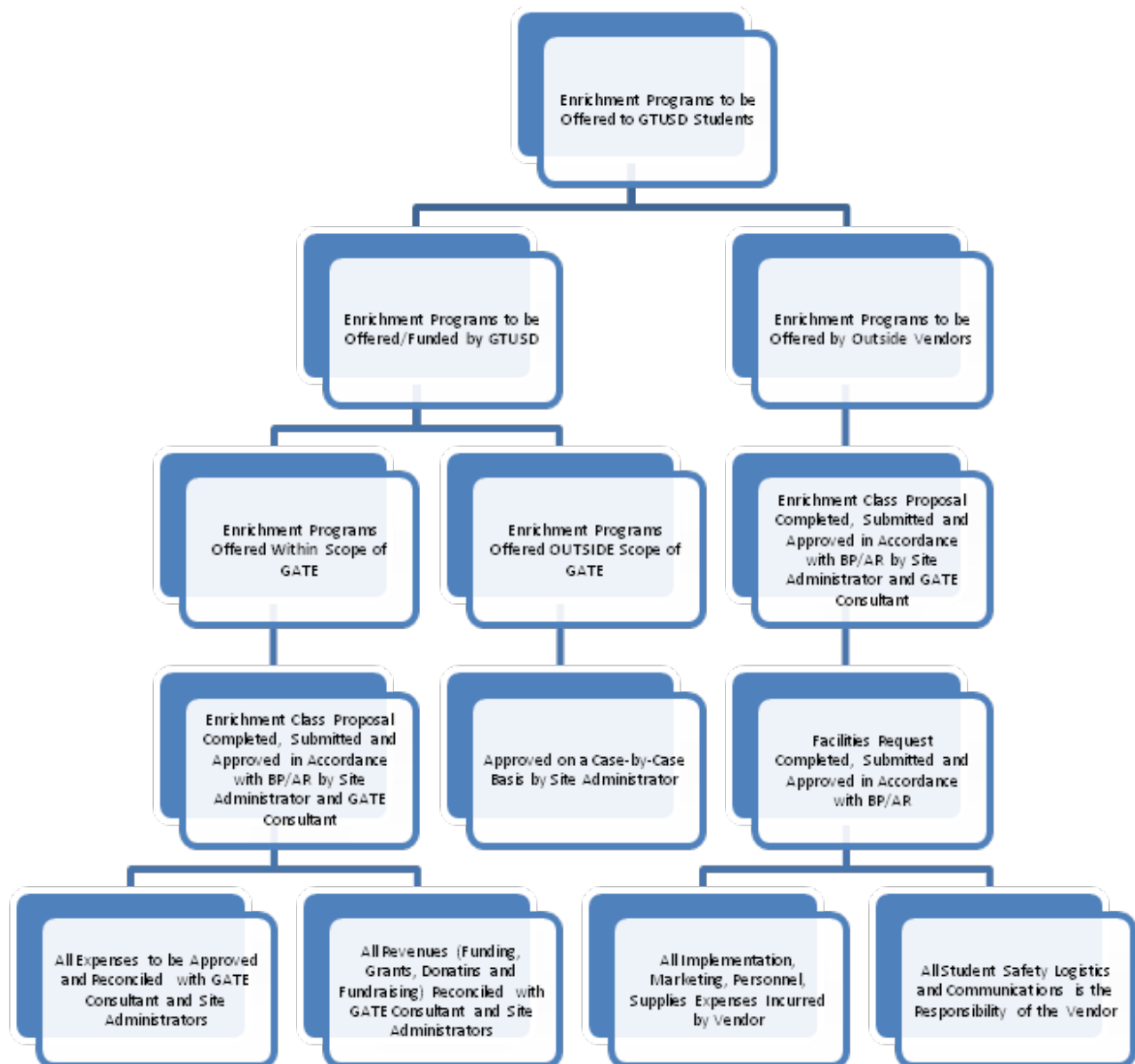


# Gold Trail Union School District **Enrichment Instruction Process and Forms**



# Gold Trail Union School District Enrichment Instruction Process and Forms



1. The interested instructor completes the attached proposal and submits to the Site Administrator.
2. The Site Administrator and GATE Consultant will configure the year's enrichment offerings within the established budget. Although all proposals will be taken into consideration, please be aware not all may be approved.
3. Within ten school days, Site Administrator and GATE Consultant will determine the enrichment roster.
4. A copy of the approved proposal will be returned to the instructor.
5. A copy of course materials will be retained in the school office.
6. The original proposal will be retained by the Business Office and the GATE Consultant for monitoring and payment.

# Gold Trail Union School District ENRICHMENT CLASS PROPOSAL

Valid for certificated, classified and volunteer (only in the absence of regular staff) personnel.

Enrichment Instructor/Coach	Date Submitted
Proposed Program Title	
Course Description	

Proposed Start Date			Proposed End Date	
Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours
Anticipated Calendar Dates of Program				
Anticipated Total Number of Hours of Student Contact Time per Week*		X Number of Weeks	X Hourly Rate	= Total Program Salary Cost or Stipend
			\$25 or NA	
<i>No enrichment program (unless otherwise noted in Appendix B of certificated BA) will exceed \$600 in salary costs.</i>				
Anticipated Number of Students Served				
Anticipated Location				

## Requirements:

1. Course syllabus, course description and student/parent letters (copies of each attached to this proposal) that will be distributed to each student.
2. Class attendance, if required, will be kept in accordance to Business Office procedures.
3. Accounting of personal time will be kept accordance to Business Office procedures.
4. Estimated costs and expenses itemized on **reverse**. (Mark NA if applicable.)

\* *Instructors will be paid only for student contact time, as evidenced by attendance rosters.*

1. Site Administrator	
2. GATE Consultant	
3. Office Manager/School Secretary	
4. Transportation Approval (If Transportation Anticipated)	
5. Superintendent	
6. Business Office Approval	
7. Personnel Processing	
8. Board Approval	

***Additional Estimated Costs and Expenses on Reverse***

**Estimated Costs, Expenses and Revenues**

Materials/Equipment (Mark NA if applicable.)

Item	Estimated Cost
Total	\$

Substitutes (Mark NA if applicable.)

Date and Purpose	Estimated Cost
Total	\$

Entry Fees (Mark NA if applicable.)

Item	Estimated Cost
Total	\$

Transportation (Mark NA if applicable.)

Item	Estimated Cost
Total	\$

Travel (Mark NA if applicable.)

Item	Estimated Cost
Total	\$

Other (Mark NA if applicable.)

Item	Estimated Cost
Total	\$

ANTICIPATED REVENUE (Funding, Grants, Donations, Fundraising)

Item	Estimated Income
Total	\$

Grand Total	\$
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**ENRICHMENT CLASS PROPOSAL**  
**To Offer Classes on**  
**Gold Trail Union School District Property**



Enrichment Vendor	Date Submitted
Proposed Program Title	
Course Description	

Proposed Start Date			Proposed End Date		
Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	
Anticipated Calendar Dates of Program					
Anticipated Number of Students in Class					
Anticipated Location					
Anticipated Cost to Students					
Profit          Non-Profit					
District Students?		Yes          No          Some (____%)			

**Requirements of Vendor/Subcontractor:**

1. Facilities Use Request
2. Insurance
3. Maintenance of Employee Security Requirements as Required by AR 3515.6 Attached

1. Site Administrator	
2. GATE Consultant	
3. Office Manager/School Secretary	
4. Superintendent	

# **Gold Trail Union SD**

## **Administrative Regulation**

### **Criminal Background Checks For Contractors**

AR 3515.6

#### **Business and Noninstructional Operations**

Whenever the district contracts for school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, student transportation, and school site food-related services, the Superintendent or designee shall ensure that the contracting entity certifies in writing that any employees who may come into contact with students have not been convicted of a felony as defined in Education Code 45122.1, unless the employee has received a certificate of rehabilitation and a pardon. (Education Code 45125.1)

(cf. 3540 - Transportation)

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

(cf. 3600 - Consultants)

(cf. 7140 - Architectural and Engineering Services)

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

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)

In addition, these requirements shall not apply if the Superintendent or designee determines that the employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including the following factors: (Education Code 45125.1)

1. The length of time the contractors will be on school grounds
2. Whether students will be in proximity with the site where the contractors will be working
3. Whether the contractors will be working by themselves or with others

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

These steps may include, but not be limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the

employee's access to school grounds and/or providing the employee with a visible means of identification.

(cf. 3515.3 - District Police/Security Department)

#### Other Facility Contractors

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

1. The installation of a physical barrier at the worksite to limit contact with students.
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

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

3. Surveillance of employees of the entity by school personnel.

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing construction, reconstruction, rehabilitation or repair services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.2)

#### Legal Reference:

##### EDUCATION CODE

41302.5 School districts, definition

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors

45125.2 Criminal background checks for construction

##### PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

#### Regulation GOLD TRAIL UNION SCHOOL DISTRICT

approved: October 13, 2005 Placerville, California