPLES 00102863	\$ 528.19	\$ 528.19			BPS SUPPLIES
30-May	WM SUPERCENTER #1903	\$ 160.30	\$ 160.30			BPS SUPPLIES

LeasaHill

3-Jun	ROCCOS BAR GRILL	\$ 169.16		\$ 169.16		CAFETERIA END OF YEAR STAFF LUNCH
28-May	SQ *GREEN PARADISE CAFE	\$ 28.81		\$ 28.81		LUNCH FOR FOOD SERVICE DIRECTORS
26-May	WAL-MART #2053	\$ 79.49		\$ 79.49		CAFET SUPPLIES
23-May	WAL-MART #2053	\$ 13.16		\$ 13.16		CAFET SUPPLIES

Darren Brown

5-Jun	TEXTBOOKS.COM	\$94.99	\$94.99			CHS BOOKS
9-Jun	QUILL CORPORATION	\$5.19	\$5.19			CHS SUPPLIES
9-Jun	QUILL CORPORATION	\$65.92	\$65.92			CHS SUPPLIES
4-Jun	QUILL CORPORATION	\$209.72	\$209.72			CHS SUPPLIES
4-Jun	QUILL CORPORATION	\$265.70	\$265.70			CHS SUPPLIES
2-Jun	QUILL CORPORATION	\$ 44.47	\$ 44.47			CHS SUPPLIES
29-May	QUILL CORPORATION	\$ 40.61	\$ 40.61			CHS SUPPLIES
26-May	HOMEDEPOT.COM	\$ 2,144.63	\$ 2,144.63			CHS ART DEPT. STORAGE SHED
26-May	ESPN ZONE	\$ 2,047.18			\$ 2,047.18	CHS SENIOR CLASS TRIP
23-May	SPORTDECALS	\$ 205.74			\$ 205.74	CHS ASB SHIRTS

Jeremy Miller

6-Jun	CDW GOVERNMENT	\$656.58	\$656.58			TECH SUPPLIES
26-May	CDW GOVERNMENT	\$ 282.93	\$ 282.93			TECH SUPPLIES

Dwayne Newman

5-Jun	OFFICE DEPOT 1135	\$128.98	\$128.98			DO OFFICE SUPPLIES
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Jody Johnston

6-Jun	GBC*ECOMMERCE	\$677.60	\$677.60			EMS MAINT ON LAMINATOR
6-Jun	TMS*THE PRINT SHOP	\$492.24	\$492.24			EMS PRINT HAWKS EYE
5-Jun	AMAZON.COM	(\$0.35)	(\$0.35)			EMS BOOK CREDIT
3-Jun	AMAZON.COM	\$25.64	\$25.64			EMS BOOK
3-Jun	AMAZON.COM	\$ 17.08	\$ 17.08			EMS BOOK
28-May	ROSEVILLE GOLFLAND LTD	\$ 178.40			\$ 178.40	EMS 8TH GRADE TRIP
29-May	JOSTENS AR-USD	\$ 1,585.84	\$ 1,585.84			EMS DIPLOMAS
28-May	JOSTENS AR-USD	\$ 506.79	\$ 506.79			EMS DIPLOMAS
28-May	ASSOC SUPERV AND CURR	\$ 427.90	\$ 427.90			EMS INSTRUCTIONAL MATERIALS
26-May	AMAZON.COM	\$ 12.92	\$ 12.92			EMS BOOK

\$ 20,424.23 \$ 17,163.05 \$ 680.40 \$ 2,580.78

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED JUNE 20, 2014			BATCH 47
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
1295	ALS LABS	\$ 86.00	01	MOT	OIL TESTING
1305	KATHY APLANALP	\$ 165.52	01	EMS/BPS	REIMBURSE FOR SUPPLIES PURCHASED
1293	BAXTER AUTO	\$ 77.03	01	CHS	AG SHOP SUPPLIES
1307	CITY OF COLUSA	\$ 131.50	01	DO	WATER/SEWER
1287	CUSD CAFETERIA FUND	\$ 141.50	01	DO	LUNCH FOR 3 INTERVIEW PANELS
1299	ETS	\$ 121.60	01	DO	TESTING PRE ID
1288	VIRGINIA ELECTRA	\$ 490.00	01	CHS	PIANO ACCOMPANIST
1286	FRONTIER	\$ 2,376.27	01	ALL	PHONE/DATA LINE BILING
1296	VICTOR GOMEZ	\$ 50.00	01	MOT	REIMBURSE BUS DRIVER MEALS
1297	HARPER AUTO REPAIR	\$ 41.75	01	MOT	SMOG FEE
1302	LCMS AWARDS	\$ 12.47	01	EMS	SUPPLIES
1301	NSCIF	\$ 40.00	01	SPORTS	TENNIS ENTRY FEE
1289	KIM OLSON	\$ 54.89	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
1304	PEERLESS ENTERTAINMENT	\$ 785.00	01	EMS	MOVIES FOR STUDENTS
1303	BARBARA REECE	\$ 6.50	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
1290	DAVE TARR	\$ 626.24	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED/MILEAGE
1291	PERRY TAYLOR	\$ 198.00	01	MOT	REIMBURSE BUS DRIVER MEALS
1292	RYAN TIETZ	\$ 21.49	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
RC117	US BANK CALCARD VISA	\$ 6,711.17	01	ALL	SEE ATTACHED
1294	YUBA COLLEGE	\$ 82.00	01	SPORTS	TRACK MEET FEE
		\$ 12,212.45			
	CAFETERIA FUND 13	\$ -			
	CAPITAL FACILITIES FUND 25	\$ -			
RC114	CUSD EMER FUND-UCA CAMPS	\$ 3,225.00	95	CHS	CHEER CAMP FINAL PAYMENT
1306	PEERLESS ENTERTAINMENT	\$ 1,567.95	95	EMS	MOVIES FOR STUDENTS
RC116	US BANK CALCARD VISA	\$ 6,213.73	95	CHS	SEE ATTACHED
	STUDENT BODY FUND 95	\$ 11,006.68			
	TOTAL ACCOUNTS PAYABLE	\$ 23,219.13			

US BANK CALCARD VISA

Sheryl Bailey

FD01-RC117 FD95-RC116

11-Jun	PUMPKIN BOOKS	\$364.02	\$364.02		EMS BOOKS
11-Jun	MJB WELDING	\$331.98	\$331.98		CHS AG SHOP SUPPLIES
11-Jun	SPORTSMENS DEN	\$2,149.79	\$2,149.79		CHS FOOTBALL SUPPLIES
11-Jun	SCHOLASTIC BOOK FAIRS	\$2,839.43	\$2,839.43		BPS BOOK FAIR

Jody Johnston

11-Jun	SSI*SCHOOL SPECIALTY	\$358.28	\$358.28		SUMMER SCHOOL SUPPLIES
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6-Jun	HEFF JONES	\$4,983.01		\$4,983.01	CHS YEARBOOK PAYMENT
6-Jun	COOLE SCHOOL	\$415.50	\$415.50		CHS SUPPLIES
5-Jun	OREGON SHAKESPEARE FESTIV	\$420.00		\$420.00	CHS DEPOSIT ON OREGON TRIP
26-May	COLUMBIA HOTEL	\$ 810.72		\$ 810.72	CHS DEPOSIT ON OREGON TRIP

Nick Schantz

9-Jun	DAZADICOM	\$39.23	\$39.23		MOT MAINTENANCE SUPPLIES
5-Jun	TOOLS4FLOORING	\$212.94	\$212.94		MOT MAINTENANCE SUPPLIES

\$12,924.90 \$6,711.17 \$6,213.73

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED JUNE 27, 2014			BATCH 48
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
1326	ACSA	\$ 90.00	01	DO	HELP WANTED AD
1325	BOWEN CONSTRUCTION	\$ 2,360.00	01	DO	REPAIR PARKING LOT
1333	CHEVRON & TEXACO	\$ 350.46	01	MOT	FUEL FOR VEHICLES
1309	CHUNG SUN MARKET	\$ 20.85	01	DO	SUPPLIES
1332	CUSD ASB FUND	\$ 106.97	01	CHS	FUNDS RAISED TO GO TO ASB SOCCER ACCT.
RC119	CUSD EMER FD-RYAN MANNING	\$ 112.48	01	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC119	CUSD EMER FD-ZEBA HONE	\$ 168.00	01	CHS	MEAL ADVANCE FROM FRIENDS OF MUSIC - MASON H.
RC122	CUSD EMER FD-US BANK CALCARD VISA	\$ 5,927.02	01	ALL	SEE ATTACHED
1329	TIM CRABTREE	\$ 532.00	01	CHS	REIMBURSE MEALS/MILEAGE TO CONFERENCE
1315	DAVIES CHEVRON	\$ 9.00	01	MOT	VEHICLE WASHES
1334	DEERE & COMPANY	\$ 27,696.32	01	CHS	AG TRACTOR
1328	FAGEN, FRIEDMAN & FULFROST	\$ 950.38	01	DO	LEGAL ADVICE ON SELPA TRANSITION
1320	LUCILLE IMHOFF	\$ 191.52	01	HMS	REIMBURSE MILEAGE
1323	JOHNSTON PRINTING	\$ 53.75	01	CHS	FORMS
1322	LORIE MEYERS CHS PETTY CASH	\$ 301.14	01	CHS	POSTAGE & SUPPLIES
1330	JEREMY MILLER	\$ 379.86	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED/MILEAGE
1321	PG & E	\$ 30,091.98	01	ALL	ELECTRIC BILLING
1317	PEERLESS ENTERTAINMENT	\$ 315.00	01	BPS	FIELD TRIPS TO BOWLING/MOVIES
1327	BARBARA REECE	\$ 245.00	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
1311	GUMERCINDO SALAZAR	\$ 76.00	01	MOT	REIMBURSE FOR BUS DRIVER MEALS
1314	SLAKEY BROTHERS	\$ 337.97	01	MOT	MAINTENANCE SUPPLIES
1310	SPURR	\$ 3,463.00	01	ALL	NATURAL GAS BILLING
1313	US BANK EQUIPMENT FINANCE	\$ 2,101.63	01	ALL	COPIER LEASES
RC124	US BANK CALCARD VISA	\$ 3,744.88	01	ALL	SEE ATTACHED
1335	VALLEY TRUCK AND TRACTOR	\$ 338.81	01	CHS	AG SHOP SUPPLIES
		\$ 80,106.35			
RC118	CUSD EMER FD-DARLENE SAVALA	\$ 33.50	13	CAFET	REFUND ON ACCOUNT
RC121	CUSD EMER FD-US BANK CALCARD VISA	\$ 20.07	13	CAFET	SUPPLIES
1324	ED JONES	\$ 285.30	13	CAFET	FOOD
	CAFETERIA FUND 13	\$ 338.87			
	CAPITAL FACILITIES FUND 25	\$ -			
RC123	CUSD EMER FD-FORTBRAGG FOOTBALL CAMP	\$ 1,540.00	95	CHS	FOOTBALL CAMP FEES
1319	CUSD GENERAL FUND	\$ 226.80	95	CHS	USE OF DISTRICT VANS
RC120	CUSD EMER FD-US BANK CALCARD VISA	\$ 707.67	95	CHS	SHIRTS
1316	D3 SPORTS	\$ 736.40	95	CHS	SHIRTS
1331	BARBARA HANKINS	\$ 75.00	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
1312	TWIN CITY TROPHIES	\$ 45.15	95	CHS	AWARDS
	STUDENT BODY FUND 95	\$ 3,331.02			
	TOTAL ACCOUNTS PAYABLE	\$ 83,776.24			

COLUSA USD EMER FD - US BANK CALCARD VISA - CHECK 4811

Sheryl Bailey

FD01-RC122 FD13-RC121 FD95-RC120

16-Jun	ZENNI OPTICAL	\$32.95	\$32.95			EYEGLASSES FOR NEEDY CHILD
11-Jun	MJB WELDING	(\$331.98)	(\$331.98)			CREDIT ON ACCOUNT
23-Jun	WORLDSTRIDES	\$200.00	\$200.00			FOM REGISTRATION FOR CARNEGIE
23-Jun	WORLDSTRIDES	\$200.00	\$200.00			FOM REGISTRATION FOR CARNEGIE
16-Jun	WORLDSTRIDES	\$200.00	\$200.00			FOM REGISTRATION FOR CARNEGIE

Dave Tarr

19-Jun	STAPLES 00102863	\$136.47	\$136.47			BPS SUPPLIES
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Leasa Hill

16-Jun	SAV-MOR FOODS	\$5.43		\$5.43		CAFETERIA SUPPLIES
12-Jun	WAL-MART #2053	\$14.64		\$14.64		CAFETERIA SUPPLIES

Darren Brown

19-Jun	AAA MEMBER DEALS	\$389.90	\$389.90			CHS ROP YEARBOOK SUPPLIES
18-Jun	QUILL CORPORATION	\$16.44	\$16.44			CHS SCIENCE SUPPLIES
18-Jun	QUILL CORPORATION	\$150.86	\$150.86			CHS SCIENCE SUPPLIES
17-Jun	QUILL CORPORATION	\$269.63	\$269.63			CHS SCIENCE SUPPLIES
17-Jun	QUILL CORPORATION	\$468.62	\$468.62			CHS SCIENCE SUPPLIES
17-Jun	SPORTDECALS	\$707.67			\$707.67	CHS ASB SHIRTS
16-Jun	DAI STORE DISCOVERY COM	\$143.89	\$143.89			CHS AG SUPPLIES
16-Jun	FLORAL SPLY 13	\$957.86	\$957.86			CHS FLORAL DESIGN CLASS SUPPLIES
16-Jun	MONSTERSPIRIT.COM	\$208.18	\$208.18			CHS FLORAL DESIGN CLASS SUPPLIES

Jeremy Miller

20-Jun	AMAZON MKTPLACE PMTS	\$1,249.95	\$1,249.95			TECH CAMCORDER FOR DISTRICT USE
18-Jun	WWW.NEWEGG.COM	\$26.56	\$26.56			TECH SUPPLIES

Nic Schantz

18-Jun	CLASSROOM TECHNOLOGY SO	\$554.00	\$554.00			TECH SUPPLIES
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Jody Johnston

19-Jun	AMAZON.COM	\$12.21	\$12.21			EMS BOOK
19-Jun	REI*GREENWOODHEINEMANN	\$397.16	\$397.16			EMS BOOKS
17-Jun	REI*GREENWOODHEINEMANN	\$595.74	\$595.74			EMS BOOKS

Dwayne Newman

23-Jun	VISTAPR*VISTAPRINT.COM	\$37.85	\$37.85			DO BUSINESS CARDS
13-Jun	SAV-MOR FOODS	\$10.73	\$10.73			DO SUPPLIES

\$6,654.76 \$5,927.02 \$20.07 \$707.67

US BANK CALCARD VISA

Sheryl Bailey

24-Jun	JW WOOD	\$517.06	MOT SUPPLIES
24-Jun	CLOSE LUMBER	\$249.03	MOT SUPPLIES
24-Jun	MJB WELDING	\$1,876.12	CHS AG SHOP SUPPLIES
24-Jun	VERIZON WIRELESS	\$103.65	ALL CELL PHONE BILLS
24-Jun	OFFICE DEPOT	\$537.39	CHS CHAIRS
24-Jun	PEACH TREE INN	\$443.52	CHS AG CONFERENCE LODGING
24-Jun	USPS	\$18.11	DO POSTAGE

\$3,744.88

ALL GENERAL FUND 01 - RC124

COLUSA UNIFIED SCHOOL DISTRICT			WARRANTS TO BE RELEASED JUNE 11, 2014			BATCH 1
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION	
20	ACSA	\$ 220.00	01	DO	BOARD MEMBER INFO SERVICE	
L30	ALHAMBRA WATER	\$ 76.91	01	DO	WATER	
4	AMERICAN FIDELITY	\$ 299.48	01	DO	DISABILITY INSURANCE PREMIUMS	
19	AMERICAN PROMOTIONAL EVENTS	\$ 7,166.78	01	CHS	FIREWORKS FUNDRAISER FOR FRIENDS OF MUSIC	
L8	BAXTER AUTO PARTS	\$ 5.76	01	MOT	VEHICLE PARTS	
9	BRIGHT ARROW TECHNOLOGIES	\$ 1,365.00	01	DO	AUTO DIALER ANNUAL FEE	
L37	CA BOARD OF EQUALIZATION	\$ 9.77	01	MOT	DIESEL FUEL TAX	
L29	CA DEPT OF JUSTICE	\$ 128.00	01	DO	FINGERPRINT FEES	
12	CVT	\$ 127,654.98	01	DO	JULY HEALTH INSURANCE PREMIUMS	
3	CALSTRS	\$ 36,790.54	01	DO	GOLDEN HANDSHAKE PAYMENT 2 OF 8	
15	CHALLENGE DAY	\$ 3,300.00	01	CHS	CHALLENGE DAY FEES	
L18	CITY OF COLUSA	\$ 2,817.97	01	ALL	WATER & SEWER MONTHLY CHARGES	
L9	CLIMATE CONTROL	\$ 312.50	01	MOT	REPAIR HVAC	
6	COLUSA COUNTY OFFICE OF EDUCATION	\$ 14,069.00	01	DO	WORKERS COMP MONTHLY PREMIUM	
21	CSBA	\$ 11,159.00	01	DO	ANNUAL DUES AND BOARD POLICY SERVICE	
L5	DAVISON DRUGS	\$ 102.15	01	BPS	SUPPLIES	
16	EAGLE SOFTWARE	\$ 10,230.00	01	ALL	AERIES ANNUAL FEE	
L25	FEATHER RIVER TERMITE	\$ 1,725.00	01	MOT	CHS TERMITE TREATMENT	
10	FRONTLINE TECHNOLOGIES	\$ 3,773.00	01	DO	ANNUAL AESOP SUBSTITUTE SYSTEM FEE	
2	GOLDEN BEAR ALARMS	\$ 157.50	01	ALL	ALARM MONITORING	
L27	JOHNSON PRINTING	\$ 46.23	01	EMS	SUPPLIES	
L13	JWPEPPER	\$ 95.89	01	CHS	MUSIC SUPPLIES	
L16	KELLEHER PAINT	\$ 1,326.11	01	MOT	MAINTENANCE SUPPLIES	
18	MITEL LEASING	\$ 1,287.00	01	ALL	PHONE SYSTEM LEASE	
L28	MJB WELDING	\$ 33.12	01	CHS	AG SHOP SUPPLIES	
11	PROGRESS ADVISER	\$ 1,120.00	01	ALL	TEACHER EVALUATION SOFTWARE	
L10	BO SALAZAR	\$ 32.48	01	MOT	REIMBURSE MILEAGE	
8	SCHOOL LOOP	\$ 2,242.51	01	DO	WEB HOSTING ANNUAL FEE	
1	STANDARD INSURANCE CO	\$ 1,558.41	01	DO	INCOME PROTECTION PREMIUMS	
L17	SUPERIOR TIRE SERVICE	\$ 132.97	01	MOT	TIRES	
13	BOB THURBON	\$ 24,000.00	01	DO	14-15 LEGAL FEES	
14	TCSIG	\$ 119,032.26	01	DO	ANNUAL PROPERTY/LIABILITY INSURANCE PREMIUMS	
L11	TWIN CITIES EQUIPMENT RENTALS	\$ 275.00	01	MOT	EQUIPMENT RENTAL	
L20	BOBBI WEIGELIN	\$ 274.57	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED	
		\$ 372,819.89				
7	COLUSA COUNTY ENVIRONMENTAL	\$ 1,176.00	13	CAFET	ANNUAL HEALTH INSPECTION FEE	
L4	COLUSA USD GENERAL FUND	\$ 20,198.13	13	CAFET	13-14 INDIRECT COSTS TO GENERAL FUND	
L36	LEASA HILL	\$ 153.05	13	CAFET	REIMBURSE MILEAGE & SUPPLIES PURCHASED	
	CAFETERIA FUND 13	\$ 21,527.18				
	CAPITAL FACILITIES FUND 25	\$ -				
L24	CHUNG SUN MARKET	\$ 285.39	95	CHS	SUPPLIES	
L6	DAVISON DRUGS	\$ 107.68	95	CHS	FFA SUPPLIES	
L23	SANDY HUFF	\$ 29.82	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED	
5	LESLIE PINGREY	\$ 124.97	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED	
L12	SAM'S CLUB	\$ 1,564.69	95	CHS	SUPPLIES FOR FOOTBALL CAMP	
L19	YARY SPORTS PHOTOGRAPHY	\$ 1,566.00	95	EMS	8TH GRADE GRAD PHOTOS	
	STUDENT BODY FUND 95	\$ 3,678.55				
	TOTAL ACCOUNTS PAYABLE	\$ 398,025.62				

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED JUNE 18, 2014			BATCH 2
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
43	BEELER TRACTOR	\$ 88.60	01	MOT	MOWER REPAIR SUPPLIES
28	BIG T'S TREES	\$ 3,000.00	01	MOT	TREE REMOVAL AND TRIMMING
22	COLUSA COUNTY ENVIRONMENTAL	\$ 399.00	01	MOT	ANNUAL HAZMAT FEE
46	COLUSA REGIONAL MEDICAL CENTER	\$ 90.00	01	MOT	BUS DRIVER PHYSICAL
30	DATA WORKS	\$ 1,565.60	01	HMS	BOOKS
41	DAVIES CHEVRON	\$ 6.00	01	MOT	VEHICLE WASHES
40	DAVIES OIL	\$ 1,737.12	01	MOT	FUEL FOR VEHICLES
26	DURHAM PENTZ	\$ 215.00	01	MOT	BUS REPAIR
44	GRIFF'S FEED & SEED	\$ 605.57	01	MOT	GROUPS SUPPLIES
25	JOHNSON PRINTING	\$ 282.62	01	MOT	FORMS PRINTED
51	ERIKA LEMENAGER	\$ 271.32	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
39	MERIDIAN DIESEL	\$ 1,195.07	01	MOT	BUS REPAIRS
24	MESCHER DOOR	\$ 125.00	01	MOT	REPAIRS
48	SHERYL PARKER	\$ 261.83	01	DO	REIMBURSE MLEAGE
45	SOERENSON PEST CONTROL	\$ 258.00	01	ALL	PEST CONTROL SERVICE
49	SPURR	\$ 1,907.14	01	ALL	NATURAL GAS BILLING
27	SUTTERBUTTES FIRE EXTINGUISHER	\$ 992.40	01	MOT	REFILL FIRE EXTINGUISHERS
23	THREE B'S TOILET RENTALS	\$ 161.25	01	ALL	PORTABLE TOILET RENTAL
CL2	US BANK CALCARD VISA	\$ 8,842.35	01	ALL	SEE ATTACHED
RC4	US BANK CALCARD VISA	\$ 43,212.80	01	ALL	SEE ATTACHED
42	VALLEY TRUCK & TRACTOR	\$ 139.48	01	MOT	MAINTENANCE SUPPLIES
		\$ 65,356.15			
RC3	US BANK CALCARD VISA	\$ 2,070.00	13	CAFET	ANNUAL SOFTWARE LICENSES
	CAFETERIA FUND 13	\$ 2,070.00			
47	GOV FINANCIAL STRATEGIES	\$ 6,601.32	13	DEVFEE	MARCH-APRIL FINANCIAL ADVISOR FEES
59	SEMINGSON ARCHITECTS	\$ 986.00	13	DEVFEE	ARCHITECTS FEES FOR PORTABLE AT BPS
	CAPITAL FACILITIES FUND 25	\$ 7,587.32			
1	CUSD EMER FD-CANCEL UNCASHED CHECK	\$ (75.00)	95	CHS	VOID CHECK
1	CUSD EMER FD-UNITED FOOTBALL CAMPS	\$ 4,000.00	95	CHS	FOOTBALL CAMP FEES
50	ERIKA LEMENAGER	\$ 100.00	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
RC2	US BANK CALCARD VISA	\$ 790.50	95	CHS	CHEER UNIFORMS
	STUDENT BODY FUND 95	\$ 4,815.50			
	TOTAL ACCOUNTS PAYABLE	\$ 79,828.97			

US BANK CALCARD VISA

Sheryl Parker

FD01

FD13

FD95

10-Jul	MHE*MCGRRAW-HILL ECOMM	\$165.99	\$165.99			BPS BOOKS
7-Jul	ACTIVE NETWORK	\$2,394.00	\$2,394.00			ALL RECEIPTING SOFTWARE ANNUAL FEES
7-Jul	HILLYARD INC SACRAMENTO	\$1,151.55	\$1,151.55			MOT CUSTODIAL SUPPLIES
9-Jul	PCS REVENUE CONTROL SY	\$2,070.00		\$2,070.00		CAFET ANNUAL SOFTWARE FEES
3-Jul	VTA*VICTORY TEAM	\$790.50			\$790.50	CHS CHEER UNIFORMS
3-Jul	CHR*CBDCATALOGLLC	\$184.60	\$184.60			HMS BOOKS
2-Jul	FOLLETT SCHOOL SOLUTIONS	\$4,256.42	\$4,256.42			ALL LIBRARY SOFTWARE ANNAUL FEES
30-Jun	MJB WELDING SUPPLY, INC.	\$35.86	\$35.86			CHS AG SHOP SUPPLIES
27-Jun	RLI*RENAISSANCE LEARN	\$2,822.10	\$2,822.10			ALL ANNUAL SOFTWARE LICENSING FEES
27-Jun	RLI*RENAISSANCE LEARN	\$1,250.00	\$1,250.00			ALL ANNUAL SOFTWARE LICENSING FEES
27-Jun	RLI*RENAISSANCE LEARN	\$11,395.75	\$11,395.75			ALL ANNUAL SOFTWARE LICENSING FEES
27-Jun	RLI*RENAISSANCE LEARN	\$3,332.50	\$3,332.50			ALL ANNUAL SOFTWARE LICENSING FEES

Mike PhEnicie

10-Jul	CASCIO *INTERSTATEMUSC	\$1,503.96	\$1,503.96			FOM MUSIC SUPPLIES
25-Jun	WORLDSTRIDES	\$200.00	\$200.00			FOM AUDITION REGISTRATION FOR CARNEGIE

Jeremy Miller

11-Jul	AMAZON.COM	\$48.59	\$48.59			TECH SUPPLIES
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Jim LaGrone

11-Jul	TRACTOR SUPPLY #726	\$2,880.28	\$2,880.28			MOT MAINTENANCE SUPPLIES
11-Jul	TOXIC MAIN/US EPA FEES	\$207.50	\$207.50			MOT ANNUAL FEE
10-Jul	ZAMORA SOD FARM B	\$2,320.35	\$2,320.35			MOT SOD FOR FOOTBALL FIELD
25-Jun	HILLYARD INC SACRAMENTO	\$5,616.19	\$5,616.19			MOT CUSTODIAL SUPPLIES

Maria Espinoza

4-Jul	SUBWAY 00108084	\$46.71	\$46.71			BPS LUNCH FOR INTERVIEW PANEL
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Nick Schantz

8-Jul	LOWES #01933*	\$192.49	\$192.49			MOT MAINTENANCE SUPPLIES
7-Jul	HD SUPPLY FACILITIES MTNC	\$518.80	\$518.80			MOT MAINTENANCE SUPPLIES

Darren Brown

27-Jun	AMAZON MKTPLACE PMTS	\$24.80	\$24.80			HS SUPPLIES
26-Jun	AMAZON MKTPLACE PMTS	\$4.21	\$4.21			HS SUPPLIES
26-Jun	AMAZON MKTPLACE PMTS	\$38.85	\$38.85			HS SUPPLIES
25-Jun	AMAZON MKTPLACE PMTS	\$125.70	\$125.70			HS SUPPLIES

Jody Johnston

9-Jul	USPS-NCMS 66100389	\$2,226.55	\$2,226.55			EMS STAMPED ENVELOPES
2-Jul	AMAZON.COM	\$23.56	\$23.56			EMS BOOK

Dwayne Newman

2-Jul	OFFICE DEPOT 1135	\$171.93	\$171.93			DO OFFICE SUPPLIES
27-Jun	OFFICE DEPOT 1135	\$73.56	\$73.56			DO OFFICE SUPPLIES

\$46,073.30	\$43,212.80	\$2,070.00	\$790.50
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US BANK CALCARD VISA - PRIOR YEAR PAYABLES - 2013/14

7-Jul	MESSICK HARDWARE	\$3,319.79	\$3,319.79			MOT MAINTENANCE SUPPLIES
7-Jul	ADVANCED DOCUMENT CONC	\$1,320.95	\$1,320.95			ALL COPIER MAINT. COSTS
4-Jul	JW WOOD CO INC	\$1,111.56	\$1,111.56			MOT MAINTENANCE SUPPLIES
3-Jul	RECOLOGY BUTTE COLUSA	\$2,567.37	\$2,567.37			ALL GARBAGE MONTHLY FEES
27-Jun	CLOSE LUMBER - SUTTER	\$522.68	\$522.68			MOT MAINTENANCE SUPPLIES

TOTAL

\$8,842.35	\$8,842.35
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COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED JULY 25, 2014			BATCH 3
REF #	VENDOR	AMOUNT	FUND	LOC	DESCRIPTION
60	ALHAMBRA	\$ 22.72	01	BPS	WATER
39	APEX LEARNING	\$ 925.00	01	SUMSCHL	SUMMER SCHOOL ONLINE COURSE ACCESS
34	CVT	\$ 143,352.43	01	ALL	AUGUST PREMIUMS
62	EDD	\$ 851.85	01	DO	UNEMPLOYMENT PREMIUMS
61	FAGEN, FRIEDMAN, FULFROST	\$ 1,438.50	01	DO	LEGAL FEES ABOUT SELPA
31	FRONTIER	\$ 5,621.04	01	ALL	PHONE BILLING
33	JACK'S GLASS	\$ 1,167.11	01	MOT	GLASS REPLACEMENT/REPAIR
69	JIM LAGRONE	\$ 244.16	01	MOT	REIMBURSE MILEAGE
36	ERIKA LEMENAGER	\$ 156.94	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
67	LIFETOUCH	\$ 1,992.45	01	BPS	YEARBOOKS FOR BPS
38	PG&E	\$ 24,068.63	01	ALL	ELECTRIC BILLING
32	US BANK EQUIPMENT FINANCE	\$ 2,101.63	01	ALL	COPIER LEASES
RC5	USBANK CALCARD VISA	\$ 53,235.30	01	ALL	SEE ATTACHED
		\$ 235,177.76			
	CAFETERIA FUND 13	\$ -			
68	CUSD GENERAL FUND	\$ 2,694.48	13	DEVFEE	3% ADMIN FEE TO GENERAL FUND FOR DEV FEE COLLECTION
	CAPITAL FACILITIES FUND 25	\$ 2,694.48			
63	CA STATE BOARD OF EQUALIZATION	\$ 306.00	95	CHS	SALES TAX
66	CUSD GENERAL FUND	\$ 1,349.04	95	CHS	AMOUNT DUE TO GENERAL FUND FOR VARIOUS
35	ERIKA LEMENAGER	\$ 71.03	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
	STUDENT BODY FUND 95	\$ 1,726.07			
	TOTAL ACCOUNTS PAYABLE	\$ 239,598.31			

US BANKCALCARD VISA

Jody Johnston

FD01-RC5

16-Jul	SSI*SCHOOL SPECIALTY	\$371.44	EMS SUPPLIES
16-Jul	SSI*SCHOOL SPECIALTY	\$351.08	EMS SUPPLIES
16-Jul	SSI*SCHOOL SPECIALTY	\$331.60	EMS SUPPLIES
16-Jul	SSI*SCHOOL SPECIALTY	\$279.97	EMS SUPPLIES
16-Jul	SSI*SCHOOL SPECIALTY	\$294.52	EMS SUPPLIES
16-Jul	SSI*SCHOOL SPECIALTY	\$136.02	EMS SUPPLIES
16-Jul	SSI*SCHOOL SPECIALTY	\$377.25	EMS SUPPLIES
16-Jul	SSI*SCHOOL SPECIALTY	\$462.53	EMS SUPPLIES
16-Jul	SSI*SCHOOL SPECIALTY	\$351.73	EMS SUPPLIES
16-Jul	SSI*SCHOOL SPECIALTY	\$366.75	EMS SUPPLIES
14-Jul	SSI*SCHOOL SPECIALTY	\$357.90	EMS SUPPLIES
14-Jul	SSI*SCHOOL SPECIALTY	\$376.83	EMS SUPPLIES
14-Jul	SSI*SCHOOL SPECIALTY	\$216.85	EMS SUPPLIES
14-Jul	SSI*SCHOOL SPECIALTY	\$59.09	EMS SUPPLIES
14-Jul	SSI*SCHOOL SPECIALTY	\$383.94	EMS SUPPLIES
11-Jul	SSI*SCHOOL SPECIALTY	\$246.07	EMS SUPPLIES
14-Jul	SSI*SCHOOL SPECIALTY	\$375.63	EMS SUPPLIES
11-Jul	SSI*SCHOOL SPECIALTY	\$356.13	EMS SUPPLIES
11-Jul	SSI*SCHOOL SPECIALTY	\$340.64	EMS SUPPLIES
11-Jul	SSI*SCHOOL SPECIALTY	\$325.16	EMS SUPPLIES
11-Jul	SSI*SCHOOL SPECIALTY	\$326.01	EMS SUPPLIES
21-Jul	DECKER INC	\$1,508.47	EMS SUPPLIES
11-Jul	TME*TIME FOR KIDS	\$267.60	EMS SUPPLIES
14-Jul	RLI*RENAISSANCE LEARN	\$619.70	EMS SUPPLIES
17-Jul	ORGANIZED SPORTSWEAR	\$2,644.76	EMS PE CLOTHES
15-Jul	AMAZON MKTPLACE PMTS	\$63.98	EMS BOOKS
15-Jul	ETAHAND2MIND	\$221.63	EMS SUPPLIES
14-Jul	AWL*PEARSON EDUCATION	\$535.61	EMS BOOKS
14-Jul	PTM DOCUMENT SYSTEMS INC	\$220.40	EMS FORMS
11-Jul	SCHSERVICE	\$120.06	EMS SUPPLIES
3-Jul	SSI*PREMIER HAM&STEPH	\$2,892.61	EMS STUDENT AGENDAS

Sheryl Parker

17-Jul	CDWG	\$26,939.51	CHS WIRELESS NETWORK EQUIPMENT
17-Jul	CDWG	\$5,755.12	ALL SOFTWARE LICENSES
17-Jul	PLATT ELECTRIC 082	\$3,110.28	MOT MAINTENANCE SUPPLIES

Jim Lagrone

17-Jul	HILLYARD INC SACRAMENTO	\$1,083.59	MOT CUSTODIAL SUPPLIES
17-Jul	HILLYARD INC SACRAMENTO	\$0.09	MOT CUSTODIAL SUPPLIES
14-Jul	BFT,L.P.	\$215.99	MOT CUSTODIAL SUPPLIES
14-Jul	USPS 05172809334414268	\$8.24	MOT POSTAGE

Mike Phenicie

14-Jul	CASCIO *INTERSTATEMUSC	\$85.00	FOM SUPPLIES
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Jeremy Miller

15-Jul	DELL SALES & SERVICE	\$644.32	TECH SUPPLIES
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Nick Schantz

14-Jul	DAZADICOM	\$470.75	MOT MAINTENANCE SUPPLIES
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Dwayne Newman

15-Jul	CHKMATE*INSTANTCHECKMATE	\$59.16	DO BACKGROUND CHECK SERVICE
15-Jul	CHKMATE*INSTANTCHECKMATE	\$1.99	DO BACKGROUND CHECK SERVICE

Darren Brown

15-Jul	EVERBIND	(\$920.70)	CREDIT FOR BOOK RETURN
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TOTAL

\$53,235.30

UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED AUGUST 1, 2014			BATCH 4
VENDOR	AMOUNT	FUND	LOC	DESCRIPTION	
CHRISTINA BAILEY	\$ 53.83	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED	
CASCADE ATHLETIC SUPPLY	\$ 163.40	01	EMS	ATHLETIC SUPPLIES	
CHEVRON & TEXACO	\$ 344.23	01	MOT	FUEL FOR VEHICLES	
CCOE	\$ 14,069.00	01	DO	WORKER'S COMP PREMIUMS	
CUSD CAFETERIA FUND	\$ 8.00	01	DO	FRUIT PLATTER FOR INTERVIEWS	
D&S ASPHALT SEALING	\$ 1,760.00	01	MOT	PAVING	
GOV. FINANCIAL STRATEGIES	\$ 1,996.88	01	DO	PROP 39 ENERGY CONSULTING	
STANDARD INSURANCE	\$ 1,575.18	01	DO	INCOME PROTECTION PREMIUMS	
SUTTER BUTTES FIRE EXTINGUISHER	\$ 225.00	01	MOT	SERVICE FIRE EXTINGUISHERS	
	\$ 20,195.52				
CAFETERIA FUND 13	\$ -				
BOWEN CONSTRUCTION	\$ 6,012.00	13	DEVFEE	PORTABLE SITE PREPARATION	
GOV. FINANCIAL STRATEGIES	\$ 9,491.18	13	DEVFEE	CONSULTING FOR BOND	
CAPITAL FACILITIES FUND 25	\$ 15,503.18				
STUDENT BODY FUND 95	\$ -				
TOTAL ACCOUNTS PAYABLE	\$ 35,698.70				

UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED AUGUST 8, 2014			BATCH 5
VENDOR	AMOUNT	FUND	LOC	DESCRIPTION	
ADVANCED DOCUMENT CONCEPTS	\$ 445.53	01	ALL	COPIER MAINTENANCE CHARGES	
ALHAMBRA WATER	\$ 57.77	01	DO/MOT	WATER	
AMERICAN FIDELITY	\$ 299.48	01	DO	DISABILITY PREMIUMS	
CITY OF COLUSA	\$ 12,501.78	01	ALL	WATER, SEWER CHARGES	
CCOE	\$ 14,069.00	01	DO	WORKER'S COMP PREMIUMS	
HIGHWAY 20 SIGNWORKS	\$ 6,039.35	01	MOT	SIGNS	
KELLEHER PAINT	\$ 859.55	01	MOT	MAINTENANCE SUPPLIES	
ERIC LAY	\$ 162.40	01	CHS	REIMBURSE MILEAGE	
ERIKA LEMENAGER	\$ 111.63	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED	
ASHLEY MARTINEZ	\$ 117.03	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED	
NORTH WOODWINDS	\$ 4,319.93	01	EMS	INSTRUMENT REPAIR/NEW INSTRUMENTS	
RON RADER	\$ 112.00	01	MOT	REIMURSE MILEAGE	
TOWNSEND FENCING	\$ 4,900.00	01	MOT	NEW FENCING	
US BANK CALCARD VISA	\$ 41,741.85	01	ALL	SEE ATTACHED	
	\$ 85,737.30				
CAFETERIA FUND 13	\$ -				
CAPITAL FACILITIES FUND 25	\$ -				
KELLEHER PAINT	\$ 109.65	95	ASB	CHS ASB FOOTBALL SUPPLIES	
US BANK CALCARD VISA	\$ 3,312.96	95	ASB	SEE ATTACHED	
STUDENT BODY FUND 95	\$ 3,422.61				
TOTAL ACCOUNTS PAYABLE	\$ 89,159.91				

US BANK CALCARD VISA

FD01-RC6 FD95-RC7

22-Jul	USPS 05172809334414268	\$27.50	\$27.50		DO POSTAGE
31-Jul	SPORTMENS DEN INC	\$14,181.45	\$11,610.00	\$2,571.45	CHS ASB FOOTBALL SUPPLIES
31-Jul	ASSOC OF CA SCHOOL ADMIN	\$1,510.99	\$1,510.99		DO SUPT. MEMBERSHIP DUES
31-Jul	RECOLOGY BUTTE COLUSA	\$3,229.96	\$3,229.96		ALL GARBAGE SERVICE
30-Jul	QUILL CORPORATION	\$34.36	\$34.36		DO OFFICE SUPPLIES
30-Jul	QUILL CORPORATION	\$40.12	\$40.12		DO OFFICE SUPPLIES
30-Jul	QUILL CORPORATION	\$46.41	\$46.41		DO OFFICE SUPPLIES
28-Jul	QUILL CORPORATION	\$501.01	\$501.01		DO OFFICE SUPPLIES
25-Jul	RSD 52	\$3,023.90	\$3,023.90		MOT MAINTENANCE SUPPLIES FOR HVAC
25-Jul	GOLFLANDPARKSWEB AZ/CA	\$412.84		\$412.84	CHS FNL FIELD TRIP
25-Jul	VZWRLSS*MY VZ VB P	\$566.97	\$566.97		ALL CELL PHONE FEES
25-Jul	USPS POSTAL ST66100207	\$2,821.45	\$2,821.45		DO POSTAGE PAID ENVELOPES
25-Jul	USPS.COM CLICK66100611	\$18.11	\$18.11		DO POSTAGE
24-Jul	ACCREDITING COMM FOR SCHO	\$1,640.00	\$1,640.00		CHS/CAHS ANNUAL ACCREDITATION FEE
24-Jul	IN *CLIMATE CONTROL, INC.	\$676.65	\$676.65		MOT HVAC REPAIR
24-Jul	SSI*DELTACPOFREYNEOSCI	\$337.12	\$337.12		EMS TEXTBOOKS
24-Jul	SAN JOAQUIN COUNTY OFF	\$300.00	\$300.00		DO EDJOIN ANNUAL FEE
23-Jul	ND CENTER FOR DISTANCE ED	\$341.96	\$341.96		HMS BOOKS

Jim LaGrone

4-Aug	WW GRAINGER	\$26.45	\$26.45		MOT MAINTENANCE SUPPLIES
4-Aug	ALPHABETSIGNS	\$536.09	\$536.09		MOT SIGNS
4-Aug	OFFICE DEPOT 1135	\$246.13	\$246.13		MOT SUPPLIES
4-Aug	SAFETYSIGN.COM	\$183.12	\$183.12		MOT SIGNS
1-Aug	CELL ENERGY	\$185.25	\$185.25		MOT SUPPLIES
28-Jul	CARROT TOP INDUSTRIES INC	\$115.10	\$115.10		MOT FLAGS
28-Jul	SAFETYSIGN.COM	\$48.96	\$48.96		MOT SIGNS
23-Jul	OFFICE DEPOT 1135	\$57.05	\$57.05		MOT SUPPLIES

Nick Schantz

31-Jul	CLASSROOM TECHNOLOGY SO	\$90.00	\$90.00		MOT SUPPLIES
31-Jul	BALLISTIC	\$49.99	\$49.99		MOT SUPPLIES
28-Jul	DAZADICOM	\$353.06	\$353.06		MOT SUPPLIES
28-Jul	LOWES #01933*	\$905.54	\$905.54		MOT MAINTENANCE SUPPLIES
24-Jul	PLATT ELECTRIC 082	\$310.68	\$310.68		MOT MAINTENANCE SUPPLIES
23-Jul	SAFETYSIGN.COM	\$203.15	\$203.15		MOT SIGNS
22-Jul	CLASSROOM TECHNOLOGY SO	\$804.00	\$804.00		MOT SUPPLIES

Mike Phenicie

21-Jul	CASCIO *INTERSTATEMUSC	\$526.37	\$526.37		FOM MUSIC SUPPLIES
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Jeremy Miller

30-Jul	CONDUSIV TECHNOLOGIES COR	\$19.95	\$19.95		TECH SUPPLIES
23-Jul	AMAZON.COM	\$35.74	\$35.74		TECH SUPPLIES

Rosemary Hicks

28-Jul	RPSI ENTERPRISES INC	\$604.11	\$604.11		BPS SUPPLIES FOR RISO
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Maria Arvizu-Espinoza

4-Aug	AMAZON MKTPLACE PMTS	\$9.22	\$9.22		BPS BOOKS
4-Aug	AMAZON MKTPLACE PMTS	\$111.92	\$111.92		BPS BOOKS
4-Aug	AMAZON MKTPLACE PMTS	\$8.91	\$8.91		BPS BOOKS
4-Aug	AMAZON MKTPLACE PMTS	\$57.42	\$57.42		BPS BOOKS
4-Aug	AMAZON MKTPLACE PMTS	\$9.98	\$9.98		BPS BOOKS
4-Aug	AMAZON MKTPLACE PMTS	\$11.98	\$11.98		BPS BOOKS
4-Aug	AMAZON MKTPLACE PMTS	\$10.99	\$10.99		BPS BOOKS
4-Aug	AMAZON MKTPLACE PMTS	\$8.92	\$8.92		BPS BOOKS
4-Aug	AMAZON MKTPLACE PMTS	\$9.98	\$9.98		BPS BOOKS
4-Aug	AMAZON MKTPLACE PMTS	\$32.82	\$32.82		BPS BOOKS

1-Aug	AMAZON MKTPLACE PMTS	\$8.49	\$8.49		BPS BOOKS
1-Aug	AMAZON MKTPLACE PMTS	\$8.43	\$8.43		BPS BOOKS
4-Aug	OFFICE DEPOT #2287	\$263.38	\$263.38		BPS SUPPLIES
4-Aug	OFFICE DEPOT #2287	\$9.66	\$9.66		BPS SUPPLIES

Zeba Hone

1-Aug	SUBWAY 00108084	\$22.35	\$22.35		DO PRINCIPAL'S MEETING LUNCH
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Jody Johnston

31-Jul	TEACH TCI	\$742.50	\$742.50		EMS BOOKS
30-Jul	CURRICULUM ASSOC	\$325.44	\$325.44		EMS BOOKS
29-Jul	IDEA EXPRESS 8885924248	\$172.78	\$172.78		EMS BOOKS
28-Jul	HMCO *BOOKS	\$325.19	\$325.19		EMS BOOKS
28-Jul	AMAZON.COM	\$15.28	\$15.28		EMS SUPPLIES
28-Jul	FOLLETT SCHOOL SOLUTIONS	\$3,677.44	\$3,677.44		EMS BOOKS
28-Jul	QUALITY LOGO PRODUCTS	\$328.67		\$328.67	EMS ASB SUPPLIES
28-Jul	QUILL CORPORATION	\$118.24	\$118.24		EMS SUPPLIES
28-Jul	DEVELOPMENTAL RESOURCES	\$49.00	\$49.00		EMS SUPPLIES
25-Jul	MHE*MCGRAW-HILL ECOMM	\$1,275.81	\$1,275.81		EMS BOOKS
29-Jul	SSI*SCHOOL SPECIALTY	\$414.32	\$414.32		EMS SUPPLIES
25-Jul	SSI*SCHOOL SPECIALTY	\$1,123.03	\$1,123.03		EMS SUPPLIES
22-Jul	SSI*SCHOOL SPECIALTY	\$336.01	\$336.01		EMS SUPPLIES
22-Jul	SSI*SCHOOL SPECIALTY	\$196.74	\$196.74		EMS SUPPLIES
22-Jul	SSI*SCHOOL SPECIALTY	\$220.42	\$220.42		EMS SUPPLIES
14-Jul	SSI*SCHOOL SPECIALTY	\$137.95	\$137.95		EMS SUPPLIES

\$45,054.81 \$41,741.85 \$3,312.96

UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED AUGUST 15, 2014			BATCH 6
VENDOR	AMOUNT	FUND	LOC	DESCRIPTION	
A&P FLOOR COMPANY	\$ 6,761.00	01	BPS	CARPET	
AGUSTIN BAUTISTA	\$ 75.23	01	MOT	REIMBURSE FOR SUPPLIES PURCHASED	
BEELER TRACTOR	\$ 199.46	01	MOT	SUPPLIES	
BIG T'S TREES	\$ 3,075.00	01	ALL	TREE TRIMMING	
CA DEPT OF JUSTICE	\$ 192.00	01	DO	FINGERPRINT FEES	
CENTRAL DRUG SYSTEM	\$ 891.00	01	MOT	DRUG TESTING ANNUAL FEE	
CIF STATE OFFICE	\$ 242.55	01	SPORTS	ANNUAL FEE	
COLUSA COUNTY FARM SUPPLY	\$ 247.50	01	MOT	GROUNDS SUPPLIES	
CCOE	\$ 238.78	01	DO	BANK CHARGES	
CUSD EMER FUND-CHS PETTY CASH L.MEYERS	\$ 900.00	01	CHS	CASH BOXES FOR SPORTING EVENTS	
CUSD EMER FUND-DMV VOID CHECK	\$ (70.00)	01	MOT	CHECK VOID NOT NEEDED	
CUSD EMER FUND-DO PETTY CASH S.PARKER	\$ 166.74	01	DO	POSTAGE & SUPPLIES	
CUSD EMER FUND-UMPQUA BANK	\$ 52.45	01	DO	PRINT CHECKS	
CUSD EMER FUND-CITY OF COLUSA	\$ 952.56	01	ALL	WATER/GARBAGE	
DAVIES OIL COMPANY	\$ 1,314.71	01	MOT	FUEL FOR VEHICLES	
GOLDEN BEAR ALARMS	\$ 157.50	01	ALL	ALARM MONITORING	
GRIFFS FEED AND SEED	\$ 198.68	01	MOT	GROUNDS SUPPLIES	
JENNIFER HARDWICK	\$ 44.19	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED	
HWY 20 SIGNWORKS	\$ 69.88	01	MOT	SIGN	
MARIBEL HUGHES	\$ 371.25	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED	
ERIKA LEMENAGER	\$ 152.73	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED	
ASHLEY MARTINEZ	\$ 9.38	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED	
MITEL LEASING	\$ 1,287.00	01	ALL	PHONE SYSTEM LEASE	
NORTH STATE SCREENPRINTING	\$ 251.07	01	CHS	SUPPLIES	
SORENSEN PEST CONTROL	\$ 258.00	01	ALL	PEST CONTROL SERVICE	
YUBA SAFE & LOCK	\$ 3,333.85	01	DO	REKEY DISTRICT OFFICE BUILDING/OTHER	
	\$ 21,372.51				
CAFETERIA FUND 13	\$ -				
CHARLIES ELECTRIC	\$ 521.16	25	DEVFEE	UPGRADE ELECTRICAL PANEL FOR PORTABLE	
CUSD EMER FUND-CA DGS	\$ 843.01	25	DEVFEE	DSA FEES FOR PORTABLE	
CAPITAL FACILITIES FUND 25	\$ 1,364.17				
CUSD GENERAL FUND	\$ 85.12	95	ASB	VAN USE BY FNL	
BARBARA HANKINS	\$ 113.44	95	ASB	REIMBURSE FOR SUPPLIES PURCHASED	
HWY 20 SIGNWORKS	\$ 52.14	95	ASB	SIGN	
STUDENT BODY FUND 95	\$ 250.70				
TOTAL ACCOUNTS PAYABLE	\$ 22,987.38				

J. I. J

WILLIAMS UNIFORM COMPLAINT PROCEDURE

QUARTERLY REPORT

COLUSA UNIFIED SCHOOL DISTRICT

April 1, 2014 TO June 30, 2014

Education Code 35186(d) requires that a district report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.

X No complaints have been received this quarter.

The following complaints have been received this quarter.

Education Code 35186(e)(1) requires that districts investigate and resolve complaints when a complainant alleges that (a) students do not have standards-aligned instructional materials to use in class; or (b) for use at home or after school in order to complete required homework assignments; or (c) are in poor or unusable condition.

_____ Complaints have been received regarding insufficient instructional materials.

District Resolutions:

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Education Code 36186(e)(1) requires that districts investigate and resolve complaints when a complainant alleges that (a) students do not have standards-aligned textbooks or state- or district-adopted textbooks required for use in class; or (b) for use at home or after school in order to complete required homework assignments; or (c) are in poor or unusable condition.

_____ Complaints have been received regarding insufficient textbooks.

District Resolutions:

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Education Code 35186(e)(3) requires that districts investigate and resolve complaints when a complainant alleges that facilities have conditions that pose an emergency or urgent threat to the health or safety of students or staff.

_____ Complaints have been received that facilities have emergency/urgent threat conditions.

District Resolutions:

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Education Code 35186(e)(2) requires that districts investigate and resolve complaints when a complainant alleges that (a) a qualified certificated teacher has not been assigned to a vacant position to a class for an entire year; (b) a teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class; or (c) a teacher is assigned to teach a class for which the teacher lacks subject matter competency.

_____ Complaints have been received regarding unqualified teachers.

District Resolutions:

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The district investigated and remedied any valid complaint within a reasonable time period not exceeding 30 working days from the date the complaint was received. EC 35186 (b)

Deanna K. Newman
Superintendent

June 17, 2014
Date