Gold Trail Union School District

District Office
1575 Old Ranch Road
Placerville, CA 95667
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Scott Lyons
Superintendent

Board of Trustees
Sue Hennike
President
Janet Barbieri
Clerk
Julie Bauer
Micah Howser
Daryl Lander

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4801 Luneman Road
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Gold Trail School (4-8)
889 Cold Springs Road
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Boyd Holler
Principal

An Equal Opportunity Employer

BOARD OF TRUSTEES
Regular and Closed Session Meeting
Thursday, November 9, 2017
Gold Trail School
Agenda

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Board Secretary, Scott Lyons, at (530) 626-3194 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

6:00 P.M. OPENING BUSINESS

1. CALL TO ORDER

- S. Hennike, President
- J. Barbieri, Clerk
- J. Bauer, Member
- M. Howser, Member
- D. Lander, Member

2. PUBLIC SESSION

.1 Flag Salute

3. ACTION ITEM: Adoption of Agenda

The Board will review the agenda prior to adoption, taking this opportunity to re-sequence or table agenda topics.

4. OPEN HEARING

Members of the public are encouraged to address the Board concerning any item on the agenda either before or during the Board's consideration of the item. Under the Brown Act and open meeting laws, members of the public shall also be given an opportunity to address the Board on any item of interest that is not on the agenda but within the subject matter jurisdiction of the Board. Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. Members of the community may address the Board at this time. (*Education Code 35145.5, Government Code 54952/54954.3, Board Bylaw 9323*)

REPORTS

5. REPORT: Student Council
A. Wallace, president, will report on Student Council activities.

6. REPORT: Parent Teacher Organization
F. Little, president, will report on PTO activities.

7. REPORT: Gold Trail Federation of Educators
T. Aguilar, vice-president, will report on Federation activities.

8. REPORT: Inter-District Transfers
S. Lyons, superintendent, will report on current inter-district enrollment.

9. REPORT: Local Performance Indicators
S. Lyons, superintendent, will report on the process that the district will use to determine student progress in priority areas in the new State accountability system.

10. REPORT: Kindergarten Program
Members of the Kindergarten team will report on the Kindergarten Program at Sutter's Mill School.

CONSENT

11. CONSENT ITEM
The items listed below are passed in one motion without discussion. Any item may be pulled from the Consent Agenda by the Board. *(BB 9322)*

.1 Meeting Minutes *(BB 9324)*
Regular Meeting of October 12, 2017
The Board will take action to approve the Minutes.

.2 Warrants *(BP 3314)*
The Board will take action to approve the expenditures.

.3 Personnel
Hiring
F. Davis, Courier, .75 hour, effective October 16, 2017
D. Farrell, Lead Bus Driver, .75 hour, effective October 16, 2017
M Webb, Teacher Associate, 2.5 hours, effective October 17, 2017
Resignation
F. Davis, Playground Monitor, .75 hour, effective October 13, 2017
D. Farrell, Courier, .75 hour, effective October 13, 2017
The Board will take action to approve the personnel activity

.4 2017-18 Teacher Assignment
The Board will approve teaching assignments for the 2017-18 school year. *(Education Code 44258.9)*

.5 2017-18 Teacher: Administration Ratio
The Board will approve the annual calculation *(Education Code 41402)*

.6 Annual Organizational Meeting
The Board will set the date and time of the Annual Organizational meeting.

ACTION ITEMS

12. ACTION ITEM: Call for Nominations, CSBA Delegate Assembly (Annual)
The Board may take action to recommend nominations to the Delegate Assembly.

13. ACTION ITEM: First Reading of Board Policies, Administrative Regulations and Board Bylaws
AR 6112, School Day (AR revised)
BP 6170.1, Transitional Kindergarten (BP revised)
The Board will take action to adopt the roster for first reading.

14. ACTION ITEM: First Reading of Board Policies, Administrative Regulations and Board Bylaws
BP 0400, Comprehensive Plans (BP revised)
BP/AR 0460, Local Control and Accountability Plan (BP/AR revised)
BP 0500, Accountability (BP revised)
BP/AR 0520.2, Title I Program Improvement Schools (BP/AR both deleted)
BP 0520.3, Title I Program Improvement Districts (BP deleted)
BP/AR 1113, District and School Web Sites (BP/AR revised)
BP 3280, Sale or Lease of District-Owned Real Property (BP revised)
BP 3513.4, Drug and Alcohol Free Schools (BP NEW)
AR 3515.6, Criminal Background Checks for Contractors (AR revised)
BP 4140/4240/4340, Bargaining Units (BP revised)
BP/AR 5113.1, Chronic Absence and Truancy (BP/AR revised)
BP/AR 5117, Interdistrict Attendance (BP/AR revised)
AR 5125.2, Withholding Grades, Diploma or Transcripts (AR revised)
BP 5131.6, Alcohol and Other Drugs (BP revised)
E 5131.63, Steroids (E deleted)
BP/AR 6020, Parent Involvement (BP/AR revised)
BP 6153, School-Sponsored Trips (BP revised)
AR 6173.1, Education for Foster Youth (AR revised)
BP/AR 6173.2, Education of Children of Military Families (BP/AR revised)
The Board will take action to adopt the roster for first reading.

DISCUSSION ITEMS

15. DISCUSSION ITEM: Administrative Reports
S. Lyons will report on activities relevant to District and Sutter's Mill School site business.
B. Holler will report on activities relevant to Gold Trail School site business.
A. Harte will be available to answer question relevant to financial business.
Board members will report on activities relevant to District business.

CLOSED SESSION

16. CLOSED SESSION OPEN HEARING

Members of the public may take this opportunity to comment on Closed Session agenda items.

17. CLOSED SESSION

The Board will adjourn to Closed Session pursuant to Government Code 54957. Closed Session attendants: Board Members, superintendent

.1 CONFERENCE WITH LABOR NEGOTIATORS (*Government Code Section 54957.6)*

The Board will give direction regarding employee bargaining issues with the Gold Trail Federation of Educators and discussion with other non-represented employee groups.

RECONVENE PUBLIC SESSION

18. RECONVENE PUBLIC SESSION AND CLOSED SESSION DISCLOSURE

Any action taken during Closed Session will be disclosed at this time. Public action necessitated by Closed Session deliberations will also be disclosed at this time.

ADVANCE PLANNING

19. FUTURE REGULAR MEETING SCHEDULE

Date: December 14, 2017 Time: 6:00 p.m. Location: Gold Trail School Library

Agenda Items for that meeting may include but are not limited to:
Board Policies, Administrative Regulations and Board Bylaws Updates
Board Organizational Meeting (Annual)
District Vision Review
First Interim Financial Report Filed (Annual)
Review of Board and Superintendent Protocols (Annual)
Transportation Report (Annual)

Requests may be made at this time for items to be placed on a future agenda.

ADJOURNMENT

PUBLIC INSPECTION

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office, located in the Sutter's Mill School Administration building, 4801 Luneman Road, Placerville, California, during normal business hours. In addition, such writings and documents will be posted on the District's website, www.gtusd.org. Agendas will be posted at:

Gold Trail School
880 Cold Springs Road
Placerville, CA. 95667
Sutter's Mill School/District Office
4801 Luneman Road
Placerville, CA. 95667
And E-mailed to every district family

AGENDA ITEM **Opening Business**

1.0 CALL TO ORDER

- S. Hennike, President
- J. Barbieri, Clerk
- J. Bauer, Member
- M. Howser, Member
- D. Lander, Member

2.0 PUBLIC SESSION

.1 Flag Salute

3.0 ACTION ITEM: Adoption of Agenda

This item is provided as an opportunity for trustees, through consensus, to re-sequence or table agenda topics.

ACTION	*Moved*	*Seconded*		
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*				
Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

4.0 OPEN HEARING

Under the Brown Act and open meeting laws, members of the community wishing to address an item on the agenda may do so at this time or for action items, when they come before the Board. Items not on the agenda, but within jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. Items not on the agenda, which are expressed in person before this Board without written request, are restricted in response and action by the Board and its members. A three-minute limit is set for each speaker on all such items. *(Board Bylaws 9323/Government Code 54952)*

AGENDA ITEM 5.0
REPORT: Student Council

BACKGROUND
Alexys Wallace, president, will report on Student Council activities.

ATTACHMENTS
- **None**

BUDGETED
☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
No action needed.

NOTES

AGENDA ITEM 6.0
REPORT: Parent Teacher Organization

BACKGROUND
Fran Little, president, will report on PTO activities.

ATTACHMENTS
- **None**

BUDGETED
☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
No action needed.

NOTES

AGENDA ITEM 7.0
REPORT: Gold Trail Federation of Educators

BACKGROUND
Terry Aguilar, vice-president, will report on Federation activities.

ATTACHMENTS
- **None**

BUDGETED
☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
No action needed.

NOTES

AGENDA ITEM 8.0
REPORT: Inter-District Transfers

BACKGROUND

The Board of Trustees recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district. California Ed Code sections 46600-46610 permits parents/guardians to request an inter-district transfer agreement. This agreement must be approved by both the student's original district of residence and the district to which the student seeks to transfer to before it becomes valid. The agreement may extend for a maximum of five consecutive years and may include terms or conditions. *(Board Policy 5117)* Scott Lyons, superintendent, will report on current inter-district enrollment.

ATTACHMENTS

- **Form to be completed by families**
- **Current GTUSD Data (incoming and outgoing)**

BUDGETED

☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

No action needed.

NOTES

Gold Trail Union School District
INTERDISTRICT AGREEMENTS
Fall 2017

	Incoming Students	Outgoing Students	Gain/Loss
Black Oak Mine	24	4	20
Buckeye	11	4	7
Camino	13	4	9
Gold Oak	9	0	9
Mother Lode	56	10	46
Placerville	79	34	45
Pioneer	1	1	0
Pollock Pines	4	0	4
Rescue	23	15	8
Folsom/Cordova	1	4	-3
Sacramento/Misc	4	1	3
Total	225	77	148

Overall gain in student count:	148
GTUSD Total Enrollment:	712
All GTUSD Teaching FTEs:	33
Student:Teaching Staff Ratio:	21.57575758
Interdistrict Increase of FTEs:	6.859550562

Overall gain in student count:	148
Currently Funded LCAP*	$8,168.00
Increased Revenue:	$1,208,864.00

*Accurate at the time of publication.

An interdistrict transfer/reciprocal agreement is when parents/guardians wish to register/admit/enroll their student(s) at a school other than the designated school that is in their attendance area **outside** of their district.

AGENDA ITEM 9.0
REPORT: Local Performance Indicators

BACKGROUND

Based on the Local Control Funding Formula (LCFF), which was passed in 2013, California has a new accountability system that is based on multiple measures. These measures are used to determine local educational agency (LEA) and school progress toward meeting the needs of their students. Performance on these multiple measures will be reported through the new California School Dashboard (Dashboard). This new multiple measures system replaces the former Academic Performance Index (API), which was based solely on testing results, and the federal requirement to calculate Adequate Yearly Progress (AYP).

LEA and school performance in the ten LCFF priority areas are measured using a combination of state and local indicators.

The **state indicators** apply to **all** LEAs, schools, student groups (e.g., race/ethnicity, socioeconomically disadvantaged, ELs, and students with disabilities [SWD]), and progress on the indicators is reported through the Dashboard. There are several LCFF priority areas that do not meet the criteria established for the state indicators. These remaining priority areas are considered **local indicators** and will require LEAs to determine whether they have *Met, Not Met, or Not Met for Two or More Years* for each applicable local indicator. LEAs will use the local indicators to evaluate and report their progress on priority areas.

The standards for the local performance indicators are based on whether LEAs:

1. Measure their progress on the local performance indicator based on locally available information, and
2. Report the results to the LEA's local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the evaluation rubrics.

Scott Lyons, superintendent, will report on the process that the district will be using to determine student progress, and also report the results of our local performance indicators.

ATTACHMENTS

- **None**

BUDGETED

☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

No action needed.

NOTES

AGENDA ITEM 10.0
REPORT: Kindergarten Program

BACKGROUND
Members of the Kindergarten team will report on the Kindergarten Program at Sutter's Mill School.

ATTACHMENTS
- **None**

BUDGETED
☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
No action needed.

NOTES

AGENDA ITEM 11.0 **Consent**

President Script:
The following is the consent agenda. In accordance with law, the public has a right to comment on any consent item.
The items listed below are passed in one motion without discussion. Any item may be pulled from the Consent Agenda by the Board. *(BB 9322)*

.1 Meeting Minutes *(BB 9324)*
Regular Meeting of October 12, 2017
The Board will take action to approve the Minutes.

.2 Warrants *(BP 3314)*
The Board will take action to approve the expenditures.

.3 Personnel
Hiring
F. Davis, Courier, .75 hour, effective October 16, 2017
D. Farrell, Lead Bus Driver, .75 hour, effective October 16, 2017
M Webb, Teacher Associate, 2.5 hours, effective October 17, 2017
Resignation
F. Davis, Playground Monitor, .75 hour, effective October 13, 2017
D. Farrell, Courier, .75 hour, effective October 13, 2017
The Board will take action to approve the personnel activity

.4 2017-18 Teacher Assignment
The Board will approve teaching assignments for the 2016-17 school year. *(Education Code 44258.9)*

.5 2017-18 Teacher: Administration Ratio
The Board will approve the annual calculation *(Education Code 41402)*

.6 Annual Organizational Meeting
The Board will set the date and time of the Annual Organizational meeting.

President Script:
Do any members of the audience wish to address or comment any of these items?

NOTES

PULL (If Applicable)

ACTION	*Moved*	*Seconded*
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*		

Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

AGENDA ITEM **Consent**

11.1 Meeting Minutes *(Board Bylaw 9324)*
Regular Meeting of October 12, 2017

BACKGROUND
Minutes of prior Board meetings are included for review and approval.

ATTACHMENTS
- **Regular Meeting of October 12, 2017**

BUDGETED
☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
The Board will take action to approve the Minutes.

NOTES

If pulled from Consent

ACTION	*Moved*	*Seconded*
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*		

Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

Gold Trail Union School District

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BOARD OF TRUSTEES
Regular and Closed Session Meeting
Thursday, October 12, 2017
OPEN AND CLOSED SESSION MINUTES

1. **CALL TO ORDER**
   The meeting was called to order in the Gold Trail School Library by S. Hennike, president, at 6:00 p.m.
   Members present: J. Barbieri, J. Bauer, S. Hennike and D. Lander
   Members absent: M. Howser

2. **PUBLIC SESSION**
   Alexys Wallace, student council president, led the flag salute.

3. **ACTION ITEM: Adoption of Agenda**
   MOTION WAS MADE by J. Barbieri and duly seconded by J. Bauer to adopt the agenda with no changes, and the vote was as follows:

AYES:	Trustees J. Barbieri, J. Bauer, S. Hennike and D. Lander	
NOES:	None	
ABSENCES:	M. Howser	
ABSTENSIONS:	None	MOTION CARRIED

4. **OPEN HEARING**
   The Board president solicited comments in accordance with the Brown Act and Open Meeting laws. No one addressed the Board.

5. **PUBLIC HEARING: Proposal by the District for Negotiations with Gold Trail Federation of Educators Certificated Employees for 2017-18**
   A public hearing was held to allow for public comment on the initial position of the District's proposal. No audience member addressed the Board.

6. **PUBLIC HEARING: Proposal by the District for Negotiations with Gold Trail Federation of Educators Classified Employees for 2017-18**
   A public hearing has held to allow for public comment on the initial position of the District's proposal. No audience member addressed the Board.

7. **REPORT: Student Council**
   Alexys Wallace, student council president, reported on Student Council activities

8. **REPORT: REPORT: Gold Trail Federation of Educators**
   T. Aguilar, vice-president, reported on Federation activities.

9. **CONSENT ITEMS**

.1 Meeting Minutes *(BB 9324)*
Regular Meeting of September 14, 2017

.2 Warrants *(BP 3314)*

.3 Personnel

Hiring

S. Canfield, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year
S. Clark, Instructor: Enrichment, Spelling Bee, grades ½, effective 2017-18 school year
A Garcia, Athletic Coach: Track, effective 2017-18 school year
A Garcia, Coordinator: Field Trip (Overnight), 7th grade, effective 2017-18 school year
A Garcia, Instructor: Tutorial (Friday School), effective 2017-18 school year
T. Hanks, Teacher Associate, 1.5 hours per day, effective October 1, 2017
M. Harris, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year
D. Hornsby, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year
D. Lulla, Webmaster, effective 2017-18 school year
S. Morgan, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year
K. Mulligan, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year
J. Whitmore, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year
A Yost, Instructor: Enrichment, Spelling Bee, grades 7/8, effective 2017-18 school year

Resignation

T. Hanks, Yard Supervisor, .75 hours per day, effective September 29, 2017

.4 Williams Act Uniform Complaint Procedures Quarterly Report

.5 2016-17 Developer Fee Report

.6 Certification of Signatures

.7 Administrative Salary Schedule Title Change

.8 Second Reading of Board Policies, Administrative Regulations and Board Bylaws

BP 0000, Vision (BP revised)
BP 0100, Philosophy (BP revised)
BP 2140, Evaluation of the Superintendent (BP revised)
AR 4112.2, Certification (AR revised)
BP/AR 4112.61/4212.61/4312.61, Employment References (BP deleted, AR revised)
BP/E 6161.1, Selection and Evaluation of Instructional Materials (BP/E revised)
BP7212, Mello-Roos Districts (Delete)
BB 9121, President (BB revised)
BB 9220, Governing Board Elections (BB revised)
BB 9230, Orientation (BB revised)
BB 9400, Board Self-Evaluation (BB revised)

MOTION WAS MADE by J. Barbieri and duly seconded by D. Lander to pull item 3, Personnel, and to adopt the balance of the consent agenda with no changes, and the vote was as follows:

AYES:	Trustees J. Barbieri, J. Bauer, S. Hennike and D. Lander	
NOES:	None	
ABSENCES:	M. Howser	
ABSTENSIONS:	None	MOTION CARRIED

MOTION WAS MADE by J. Barbieri and duly seconded by J. Bauer to pull M. Harris, Coordinator: Field Trip (Overnight) from item 3, Personnel, and to adopt the balance of item 3, Personnel with no changes, and the vote was as follows:

AYES:	Trustees J. Barbieri, J. Bauer, S. Hennike and D. Lander	
NOES:	None	
ABSENCES:	M. Howser	
ABSTENSIONS:	None	MOTION CARRIED

10. ACTION ITEM: Sunshine Proposal by the District for Negotiations with the Gold Trail Federation of Educators Certificated Employees for 2017-18

After taking into consideration public comments, MOTION WAS MADE by D. Lander and duly seconded by J. Bauer to accept the proposal, and the vote was as follows:

AYES:	Trustees J. Barbieri, J. Bauer, S. Hennike and D. Lander	
NOES:	None	
ABSENCES:	M. Howser	
ABSTENSIONS:	None	MOTION CARRIED

11. ACTION ITEM: Sunshine Proposal by the District for Negotiations with the Gold Trail Federation of Educators Classified Employees for 2017-18

After taking into consideration public comments, MOTION WAS MADE by D. Lander and duly seconded by J. Barbieri to accept the proposal, and the vote was as follows:

AYES:	Trustees J. Barbieri, J. Bauer, S. Hennike and D. Lander	
NOES:	None	
ABSENCES:	M. Howser	
ABSTENSIONS:	None	MOTION CARRIED

12. ACTION ITEM: District Goals Review

The Board held their annual review of the District goals to be included in the District's Local Control and Accountability Plan (LCAP). No changes were made, no action was taken.

13. ACTION ITEM: Budget Development and Adoption Process

The Board held their annual review of the budget development process. No changes were made, no action was taken.

14. DISCUSSION ITEM: Administrative Reports

The Board members and administration reported on District activities.

15. CLOSED SESSION OPEN HEARING

Closed session was cancelled.

16. FUTURE REGULAR MEETING SCHEDULE

Date: November 9, 2017 Time: 6:00 p.m. Location: Gold Trail School Library

Agenda Items for that meeting may include but are not limited to:
Board Policies, Administrative Regulations and Board Bylaws Updates
Call for Nominations CSBA Delegate Assembly (Annual)
Inter-district Report (Annual)
Teacher: Administrator Ratio (Annual)
Teacher Assignment Report (Annual)

There being no further business to come before the Board, MOTION WAS MADE by S. Hennike and duly seconded by J. Barbieri and carried to adjourn the meeting 6:25 p.m. and the vote was as follows:

AYES:	Trustees J. Barbieri, J. Bauer, S. Hennike and D. Lander
NOES:	None
ABSENCES:	M. Howser
ABSTENSIONS:	None

MOTION CARRIED

S. Hennike, President

S. Lyons, Secretary

AGENDA ITEM **Consent**

11.2 Warrants *(Board Policy 3314)*

BACKGROUND
The warrants are included for Board review and approval.

ATTACHMENTS
- **Warrants**

BUDGETED
☐ NA ☑ Yes ☐ No ☐ Cost Analysis Follows
All warrants are within the adopted budget and/or approved expenditures.

RECOMMENDATION
The Board will take action to approve the expenditures.

NOTES

If pulled from Consent

ACTION	*Moved*	*Seconded*
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*		

Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/12/2017

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 8008 GTUSD ACCOUNTS PAYABLE

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	DEPOSIT TYPE ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
80572364	101386/	ACT EVENT MANAGEMENT				
		PV-180133		01-9022-0-5835-1110-1000-000-0000-00-000	SPANISH SCHOLARSHIP MV STUDENT	45.00
				WARRANT TOTAL		$45.00
80572365	101692/	ADM				
		PV-180134		01-0000-0-5815-0000-3600-000-0000-00-000	8497 SUTHERLAND DMV PHYSICAL	75.00
				01-0000-0-5815-0000-3600-000-0000-00-000	8524 FARRELL DMV PHYSICAL	75.00
				WARRANT TOTAL		$150.00
80572366	008233/	AMERICAN FIDELITY ASSURANCE				
		PV-180135		01-0000-0-9582-0000-0000-000-0000-00-000	B596360 BRAITHWAITE MAY 2017	110.40
				WARRANT TOTAL		$110.40
80572367	007568/	AMERICAN FIDELITY ASSURANCE CO				
		PV-180136		01-0000-0-9582-0000-0000-000-0000-00-000	1583531A SEPTEMBER 2017	575.00
				WARRANT TOTAL		$575.00
80572368	100716/	AT&T				
		PV-180137		01-0000-0-5901-0000-7700-000-1210-00-000	10269180 T-1	127.01
				WARRANT TOTAL		$127.01
80572369	100912/	BANK OF AMERICA				
		PV-180138		01-0000-0-4300-0000-2700-003-0000-33-000	YARD DUTY SAFETY VESTS	133.52
				01-0000-0-4300-0000-2700-003-0000-33-000	GT PRINTER CARTRIDGES	338.92
				01-0000-0-4300-0000-3600-000-0000-00-000	TRANSPORTATION SUPPLIES	33.33
				01-0000-0-4300-0000-7100-000-0000-00-000	BOARD SUPPLIES	66.55
				01-0000-0-4300-0000-7100-000-0000-00-000	BOARD SUPPLIES	117.14
				01-0000-0-4300-0000-7200-000-0000-00-000	AUDITOR SUPPLIES	75.00
				01-0000-0-4300-0000-8100-002-0000-00-000	SM MAINTENANCE SUPPLIES	77.25
				01-0000-0-4300-0000-8100-002-0000-00-000	SAND SM PLAYGROUND SANDBOXES	319.56
				01-0000-0-4300-0000-8100-003-0000-00-000	GT MAINTENANCE SUPPLIES	77.26
				01-0000-0-4300-0000-8100-003-0000-00-000	GT MAINTENANCE SUPPLIES	184.51

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
				01-0000-0-4300-0000-8100-003-0461-00-000	GT OFFICE REMODEL	173.60
				01-0000-0-4300-1110-1000-000-0000-00-000	KRAMER VISA USE REIMBURSED	73.52
				01-0000-0-4300-1110-1000-002-1210-00-000	SM CLASSROOM PROJECTOR SCREEN	155.50
				01-0000-0-4300-1110-1000-003-0000-33-000	GT RECESS SUPPLIES	140.44
				01-0000-0-4300-1110-1000-003-0201-00-000	GT MUSIC BARITONE HORN	643.49
				01-0000-0-4300-1110-1000-003-1210-00-000	GT CHROMEBOOK REPLCMNT PARTS	94.92
				01-0000-0-4300-1110-1000-003-1210-00-000	GT CHROMEBOOK REPLCMNT PARTS	65.00
				01-0000-0-4370-0000-8100-000-0000-00-000	GT MAINTENANCE FUEL	20.45
				01-0000-0-5600-0000-3600-000-0000-00-000	TRANSP CAR REPAIRS	34.98
				01-0000-0-5835-1110-1000-003-0107-00-000	7TH GR BODEGA BAY CAMPSITES	147.00
				01-0000-0-5835-1110-1000-003-0107-00-000	7TH GR BODEGA BAY FT CAMPSITES	553.50
				01-0600-0-4300-0000-2420-003-0205-00-000	GT LIBRARY MAGAZINE SUBSCRIPT	180.80
				01-0600-0-4300-1110-1000-002-0000-02-000	RTI SUPPLIES	47.15
				01-1100-0-4300-1110-1000-002-0000-00-000	BKS-SM SCHOOL PROJECT	108.20
				01-1100-0-4300-1110-1000-002-0000-00-000	SM NEEDY STUDENT SUPPLIES	76.25
				01-4035-0-5200-0000-7100-000-0000-00-000	LYONS BRIDGES OUT OF PVRTY WRK	20.00
				01-4035-0-5200-0000-7100-000-0000-00-000	GIRARD NEGOTITAIONS TRAINING	400.00
				01-4035-0-5200-5770-1120-000-0000-00-000	SP ED CONF-CAASPP INSTITUTE	450.00
				01-6300-0-4100-1110-1000-002-0000-00-000	CS 3RD GR ELA SUPP CURRICULUM	1,294.37
				01-6300-0-4100-1110-1000-002-0000-00-000	CS 3RD GR ELA SUPP CURRICULUM	369.60
				01-6300-0-4100-1110-1000-002-0000-00-000	CS 2ND GR ELA CURRICULUM	192.50
				01-6300-0-4100-1110-1000-002-0000-00-000	CS KINDER SUPPL CURRICULUM	44.44
				01-9022-0-4300-1110-1000-002-0000-00-000	SM SUPPLIES FOR MV STUDENTS	213.05
				WARRANT TOTAL		$6,921.80

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
80572370	100513/	BUCKEYE UNION SCHOOL DISTRICT				
	185043	PO-180043	1.	01-0000-0-5600-0000-3600-000-0000-00-000	180018 BUS REPAIRS/MAINT	4,224.33
				WARRANT TOTAL		$4,224.33
80572371	101910/	CENGAGE LEARNING				
	185018	PO-180018	1.	01-6300-0-4100-1110-1000-003-0000-00-000	61872590 MATH TXTS 6TH-8TH GR	2,810.04
				WARRANT TOTAL		$2,810.04
80572372	000073/	CHEVRON & TEXACO				
		PV-180139		01-0000-0-4370-0000-8100-000-0000-00-000	6000917515 MAINT FUEL	156.14
				WARRANT TOTAL		$156.14
80572373	101920/	KATIE COMELLACK				
		PV-180140		01-0000-0-8675-0000-3600-000-0000-00-000	REFUND BUS FEES	102.00
				WARRANT TOTAL		$102.00
80572374	011529/	THE DANIELSEN CO				
	185038	PO-180038	1.	13-5310-0-4700-0000-3700-000-0800-00-000	143393 LUNCH FOOD	952.55
	185038		1.	13-5310-0-4700-0000-3700-000-0800-00-000	141743 LUNCH FOOD	1,882.84
	185038		2.	13-5310-0-4700-0000-3700-000-0801-00-000	143393 BREAKFAST FOOD	303.77
	185038		2.	13-5310-0-4700-0000-3700-000-0801-00-000	141743 BREAKFAST FOOD	366.51
	185038		3.	13-5310-0-4700-0000-3700-000-0802-00-000	143393 ALA CARTE FOOD	16.38
				WARRANT TOTAL		$3,522.05
80572375	100999/	DAWSON OIL COMPANY				
	185044	PO-180044	1.	01-0000-0-4370-0000-3600-000-0000-00-000	73191 BUS FUEL SEP 2017	1,742.60
				WARRANT TOTAL		$1,742.60
80572376	101618/	DE LAGE LANDEN				
	185017	PO-180017	1.	01-0000-0-7439-0000-9100-000-1210-00-000	56328809 D O COPIER	241.19
	185017		2.	01-0000-0-7439-0000-9100-002-1210-00-000	56328809 SM COPIER	196.33
	185037	PO-180037	1.	01-1100-0-5600-1110-1000-003-1210-00-000	56345757 GT COPIER	157.66
				WARRANT TOTAL		$595.18

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
80572377	101817/	VANESSA DENSMORE				
		PV-180142		01-0000-0-5210-1110-1000-000-0000-00-000	MILEAGE - SEPTEMBER 2017	12.72
				WARRANT TOTAL		$12.72
80572378	005954/	DEPARTMENT OF JUSTICE				
		PV-180145		01-0000-0-5812-0000-7200-000-0000-00-000	259549 FINGERPRINTING SEP 2017	98.00
				WARRANT TOTAL		$98.00
80572379	008318/	EL DORADO COUNTY ENVIRONMENTAL				
		PV-180141		13-5310-0-5800-0000-3700-003-0000-00-000	IN0102290 GT CAFE PERMIT	492.00
				WARRANT TOTAL		$492.00
80572380	000126/	EL DORADO COUNTY OFFICE				
		PV-180143		01-0000-0-5200-0000-7100-000-0000-00-000	ORIO REG CERT LAYOFF WRKSHP	25.00
				WARRANT TOTAL		$25.00
80572381	000126/	EL DORADO COUNTY OFFICE				
		PV-180144		01-0000-0-5812-0000-7200-000-0000-00-000	180198 FINGERPRINTING AUG 2017	28.00
				WARRANT TOTAL		$28.00
80572382	000738/	EL DORADO DISPOSAL				
		PV-180146		01-0000-0-5560-0000-8100-002-0000-00-000	172608561 SM	711.87
				01-0000-0-5560-0000-8100-003-0000-00-000	172608540 GT	881.89
				WARRANT TOTAL		$1,593.76
80572383	101918/	EXPLORELEARNING				
	185052	PO-180052	1.	01-0600-0-5875-1110-1000-002-1210-04-000	1855262 REFLEX MATH SEATS	2,275.00
				WARRANT TOTAL		$2,275.00
80572384	100422/	SUE FADEL				
		PV-180147		01-6500-0-5210-5770-1120-000-0000-00-000	MILEAGE SEPTEMBER 2016	42.40
				WARRANT TOTAL		$42.40
80572385	101306/	FOLSOM CITY ZOO SANCTUARY				
		PV-180148		01-0000-0-5835-1110-1000-002-0100-00-000	SM KINDER ZOO FT 9:45	237.00
				01-0000-0-5835-1110-1000-002-0100-00-000	SM KINDER ZOO FT 11:00	237.00

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	DEPOSIT TYPE ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
				WARRANT TOTAL		$474.00
80572386	101919/	SABRINA FREGOSO				
		PV-180149		01-0000-0-8675-0000-3600-000-0000-00-000	REFUND BUS FEES	205.00
				WARRANT TOTAL		$205.00
80572387	079952/	GOLD STAR FOODS INC				
	185040	PO-180040	1.	13-5310-0-4700-0000-3700-000-0800-00-000	2153364 LUNCH FOOD	2,237.16
	185040		1.	13-5310-0-4700-0000-3700-000-0800-00-000	2131297 LUNCH FOOD	3,044.09
	185040		2.	13-5310-0-4700-0000-3700-000-0801-00-000	2153364 BREAKFAST FOOD	884.27
	185040		2.	13-5310-0-4700-0000-3700-000-0801-00-000	2131297 BREAKFAST FOOD	620.50
	185040		3.	13-5310-0-4700-0000-3700-000-0802-00-000	2153364 ALA CARTE FOOD	309.20
	185040		3.	13-5310-0-4700-0000-3700-000-0802-00-000	2131297 ALA CARTE FOOD	175.78
				WARRANT TOTAL		$7,271.00
80572388	100356/	GOLD TRAIL FEDERATION OF				
		PV-180150		01-0000-0-9573-0000-0000-000-0000-00-000	AFT DUES SEPTEMBER 2017	3,284.66
				WARRANT TOTAL		$3,284.66
80572389	101708/	GROWING HEALTHY CHILDREN				
		PV-180151		01-6500-0-5806-5770-1120-000-0000-00-000	GTUSD_1709 OT SVCS SEP 2017	210.00
				WARRANT TOTAL		$210.00
80572390	101087/	CARINA JACKSON				
		PV-180152		01-0000-0-4300-1110-1000-003-0300-76-000	CLASSROOM SUPPLIES	15.95
				01-0000-0-4300-1110-1000-003-0300-76-000	CLASSROOM SUPPLIES	25.90
				WARRANT TOTAL		$41.85
80572391	100979/	DANNY LULLA				
		PV-180153		01-0000-0-4300-1110-1000-003-0300-70-000	CLASSROOM SUPPLIES	49.82
				WARRANT TOTAL		$49.82
80572392	012168/	SCOTT LYONS				
		PV-180154		01-0000-0-5210-0000-2700-000-0000-00-000	MILEAGE SEPTEMBER 2017	42.40

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
				01-0000-0-5210-0000-7100-000-0000-00-000	MILEAGE SEPTEMBER 2017	56.71
				WARRANT TOTAL		$99.11
80572393	100834/	MARGARET MOORE				
		PV-180155		01-0000-0-4300-0000-3140-000-0000-00-000	NURSE SUPPLIES	4.87
				WARRANT TOTAL		$4.87
80572394	081860/	THE MUSIC DOCTOR				
	185007	PO-180006	1.	01-0000-0-5600-1110-1000-003-0201-00-000	GT INSTRUMENT REPAIRS	3,254.00
				WARRANT TOTAL		$3,254.00
80572395	009356/	OFFICE DEPOT				
		PO-183018	1.	01-0000-0-4300-1110-1000-002-0300-57-000	952581075001 ZORN CLS SUPPLIES	57.97
		PO-183019	1.	01-0000-0-4300-1110-1000-003-0300-71-000	953194610001 MULLIGAN CLS SPLY	341.97
			1.	01-0000-0-4300-1110-1000-003-0300-71-000	956944568001 MULLIGAN CLS SPLY	288.81-
		PO-183020	1.	01-0000-0-4400-1110-1000-003-1210-00-000	954039206001 HORNSBY PRINTER	191.05
		PO-183022	1.	01-0000-0-4300-0000-3140-000-0000-00-000	954330112001 NURSE SUPPLUIES	10.57
			2.	01-0000-0-4300-0000-7200-000-0000-00-000	954262622001 D O SUPPLIES	145.63
			2.	01-0000-0-4300-0000-7200-000-0000-00-000	954262858001 D O SUPPLIES	2.54
		PO-183023	1.	01-0000-0-4300-1110-1000-003-0300-80-000	954242810001 YATES CLS SPPLY	63.86
			1.	01-0000-0-4300-1110-1000-003-0300-80-000	954242809001 YATES CLS SPPLY	44.78
			1.	01-0000-0-4300-1110-1000-003-0300-80-000	954242403001 YATES CLS SPPLY	224.32
		PO-183024	1.	01-0000-0-4300-1110-1000-003-0300-67-000	955998817001 GARCIA CLS SUPPLY	57.60
		PO-183025	2.	01-0000-0-4300-0000-3600-000-0000-00-000	956913734001 TRANSP CSH POUCHS	17.83
			1.	01-0000-0-4300-1110-1000-002-0000-00-000	957781199001 PAPER RETURNED	340.89-
			1.	01-0000-0-4300-1110-1000-002-0000-00-000	956913474001 SM RPRT CRD PAPER	568.15
		PO-183026	1.	01-0000-0-4300-1110-1000-003-0300-80-000	956662069001 YATES CLSRM SUPPL	78.32
			1.	01-0000-0-4300-1110-1000-003-0300-80-000	956661504001 YATES CLS SUPPLY	54.11

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
		PO-183028	1.	01-0000-0-4300-1110-1000-002-0300-57-000	959490743001 ZORN CLS SPPLY	67.55
			1.	01-0000-0-4300-1110-1000-002-0300-57-000	959491153001 ZORN CLS SPPLY	24.19
				WARRANT TOTAL		$1,320.74
80572396	021298/	THERESA ORIO				
		PV-180156		01-0000-0-5210-0000-7100-000-0000-00-000	MILEAGE SEPTEMBER 2017	19.77
				WARRANT TOTAL		$19.77
80572397	000232/	PACIFIC GAS & ELECTRIC COMPANY				
		PV-180157		01-0000-0-5540-0000-8100-000-0000-00-000	0991367996-6 EXT DAY	511.46
				01-0000-0-5540-0000-8100-002-0000-00-000	0991367996-6 SM	7,532.22
				01-0000-0-5540-0000-8100-003-0000-00-000	0991367996-6 GT	10,462.94
				WARRANT TOTAL		$18,506.62
80572398	101562/	JOSE PEREZ				
		PV-180158		01-0000-0-4300-1110-1000-003-0300-72-000	PEREZ CLASSROOM SUPPLIES	43.01
				01-0000-0-4300-1110-1000-003-0300-91-000	GT P E SUPPLIES	281.06
				WARRANT TOTAL		$324.07
80572399	077441/	PLACERVILLE GROCERY OUTLET				
	185041	PO-180041	1.	13-5310-0-4700-0000-3700-000-0800-00-000	LUNCH FOOD	403.50
	185041		2.	13-5310-0-4700-0000-3700-000-0801-00-000	BREAKFAST FOOD	250.81
	185041		3.	13-5310-0-4700-0000-3700-000-0802-00-000	ALA CARTE FOOD	4.19
				WARRANT TOTAL		$658.50
80572400	000361/	RALEY'S				
		PV-180159		13-5310-0-4700-0000-3700-000-0800-00-000	LUNCH FOOD	66.96
				WARRANT TOTAL		$66.96
80572401	100735/	RIEBES AUTO PARTS				
		PV-180160		01-0000-0-4300-0000-3600-000-0000-00-000	025855 TRANSP SUPPLIES	24.87
				WARRANT TOTAL		$24.87
80572402	101569/	CHERYL ROMIG				
		PV-180161		01-0000-0-4300-1110-1000-003-0300-62-000	ROMIG CLASSROOM SUPPLIES	209.86

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
				01-4035-0-5200-1110-1000-003-0000-02-000	CSTA CONFERENCE REG	249.00
				WARRANT TOTAL		$458.86
80572403	101892/	SUSANA SARMAGO				
		PV-180162		01-0000-0-5210-1110-1000-000-0000-00-000	MILEAGE - SEPTEMBER 2017	16.11
				WARRANT TOTAL		$16.11
80572404	101128/	SCHOOLS INSURANCE AUTHORITY				
		PV-180163		01-0000-0-9587-0000-0000-000-0000-00-000	EMP VISION - OCT 2017	1,569.78
				01-0000-0-9587-0000-0000-000-0000-00-000	RET VISION - OCT 2017	550.80
				WARRANT TOTAL		$2,120.58
80572405	101209/	SELF-INSURED SCHOOLS OF CALIF				
		PV-180164		01-0000-0-9570-0000-0000-000-0000-00-000	EMP MED - OCT 2017	61,815.00
				01-0000-0-9570-0000-0000-000-0000-00-000	RET MED - OCT 2017	6,363.00
				01-0000-0-9586-0000-0000-000-0000-00-000	EMP DENTAL - OCT 2017	6,445.00
				01-0000-0-9586-0000-0000-000-0000-00-000	RET DENTAL - OCT 2017	2,016.00
				WARRANT TOTAL		$76,639.00
80572406	003783/	SFS OF SACRAMENTO INC				
	185042	PO-180042	1.	13-5310-0-4700-0000-3700-000-0800-00-000	131380568 LUNCH FOOD	202.06
	185042		1.	13-5310-0-4700-0000-3700-000-0800-00-000	131389746 LUNCH FOOD	712.52
	185042		2.	13-5310-0-4700-0000-3700-000-0801-00-000	131380568 BREAKFAST FOOD	256.77
	185042		2.	13-5310-0-4700-0000-3700-000-0801-00-000	131389746 BREAKFAST FOOD	75.87
	185042		3.	13-5310-0-4700-0000-3700-000-0802-00-000	131380568 ALA CARTE FOOD	9.72
	185042		3.	13-5310-0-4700-0000-3700-000-0802-00-000	131389746 ALA CARTE FOOD	27.01
				WARRANT TOTAL		$1,283.95
80572407	004234/	SKI AIR INCORPORATED				
		PV-180165		01-8150-0-5600-0000-8100-003-0000-00-000	SW33129 GT RM 1 HVAC REPAIRS	438.30
				WARRANT TOTAL		$438.30

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
80572408	101685/	EVAN THURLO				
		PV-180166		01-0000-0-5210-0000-8100-000-0000-00-000	MILEAGE SEPTEMBER 2017	67.84
				WARRANT TOTAL		$67.84
80572409	101830/	TPX COMMUNICATIONS				
		PV-180167		01-0000-0-5901-0000-7200-000-1210-00-000	151187 PHONE AUG 2017	1,228.69
				01-0000-0-5901-0000-7700-000-1210-00-000	151187 FIBER AUG 2017	1,102.43
				WARRANT TOTAL		$2,331.12
80572410	100981/	VERIZON WIRELESS				
		PV-180168		01-0000-0-5901-0000-3140-000-1210-00-000	9793574980 NURSES	132.19
				01-0000-0-5901-0000-8100-000-1210-00-000	9793574980 MAINT	66.57
				01-5810-0-5901-0000-2700-002-1210-00-000	9793574980 SM	44.57
				WARRANT TOTAL		$243.33
80572411	101027/	MICHELE WAGSTROM				
		PV-180169		01-0000-0-5210-0000-7200-000-0000-00-000	MILEAGE SEPTEMBER 2017	125.61
				WARRANT TOTAL		$125.61
80572412	002823/	WAYNE'S LOCKSMITH SERVICE				
		PV-180170		01-0000-0-4300-0000-8100-000-0000-00-000	26860 SM/GT KEYS	22.68
				WARRANT TOTAL		$22.68

*** BATCH TOTALS ***	TOTAL NUMBER OF CHECKS: 49	TOTAL AMOUNT OF CHECKS:	$145,211.65*
	TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:	$.00*
	TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:	$.00*
	TOTAL PAYMENTS: 49	TOTAL AMOUNT:	$145,211.65*
*** DISTRICT TOTALS ***	TOTAL NUMBER OF CHECKS: 49	TOTAL AMOUNT OF CHECKS:	$145,211.65*
	TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:	$.00*
	TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:	$.00*
	TOTAL PAYMENTS: 49	TOTAL AMOUNT:	$145,211.65*

COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/24/2017

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 8009 GTUSD ACCOUNTS PAYABLE

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
80573436	008233/	AMERICAN FIDELITY ASSURANCE				
		PV-180171		01-0000-0-9582-0000-0000-000-0000-00-000	B666672 OCTOBER 2017	1,521.38
				WARRANT TOTAL		$1,521.38
80573437	007568/	AMERICAN FIDELITY ASSURANCE CO				
		PV-180172		01-0000-0-9582-0000-0000-000-0000-00-000	1583532A OCTOBER 2017	575.00
				WARRANT TOTAL		$575.00
80573438	100716/	AT&T				
		PV-180173		01-0000-0-5901-0000-7200-000-1210-00-000	10312377 ALARM LINES	3.71
				01-0000-0-5901-0000-7200-000-1210-00-000	10312376 D O	50.49
				01-0000-0-5901-0000-7700-000-1210-00-000	10312374 PRI	313.81
				WARRANT TOTAL		$368.01
80573439	000042/	BOARD OF EQUALIZATION				
		PV-180177		01-0000-0-9512-0000-0000-000-0000-00-000	3RD QTR USE TX 7/17-9/17	241.92
				01-1100-0-9512-0000-0000-000-0000-00-000	3RD QTR USE TX 7/17-9/17	8.43
				01-5810-0-9512-0000-0000-000-0000-00-000	3RD QTR USE TX 7/17-9/17	57.71
				01-6300-0-9512-0000-0000-000-0000-00-000	3RD QTR USE TX 7/17-9/17	8.86
				01-9022-0-9512-0000-0000-000-0000-00-000	3RD QTR USE TX 7/17-9/17	15.45
				13-5310-0-4300-0000-3700-000-0000-00-000	CAFE SALES TX 7/17-9/17	64.00
				13-5310-0-9512-0000-0000-000-0000-00-000	3RD QTR USE TX 7/17-9-17	14.63
				WARRANT TOTAL		$411.00
80573440	002213/	BOARD OF EQUALIZATION				
		PV-180174		01-0000-0-4370-0000-3600-000-0000-00-000	3RD QTR FUEL TAX 7/17-9/17	13.25
				WARRANT TOTAL		$13.25
80573441	100513/	BUCKEYE UNION SCHOOL DISTRICT				
	185043	PO-180043	1.	01-0000-0-5600-0000-3600-000-0000-00-000	180028 BUS REPAIRS/MAINT	2,002.01
				WARRANT TOTAL		$2,002.01
80573442	000067/	CAROLINA BIOLOGICAL SUPPLY CO				
		PV-180175		01-0000-0-4300-1110-1000-003-0300-67-000	GARCIA CLASSROOM SUPPLIES	522.11

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
				WARRANT TOTAL		$522.11
80573443	000126/	EL DORADO COUNTY OFFICE				
		PV-180176		01-0000-0-5809-0000-7700-000-1210-00-000	180239 ADD'L IT SPPRT JUL 2017	860.00
				01-0000-0-5809-0000-7700-000-1210-00-000	180243 ADD'L IT SPPRT AUG 2017	3,096.00
				01-6500-0-5809-5770-1120-000-0000-00-000	180276 1-1 AIDES AUG 2017	921.31
				WARRANT TOTAL		$4,877.31
80573444	100036/	FOOTHILL FOOD SERVICE INC				
	185039	PO-180039	1.	13-5310-0-4700-0000-3700-000-0800-00-000	489020 LUNCH FOOD	340.50
	185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	488931 LUNCH FOOD	279.76
	185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	488930 LUNCH FOOD	363.27
	185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	488720 LUNCH FOOD	105.58
	185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	488169 LUNCH FOOD	27.93
	185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	488166 LUNCH FOOD	40.65
	185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	488698 LUNCH FOOD	193.48
	185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	489733 LUNCH FOOD	368.42
	185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	489732 LUNCH FOOD	382.03
	185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	489329 LUNCH FOOD	286.48
	185039		2.	13-5310-0-4700-0000-3700-000-0801-00-000	489733 BREAKFAST FOOD	50.95
	185039		2.	13-5310-0-4700-0000-3700-000-0801-00-000	489732 BREAKFAST FOOD	18.80
	185039		2.	13-5310-0-4700-0000-3700-000-0801-00-000	489020 BREAKFAST FOOD	18.80
	185039		2.	13-5310-0-4700-0000-3700-000-0801-00-000	488930 BREAKFAST FOOD	27.02
	185039		2.	13-5310-0-4700-0000-3700-000-0801-00-000	488698 BREAKFAST FOOD	48.94
	185039		3.	13-5310-0-4700-0000-3700-000-0802-00-000	490082 ALA CARTE FOOD	55.69
	185039		3.	13-5310-0-4700-0000-3700-000-0802-00-000	490080 ALA CARTE FOOD	42.85
	185039		3.	13-5310-0-4700-0000-3700-000-0802-00-000	488930 ALA CARTE	18.59

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
	185039		3.	13-5310-0-4700-0000-3700-000-0802-00-000	488720 ALA CARTE FOOD	33.32
				WARRANT TOTAL		$2,703.06
80573445	101921/	AIDAN HARTE				
		PV-180178		01-4035-0-5200-0000-7200-000-0000-00-000	PARKING CASBO BOOT CAMP	60.00
				WARRANT TOTAL		$60.00
80573446	101087/	CARINA JACKSON				
		PV-180179		01-0000-0-4300-0000-3140-000-0000-00-000	FLASH SUPPLIES	165.16
				01-0000-0-4300-1110-1000-003-0300-76-000	JACKSON CLASSRM SUPPLIES	6.72
				WARRANT TOTAL		$171.88
80573447	101640/	LAZEL				
	185027	PO-180027	1.	01-0600-0-5875-1110-1000-002-1210-04-000	1821010 READING A/Z-RAZ KIDS	2,379.30
				WARRANT TOTAL		$2,379.30
80573448	100758/	LOZANO SMITH LLP				
		PV-180180		01-0000-0-5819-0000-7100-000-0000-00-000	2036096 GENERAL LEGAL	147.50
				WARRANT TOTAL		$147.50
80573449	100979/	DANNY LULLA				
		PV-180181		01-0000-0-4300-0000-8100-003-0000-00-000	PHONE DATA CABLE	9.85
				WARRANT TOTAL		$9.85
80573450	004638/	MOORE MEDICAL				
		PO-183052	1.	01-0000-0-4300-0000-3140-000-0000-00-000	83387136 NURSE SUPPLIES	32.99
				WARRANT TOTAL		$32.99
80573451	101623/	KATY MULLIGAN				
		PV-180182		01-0000-0-4300-1110-1000-003-0300-71-000	CLASSROOM SUPPLIES	218.34
				01-0000-0-4300-1110-1000-003-0300-71-000	CLASSROOM SUPPLIES	1,073.29
				WARRANT TOTAL		$1,291.63
80573452	004226/	JANET NIXON				
		PV-180183		01-1100-0-5835-1110-1000-003-0600-03-000	STATE OOTM REGISTRATION	75.00
				WARRANT TOTAL		$75.00

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION		AMOUNT
80573453	009356/	OFFICE DEPOT					
		PO-183031	1.	01-0600-0-4300-1110-1000-002-0000-02-000	960329666001	RTI SUPPLIES	25.76
			1.	01-0600-0-4300-1110-1000-002-0000-02-000	960329128001	RTI SUPPLIES	91.44
		PO-183032	1.	01-0600-0-4300-1110-1000-002-0000-02-000	959797224001	RTI SUPPLIES	31.76
			1.	01-0600-0-4300-1110-1000-002-0000-02-000	959796874001	RTI SUPPLIES	38.09
		PO-183033	1.	01-0000-0-4300-1110-1000-003-0300-71-000	959819848001	MULLIGAN CLS SUPP	112.58
			1.	01-0000-0-4300-1110-1000-003-0300-71-000	959819850001	MULLIGAN CLS SUPP	130.14
			1.	01-0000-0-4300-1110-1000-003-0300-71-000	959819849001	MULLIGAN CLS SUPP	58.49
			1.	01-0000-0-4300-1110-1000-003-0300-71-000	959819847001	MULLIGAN CLS SUPP	7.19
			1.	01-0000-0-4300-1110-1000-003-0300-71-000	959819618001	MULLIGAN CLS SUPP	29.49
		PO-183034	1.	01-0000-0-4300-1110-1000-003-0300-77-000	961434669001	CANFIELD CLS SUPP	70.36
			1.	01-0000-0-4300-1110-1000-003-0300-77-000	961434668001	CANFIELD CLS SUPP	36.37
			1.	01-0000-0-4300-1110-1000-003-0300-77-000	961434667001	CANFIELD CLS SUPP	6.48
			1.	01-0000-0-4300-1110-1000-003-0300-77-000	961434186001	CANFIELD CLS SUPP	41.86
		PO-183035	1.	01-0000-0-4300-0000-7200-000-0000-00-000	961811817001	D O SUPPLIES	16.76
			1.	01-0000-0-4300-0000-7200-000-0000-00-000	961811465001	D O SUPPLIES	36.86
			2.	01-0600-0-4300-1110-1000-002-0000-02-000	961811465001	RTI SUPPLIES	7.05
		PO-183039	1.	01-0000-0-4300-1110-1000-003-0300-80-000	963161667001	YATES CLS SUPPLY	38.75
			1.	01-0000-0-4300-1110-1000-003-0300-80-000	963161487001	YATES CLS SUPPLY	39.39
		PO-183040	1.	01-0000-0-4300-1110-1000-003-0300-74-000	963570275001	MORGAN CLS SUPPLY	39.19
			1.	01-0000-0-4300-1110-1000-003-0300-74-000	963570274001	MORGAN CLS SUPPLY	3.54
			1.	01-0000-0-4300-1110-1000-003-0300-74-000	963569999001	MORGAN CLS SUPPLY	36.07
		PO-183041	1.	01-0000-0-4300-1110-1000-003-0300-70-000	964401667001	LULLA CLS SUPPLY	78.20
		PO-183042	1.	01-0000-0-4300-0000-2700-003-0000-33-000	964314819001	GT OFC SUPPLIES	50.83

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
			1.	01-0000-0-4300-0000-2700-003-0000-33-000	964315154001 GT OFC SUPPLIES	4.83
		PO-183043	1.	01-0000-0-4300-0000-7200-000-0000-00-000	964548379001 D O CALCULATOR	97.18
		PO-183045	1.	01-0000-0-4300-1110-1000-002-0300-60-000	96475744001 BRAITHWAITE CLS S	62.89
			1.	01-0000-0-4300-1110-1000-002-0300-60-000	964757584001 BRAITHWAITE CLS S	15.56
			2.	01-0000-0-4300-1110-1000-002-0300-73-000	96475744001 SWANEY CLS SUPPLY	51.04
		PO-183046	2.	01-0000-0-4300-0000-3140-000-0000-00-000	966473216001 NURSE SUPPLIES	40.12
			1.	01-0000-0-4300-0000-7200-000-0000-00-000	966473216001 D O SUPPLIES	19.43
			3.	01-0000-0-4300-1110-1000-002-0300-60-000	966481116001 BRAITHWAITE CLS S	11.46
		PO-183048	1.	01-0000-0-4300-1110-1000-002-0300-73-000	968525480001 SWANEY CLS SUPPLY	11.46
				WARRANT TOTAL		$1,340.62
80573454	101769/	KIMBERLY PETREE				
		PV-180184		01-0000-0-5800-1110-1000-003-0104-00-000	STORYTELLING 4TH GR FT	500.00
				WARRANT TOTAL		$500.00
80573455	014416/	RAPID CARE WALK-IN MEDICAL				
		PV-180185		01-0000-0-5815-0000-7200-000-0000-00-000	1849 NEW EMP TB TESTING	46.00
				WARRANT TOTAL		$46.00
80573456	101569/	CHERYL ROMIG				
		PV-180186		01-0000-0-4300-1110-1000-003-0300-62-000	CLASSROOM SUPPLIES	60.85
				01-0000-0-4300-1110-1000-003-0300-62-000	CLASSROOM SUPPLIES	25.00
				WARRANT TOTAL		$85.85
80573457	000298/	SACRAMENTO CO OFFICE OF EDUCAT				
		PV-180187		01-0000-0-5835-1110-1000-002-0103-00-000	180578 BAL DUE 3RD GR SLY PARK	650.00
				WARRANT TOTAL		$650.00
80573458	100501/	SCHOLASTIC MAGAZINES				
		PV-180188		01-1100-0-4300-1110-1000-002-0000-00-000	M6369669 TK WAGNER 20 SUBSCRPT	121.00
				WARRANT TOTAL		$121.00

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
80573459	100129/	SCHOOL SPECIALTY INC				
		PO-183049	1.	01-0000-0-4300-0000-2700-002-0000-22-000	208119412662 SM LATE SLIPS	30.71
				WARRANT TOTAL		$30.71
80573460	003679/	SCHOOLS INSURANCE AUTHORITY				
		PV-180189		01-0000-0-5410-0000-7200-000-0000-00-000	PL2018-015 1/2 PROP/LIAB INS	13,789.50
				01-0000-0-5410-0000-7200-000-0000-00-000	XS2018-13 EXCESS LIAB INS	581.00
				01-0000-0-9560-0000-0000-000-0000-00-000	WC2018-12 1/2 WRKRS COMP INS	29,384.00
				01-0000-0-9560-0000-0000-000-0000-00-000	WCADM2018-012 16/17 W/C ADJ	7,095.00
				WARRANT TOTAL		$50,849.50
80573461	023212/	SHELL FLEET MANAGEMENT				
		PV-180190		01-0000-0-4370-0000-3600-000-0000-00-000	8000061765 TRANSP FUEL	9.86
				13-5310-0-4370-0000-3700-000-0000-00-000	8000061765 CAFE FUEL	9.85
				WARRANT TOTAL		$19.71
80573462	101394/	SIERRA WEST OFFICIALS ASSOC				
		PV-180191		01-1100-0-5807-1110-4200-003-1206-00-000	100117-GT FOOTBAL REFS	280.00
				WARRANT TOTAL		$280.00
80573463	100751/	SIGNATURE WIRELESS GROUP				
	185014	PO-180010	1.	01-0000-0-5800-0000-3600-000-0000-00-000	28370 SMR RPTR SVC OCT	258.05
				WARRANT TOTAL		$258.05
80573464	101770/	SUMDOG INC				
	185053	PO-180053	1.	01-0600-0-5875-1110-1000-003-1210-04-000	INV-7457 SUMDOG SUBCRIP SM	705.00
				WARRANT TOTAL		$705.00
80573465	101376/	TBS SYSTEM INTEGRATION				
		PV-180192		01-8150-0-5600-0000-8100-003-0000-00-000	1000-0834 RELOCATE GT FAX LINE	65.00
				WARRANT TOTAL		$65.00
80573466	101412/	TCG ADMINISTRATORS				
		PV-180193		01-0000-0-5800-0000-7200-000-0000-00-000	153793 ADMIN FEE SEP 2017	26.00
				WARRANT TOTAL		$26.00

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 8009 GTUSD ACCOUNTS PAYABLE

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	DEPOSIT TYPE	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
80573467	002823/	WAYNE'S LOCKSMITH SERVICE					
		PV-180194		01-0000-0-4300-0000-8100-003-0000-00-000		27331 GT SHED KEYS	12.96
				WARRANT TOTAL			$12.96
80573468	101522/	WILKINSON PORTABLES INC					
		PV-180195		01-0000-0-5800-1110-1000-003-0104-00-000		97840 4TH GR FT PORTABLE	201.50
				WARRANT TOTAL			$201.50

*** BATCH TOTALS ***	TOTAL NUMBER OF CHECKS:	33	TOTAL AMOUNT OF CHECKS:	$72,353.18*
	TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	$.00*
	TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	$.00*
	TOTAL PAYMENTS:	33	TOTAL AMOUNT:	$72,353.18*
*** DISTRICT TOTALS ***	TOTAL NUMBER OF CHECKS:	33	TOTAL AMOUNT OF CHECKS:	$72,353.18*
	TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	$.00*
	TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	$.00*
	TOTAL PAYMENTS:	33	TOTAL AMOUNT:	$72,353.18*

COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/30/2017

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 8010 GTUSD ACCOUNTS PAYABLE

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
80574243	101625/	TERRY AGUILAR				
		PV-180196		01-4035-0-5200-5770-1120-000-0000-00-000	SP ED CREDENTIAL CLASSES	3,162.00
				WARRANT TOTAL		$3,162.00
80574244	100912/	BANK OF AMERICA				
		PV-180197		01-0000-0-4300-0000-2700-002-0000-22-000	TCHR MTG SUPPLIES	44.00
				01-0000-0-4300-0000-3140-000-0000-00-000	NURSE SUPPLIES	29.98
				01-0000-0-4300-0000-3140-000-0000-00-000	NURSE SUPPLIES	83.55
				01-0000-0-4300-0000-3140-000-0000-00-000	THERMOMETER BATTERIES	9.49
				01-0000-0-4300-0000-3140-000-0000-00-000	CHILD AED REPLCMNT PADS	98.00
				01-0000-0-4300-0000-3140-000-0000-00-000	RETURN CHILD AED REPLCMNT PADS	86.63-
				01-0000-0-4300-0000-7100-000-0000-00-000	BOARD SUPPLIES	21.42
				01-0000-0-4300-0000-8100-003-0000-00-000	GT MAINTENANCE SUPPLIES	20.87
				01-0000-0-4300-0000-8100-003-0462-00-000	GT RSTRM REMODEL MATERIALS	600.91
				01-0000-0-4300-1110-1000-000-0000-00-000	DISTRICT PAPER ASTROBRIGHTS	126.57
				01-0000-0-4300-1110-1000-002-0200-00-000	KINDER SUPPLIES	56.02
				01-0000-0-4300-1110-1000-002-0200-00-000	KINDER SUPPLIES	129.48
				01-0000-0-4300-1110-1000-002-0300-60-000	BRAITHWAITE INK	49.08
				01-0000-0-4370-0000-8100-000-0000-00-000	MAINTENANCE FUEL	33.30
				01-0000-0-5835-1110-1000-002-0101-00-000	1ST GR RR MUSEUM FT ADMIT	304.00
				01-0000-0-6200-0000-8500-002-0469-00-000	SM BOOKROOM MATERIALS	249.78
				01-0600-0-4300-1110-1000-002-0600-03-000	SAGE MAP CONTEST SUPPLIES	69.96
				01-1100-0-4300-1110-1000-002-0000-00-000	SM RECESS SUPPLIES	148.70
				01-4035-0-5200-0000-7200-000-0000-00-000	CBO BOOT CAMP	620.00
				WARRANT TOTAL		$2,608.48
80574245	000073/	CHEVRON & TEXACO				
		PV-180198		01-0000-0-4370-0000-3600-000-0000-00-000	6000917515 TRANSP FUEL	63.33

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	DEPOSIT TYPE FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
				01-0000-0-4370-0000-8100-000-0000-00-000	6000917515 MAINT FUEL	59.60
				13-5310-0-4370-0000-3700-000-0000-00-000	6000917515 CAFE FUEL	47.66
				WARRANT TOTAL		$170.59
80574246	100356/	GOLD TRAIL FEDERATION OF				
		PV-180199		01-0000-0-9573-0000-0000-000-0000-00-000	AFT DUES OCTOBER 2017	3,435.55
				WARRANT TOTAL		$3,435.55
80574247	101708/	GROWING HEALTHY CHILDREN				
		PV-180200		01-6500-0-5806-5770-1120-000-0000-00-000	GTUSD_1708 A1 OT SVCS AUG 2017	52.50
				01-6500-0-5806-5770-1120-000-0000-00-000	GTUSD_1708 A1 OT SVCS SEP 2017	157.50
				WARRANT TOTAL		$210.00
80574248	101430/	INFINITY COMMUNICATIONS				
	185060	PO-180060	1.	01-0000-0-5800-0000-7700-000-1210-00-000	7130 1/2 ERATE CONSULT FEE	1,125.00
				WARRANT TOTAL		$1,125.00
80574249	101314/	LEGALSHIELD				
		PV-180201		01-0000-0-9576-0000-0000-000-0000-00-000	126086 SEPTEMBER 2017	51.80
				01-0000-0-9576-0000-0000-000-0000-00-000	126086 OCTOBER 2017	51.80
				WARRANT TOTAL		$103.60
80574250	003269/	SANDI MORGAN				
		PV-180202		01-0000-0-4300-1110-1000-003-0104-00-000	4TH GR FIELD TRIP SUPPLIES	491.04
				WARRANT TOTAL		$491.04
80574251	101651/	MYBINDING.COM				
		PO-183055	1.	01-0000-0-4300-1110-1000-002-0000-00-000	056020 SM LAMINATING FILM	512.60
				WARRANT TOTAL		$512.60
80574252	000232/	PACIFIC GAS & ELECTRIC COMPANY				
		PV-180203		01-0000-0-5540-0000-8100-003-0000-00-000	1274317581-7 GT STREET LIGHT	41.50
				WARRANT TOTAL		$41.50
80574253	100735/	RIEBES AUTO PARTS				
		PV-180204		01-0000-0-4300-0000-3600-000-0000-00-000	031362 TRANSPORTATION SUPPLIES	16.23

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	DEPOSIT TYPE	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
					WARRANT TOTAL		$16.23
80574254	101653/	RIMROCK WATER COMPANY					
		PV-180205		01-0000-0-4300-0000-2700-002-0000-22-000		01751 D1/B2 WATER	8.83
					WARRANT TOTAL		$8.83
80574255	000895/	SCHOOL SERVICES OF CALIFORNIA					
	185002	PO-180002	1.	01-0000-0-5800-0000-7200-000-0000-00-000		0112795-IN SEP BDGT SVCS	59.00
					WARRANT TOTAL		$59.00
80574256	100751/	SIGNATURE WIRELESS GROUP					
	185014	PO-180010	1.	01-0000-0-5800-0000-3600-000-0000-00-000		28460 SMR RPTR SVC NOV	258.05
					WARRANT TOTAL		$258.05
80574257	101911/	TAGUE BAND INSTRUMENT SERVICES					
		PV-180206		01-0000-0-5600-1110-1000-003-0201-00-000		M796237 GT INSTRUMENT REPAIRS	219.72
				01-0000-0-5600-1110-1000-003-0201-00-000		M796327 GT INSTRUMENT REPAIRS	247.12
					WARRANT TOTAL		$466.84
80574258	101830/	TPX COMMUNICATIONS					
		PV-180207		01-0000-0-5901-0000-7200-000-1210-00-000		151187 PHONE SEP 2017	1,228.66
				01-0000-0-5901-0000-7700-000-1210-00-000		151187 FIBER SEP 2017	1,102.43
					WARRANT TOTAL		$2,331.09
80574259	101922/	TRESSA WALLACE					
		PV-180208		01-0600-0-4300-1110-1000-003-0600-03-000		GT DOCENT EXPENSES	62.38
					WARRANT TOTAL		$62.38

*** BATCH TOTALS ***	TOTAL NUMBER OF CHECKS:	17	TOTAL AMOUNT OF CHECKS:	$15,062.78*
	TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	$.00*
	TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	$.00*
	TOTAL PAYMENTS:	17	TOTAL AMOUNT:	$15,062.78*
*** DISTRICT TOTALS ***	TOTAL NUMBER OF CHECKS:	17	TOTAL AMOUNT OF CHECKS:	$15,062.78*
	TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	$.00*
	TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	$.00*
	TOTAL PAYMENTS:	17	TOTAL AMOUNT:	$15,062.78*

AGENDA ITEM **Consent**

11.3 Personnel

BACKGROUND
Personnel
Hiring
F. Davis, Courier, .75 hour, effective October 16, 2017
D. Farrell, Lead Bus Driver, .75 hour, effective October 16, 2017
M Webb, Teacher Associate, 2.5 hours, effective October 17, 2017
Resignation
F. Davis, Playground Monitor, .75 hour, effective October 13, 2017
D. Farrell, Courier, .75 hour, effective October 13, 2017

ATTACHMENTS
- **None**

BUDGETED
☐NA ☑ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
The Board will take action to approve the personnel activity.

NOTES

If pulled from Consent

ACTION	*Moved*	*Seconded*		
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*				
Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

AGENDA ITEM **Consent**

11.4 2017-18 Teacher Assignment

BACKGROUND
Continued monitoring of teacher assignments will ensure that the rate of teacher misassignment remains low *(California Education Code 44258.9)*.

ATTACHMENTS
- **Fall 2017 Teacher Assignment Report Gold Trail School**
- **Fall 2017 Teacher Assignment Report Sutter's Mill School**

BUDGETED
☑NA ☐Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
The Board will approve the teaching assignments for the 2017-18 school year.

NOTES

If pulled from Consent

ACTION	*Moved*	*Seconded*
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*		

Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

Gold Trail Union School District ***10/4/2017 (Fall Information Day)***

2017-18 Teaching Assignments - Credentialing Report for Gold Trail School

Name	*FTE*	*Credential*	*Date Expires*	*BCLAD CLAD CLS SDAIE*	*2017-2018 Assignment*
Fourth Grade					
Hornsby, Debbie	1.00	Multiple Subject	November 1, 2021	Yes	4 Self Contained
Morgan, Sandi	1.00	Multiple Subject	Life	Yes	4 Self Contained
Whitmore, Jennifer	1.00	Multiple Subject	October 1, 2022	Yes	4 Self Contained
Fifth Grade					
Jackson, Carina	1.00	Multiple Subject	June 1, 2018	Yes	5 Math & Art
Lulla, Danny	1.00	Single Subject: Computers; Multiple Subject	November 1, 2019	Yes	5 ELA
Romig, Cheryl	1.00	Multiple Subject	October 1, 2019	Yes	5 Science & Social Studies
Sixth Grade					
Canfield, Sarah	1.00	Multiple Subject	November 1, 2022	Yes	6 Math & Art
Harris, Marta	1.00	MS, Specialist Instruction, Learning Handicapped	October 1, 2019	Yes	6 ELA
Mulligan, Katy	1.00	Single Subject: Soc Science & Eng; Multiple Subject	February 1, 2021	Yes	6 Science & Social Studies
Seven/Eight Grades					
Aguilar, Terry	0.60	Multiple Subject	July 1, 2018	Yes	7 Math
Garcia, Amber	1.00	Single Subject: English; Multiple Subject	June 1, 2020	Yes	7 Science & Social Studies, 7 PE
Koenig, Kerry	1.00	Single Subject: Math; Multiple Subject	June 1, 2018	Yes	7/8 Math, 7/8 Exploratorium
Perez, Jose	1.00	Single Subject: PE, Multiple Subject	June 1, 2018	Yes	6/8 Physical Education & 7/8 Spanish
Poulsen, Becky	1.00	Multiple Subject	May 1, 2021	Yes	8 Science & Social Studies
Yates, Yvonne	1.00	Single Subject: English; Multiple Subject	June 1, 2020	Yes	7 ELA & Social Studies, 7/8 Art
Yost, Amy	1.00	Multiple Subject	March 1, 2022	Yes	8 ELA & History, 7/8 Journalism
Teaching Support					
Aguilar, Terry	0.40	Multiple Subject, STSP Special Education	July 1, 2018	Yes	4-8 Special Education
Brunts, Carolyn	0.20	Specialist: Spc. Ed., RSP; Multiple Subject	April 1, 2018	Yes	4-6 Special Education
Cain, Glen	1.00	Single Subject: Music; Multiple Subject	October 1, 2019	Yes	4-8 Performing Arts
Dunn, Kevin	0.20	Single Subject: PE, Multiple Subject	September 1, 2021	Yes	4/5 Physical Education
Memeo, Rachel	1.00	Ed Specialist (Mild/Moderate, Autism authorization)	February 1, 2021	Yes	6-8 Special Education
FTE	***18.40***				
Student Services Support					
Kitt, Marilyn	0.10	School Nurse Services	September 1, 2020	NA	Nurse

I confirm that these assignments have been made for the 2017-18 school year,
and that they are in compliance with teacher placement and credentialing requirements.

Boyd Holler, Site Administrator ***Date***

Gold Trail Union School District ***10/4/2017 (Fall Information Day)***

2017-18 Teaching Assignments - Credentialing Report for Sutter's Mill School

Name	*FTE*	*Credential*	*Date Expires*	*BCLAD CLAD CLS SDAIE*	*2017-2018Assignment*
Transitional Kindergarten					
James, Mary	1.00	Multiple Subject	June 1, 2021	Yes	Self Contained
Wagner, Barbara	1.00	Multiple Subject	October 1, 2020	No	Self Contained
Kindergarten					
Ayre, Kathleen	1.00	Multiple Subject	June 1, 2018	Yes	Self Contained
Brandt, April	1.00	Multiple Subject	June 1, 2021	Yes	Self Contained
Dukes, Robyn	0.50	Multiple Subject	June 1, 2020	Yes	Self Contained
Matyac, Debbi	0.50	Multiple Subject	June 1, 2022	Yes	Self Contained
First Grade					
Butler, Amanda	1.00	Multiple Subject	June 1, 2018	Yes	Self Contained
Harm, Shari	0.40	Multiple Subject	May 1, 2021		Self Contained
Molinari, Lydia	0.60	Multiple Subject	August 1, 2018	Yes	Self Contained
Stigall, Jenna	1.00	Multiple Subject	June 1, 2018	Yes	Self Contained
Second Grade					
Braithwaite, Jessica	1.00	Multiple Subject	June 1, 2018	Yes	Self Contained
Swaney, Christa	1.00	Multiple Subject	June 1, 2020	Yes	Self Contained
Second/Third Combo					
Zorn, Samantha	1.00	Multiple Subject	May 1, 2021	Yes	Self Contained
Third Grade					
Clark, Sierra	1.00	Multiple Subject	June 1, 2018	Yes	Self Contained
Edney, Danielle	1.00	Multiple Subject	July 1, 2022	Yes	Self Contained
Teaching Support					
Dunn, Keven	0.80	Single Subject: PE, Multiple Subject	September 1, 2021	Yes	K-3 Physical Education
Brunts, Carolyn	0.80	Specialist: Special Education, Resource; MS	April 1, 2018	Yes	K-3 Special Education
FTE	***14.60***				
Student Services Support					
Kitt, Marilyn	0.10	School Nurse Services	September 1, 2020	NA	Nurse

I confirm that these assignments have been made for the 2017-18 school year,
and that they are in compliance with teacher placement and credentialing requirements.

Scott Lyons, Superintendent/Principal ***Date***

AGENDA ITEM **Consent**

11.5 2017-18 Teacher: Administration Ratio

BACKGROUND
At the elementary level, California Education Code 41402 imposes the limit of 9 administrators per 100 teachers. Gold Trail Union School District employs 2.00 FTE administrators for 33.0 FTE teachers. (Under state limits, GTUSD is allowed a maximum of 2.97 FTE administrators)

ATTACHMENTS
- **Employee Ratio Worksheet**

BUDGETED
☐NA ☑Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
The Board will approve the annual calculation

NOTES

If pulled from Consent

ACTION	*Moved*	*Seconded*
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*		

Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

California Department of Education
School Fiscal Services Division
1/31/06

Employee Ratio Worksheet

District Gold Trail Union School District Fiscal Year 2017-18

Data Compiled as of October 4, 2017
(Date)

This worksheet may be utilized to summarize school district certificated staffing data for the purpose of annually monitoring the district's administrator-teacher ratio as required by *Education Code* sections 41400-41407. The information will be reviewed as part of the district's annual audit required by *Education Code* Section 41020. Do not submit this worksheet to the California Department of Education. Retain the worksheet and present the data upon request of district's independent auditor. (Note: county offices of education and charter schools are not subject to the requirements of *Education Code* sections 41400-41407.)

Part I Number of Certificated Employees (Full-time equivalents (FTE), calculated to two decimal places, to include full-time, part-time, and prorated positions)

A) Administrative..... 2.0 FTE

B) Exempt Administrative..... .0 FTE

C) Net Administrative..... 2.0 FTE
(Line A minus Line B above)

D) Teachers..... 33.0 FTE

E) Pupil Services..... .2 FTE

Part II Maximum Number of Administrative Employees (Calculate to two decimals)

A) Allowed Ratio..... .09
(Enter .08 for unified, .07 for high school, or .09 for elementary school districts)

B) Maximum Administrators..... 2.97 FTE
(Ratio from Part II, Line A x Teacher FTE from Part I, Line D)

Part III Excess Administrator FTE (Calculate to two decimals)

A) Actual Excess..... 0 FTE
(Part I, Line C minus Part II, Line B. If zero or negative, enter -0-)

B) Rounded Excess..... 0 FTE
(Round any FTE reported on Part III, Line A to the nearest whole number (e.g. 0.49 or less rounds to 0.00, 0.50 or above rounds to 1.00, 1.49 rounds to 1.00, and 1.50 to 2.00, etc.))

If Part III, Line B is zero or Part I, Line A shows one or fewer FTE, stop here. The district is in compliance with, or is exempt from, the employee ratio limitations imposed by Education Code Section 41402.

If Part II, Line B is greater than zero, continue to complete the remainder of this form.

Part IV Penalty for Excess Administrator FTE

A) District's Total State Revenue.....$_____
(Prior Year Unaudited Actual Financial Report)

B) District's Total Revenue and Other Financing
Sources..... $_____
(Prior Year Unaudited Actual Financial Report)

C) Portion of State Revenue in Total Revenue..... _____
(Part IV, Line A divided by Part IV, Line B.
Calculate to two decimals)

D) Total Annual Salaries of the Administrative
FTE reported on Part I, Line A..... $ _____

E) Average Administrator Salary.....$_____
(Part IV, Line D divided by FTE from Part I,
Line A. Calculate to nearest whole number.)

F) State Funded Share of Administrator Salary.....$_____
(Part IV, Line E x Part IV, Line C. Calculate
to the nearest whole number)

G) Penalty.....$_N/A_____
(Part IV, Line F x Part III, Line B)

Prepared by: Aidan Harte 530-626-3194 November 9, 2017
Name Phone Date

_____
Signature

GOLD TRAIL UNION SCHOOL DISTRICT
ADMINISTRATION TO TEACHER RATIO, October 4, 2017

Name	FTE	Admin	Direct Service	Support	LOA	Credential: Authorizations	Seniority Date	Status
Morgan, Sandi	1.00		1.00			Multiple Subject	August 27, 1981	Permanent
Cain, Glen	1.00		1.00			Single Subject: Music, Multiple Subject	September 1, 1983	Permanent
Dunn, Keven	1.00		1.00			Single Subject: PE; Multiple Subject	August 29, 1990	Permanent
Lyons, Scott	1.00	1.00				Single Subject:: Mathematics; Multiple Subject; Admin Services Credential	August 29, 1990	Permanent
Ayre, Kathleen	1.00		1.00			Multiple Subject	August 15, 1996	Permanent
Matyac, Debbi	0.50		0.50			Multiple Subject	August 15, 1996	Permanent
Brunts, Carolyn	1.00		1.00			Specialist: Spc. Ed., RSP; Multiple Subject	October 1, 1996	Permanent
Dukes, Robyn	0.50		0.50			Multiple Subject	September 15, 1997	Permanent
Lulla, Danny	1.00		1.00			Multiple Subject: Computers	August 10, 2005	Permanent
Kitt, Marilyn	0.20			0.20		School Nurse	July 1, 2006	Permanent
James, Mary	1.00		1.00			Multiple Subject	August 10, 2006	Permanent
Garcia, Amber	1.00		1.00			Multiple Subject: English	August 10, 2006	Permanent
Harris, Marta	1.00		1.00			Sp In RS Sp-AAAS, Multiple Subject	August 9, 2007	Permanent
Swaney, Christa	1.00		1.00			Multiple Subject	August 9, 2007	Permanent
Stigall, Jenna	1.00		1.00			Single Subject: PE; Multiple Subject	August 15, 2011	Permanent
Braithwaite, Jessica	1.00		1.00			Multiple Subject	August 15, 2011	Permanent
Jackson, Carina	1.00		1.00			Multiple Subject	August 15, 2011	Permanent
Wagner, Barbara	1.00		1.00			Multiple Subject	August 13, 2012	Permanent
Romig, Cheryl	1.00		1.00			Multiple Subject	August 13, 2012	Permanent
Perez, Jose	1.00		1.00			Single Subject: PE; Multiple Subject	August 20, 2012	Permanent
Mulligan, Katy	1.00		1.00			Single Subject: English, Social Science, Multiple Subject	June 18, 2013	Permanent
Butler, Amanda	1.00		1.00			Multiple Subject	August 12, 2013	Permanent
Aguilar, Terry	1.00		1.00			Multiple Subject	August 12, 2013	Permanent
Clark, Sierra	1.00		1.00			Multiple Subject	September 16, 2013	Permanent
Yost, Amy	1.00		1.00			Multiple Subject	June 16, 2014	Permanent
Hornsby, Debbie	1.00		1.00			Multiple Subject	August 11, 2014	Permanent
Koenig, Kerry	1.00		1.00			Multiple Subject: Math	August 11, 2014	Permanent
Molinari, Lydia	0.80		0.80			Multiple Subject	August 11, 2014	Permanent
Edney, Danielle	1.00		1.00			Multiple Subject	June 17, 2015	Permanent
Canfield, Sarah	1.00		1.00			Multiple Subject	August 7, 2015	Permanent
Zorn, Samantha	1.00		1.00			Multiple Subject	August 10, 2015	Permanent
Yates, Yvonne	1.00		1.00			Multiple Subject: English	August 10, 2015	Permanent
Brandt, April	1.00		1.00			Multiple Subject	October 15, 2015	Prob II
Memeo, Rachel	1.00		1.00			Education Specialist	August 8, 2016	Prob II
Poulsen, Becky	1.00		1.00			Single Subject: Science, Multiple Subject	August 8, 2016	Prob II
Whitmore, Jennifer	1.00		1.00			Single Subject: English, Multiple Subject	November 1, 2016	Prob I
Holler, Boyd	1.00	1.00				Single Subject: Social Science, Multiple Subject; Admin Services Credential	July 1, 2017	
Harm, Sherry	0.20		0.20			Multiple Subject	August 16, 2017	Temp
TOTAL	35.20	2.00	33.00	0.20	0.00			

AGENDA ITEM **Consent**

11.6 Annual Organizational Meeting

BACKGROUND
The Board of Trustees shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143) The date and time of the meeting must be selected by the governing Board at the regular Board meeting held immediately prior to their December meeting, unless otherwise provided by a policy or bylaw of the governing Board.

At this meeting the Board shall:
1. Elect a president and a clerk and/or vice president from its members
2. Appoint a secretary to the Board
3. Authorize signatures
4. Develop a schedule of regular meetings for the year
5. Develop a Board calendar for the year
6. Designate Board representatives

The Gold Trail Union School District Board of Trustees will hold their next annual organizational meeting on Thursday, December 14, 2017.

ATTACHMENTS
- **None**

BUDGETED
☑NA ☐Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
The Board will set the date and time of the Annual Organizational meeting for Thursday, December 14, 2017.

NOTES

If pulled from Consent

ACTION	*Moved*	*Seconded*
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*		

Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

AGENDA ITEM 12.0
ACTION ITEM: Call for Nominations, CSBA Delegate Assembly (Annual)

BACKGROUND

Each year, member boards elect representatives from 21 geographic regions to CSBA's Delegate Assembly. The Delegate Assembly is a vital link in the association's governance and sets the general policy direction for the association. Working with member boards, the Board of Directors, and Executive Committee, Delegates ensure that the association promotes the interests of school districts and county offices of education throughout the state. There are two required Delegate Assembly meetings each year. In 2018, the first meeting will be May 19-20 in Sacramento and the second one will be November 28-29 in San Francisco preceding CSBA's Annual Education Conference and Trade show.

Any CSBA member board is eligible to nominate board members within their geographical region or sub-region and may nominate as many individuals as it chooses by submitting a nomination form for each nominee. Further information is available at www.csba.org/About/Leadership.

ATTACHMENTS

- **CSBA Delegate Nomination Form**

BUDGETED

☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board may take action to recommend nominations to the Delegate Assembly.

NOTES

ACTION	*Moved*	*Seconded*
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*		

Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

2018 Delegate Assembly Nomination Form

DUE: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691|Or fax: (916) 371-3407 | Or email: nominations@csba.org.

CSBA Region/subregion #_____

The Board of Education of the _____ wishes to
(*Nominating District*)

nominate _____. The nominee is a member of the
(*Nominee*)

_____, which is a member of the California
(*Nominee's Board*)

School Boards Association.

- ❑ The nominee has consented to this nomination.
- ❑ Attached is the nominee's required one-page, single-sided, candidate biographical sketch form and optional one-page, single-sided résumé, if submitted.
- ❑ The nominee's required one-page, single-sided, candidate biographical sketch form and optional one-page, single-sided résumé, if submitted, will be sent by Sunday, January 7, 2018.

_____ _____

Board Clerk or Board Secretary (signed) *Date*

_____

Board Clerk or Board Secretary (printed)

PLEASE NOTE: The nomination and candidate biographical sketch forms must either be emailed no later than **11:59 p.m. on Sunday, January 7, 2018** to nominations@csba.org, or faxed to (916) 371-3407, or mailed to CSBA, Attn: Executive Office, 3251 Beacon Blvd., West Sacramento, CA 95691, postmarked by the U.S.P.S. no later than **Sunday, January 7, 2018**. ***It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office by the due date. Late submissions cannot be accepted.*** If you have any questions, please contact the Executive Office or Leanne Gosselin, lgosselin@csba.org or (800) 266-3382, ext. 3302. Thank you.

AGENDA ITEM 13.0
ACTION ITEM: ACTION ITEM: First Reading of Board Policies, Administrative Regulations and Board Bylaws

BACKGROUND
The District receives from the California School Boards Association periodic updates of Policies, Regulations and Bylaws that reflect current law and court decisions. The following roster is brought forward with the California School Board Association's recommendations.

ATTACHMENTS
- **AR 6112, School Day (AR revised)**
- **BP 6170.1, Transitional Kindergarten (BP revised)**

BUDGETED
☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
The Board will take action to adopt the roster for first reading.

NOTES

ACTION	*Moved*	*Seconded*
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*		

Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

POLICY GUIDE SHEET
(Agenda Item 13.0)
November 2017

AR 6112 - School Day
(AR revised)

Regulation updated to reflect **NEW LAW (AB 99, 2017)** which permits districts to maintain kindergarten or transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites. Regulation also reflects provision of AB 99 which allows districts to schedule classes in an early college high school or middle college high school so that students attend classes for at least 900 minutes during any five school day period or 1,800 minutes during any 10 school day period.

BP 6170.1 - Transitional Kindergarten
(BP revised)

Policy updated to reflect **NEW LAW (AB 99, 2017)** which permits districts to maintain transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites, provided that the length of the school day complies with legal requirements related to the minimum and maximum length of the school day.

CSBA Sample
Administrative Regulation

Instruction AR 6112(a)

SCHOOL DAY

Note: The following **optional** administrative regulation specifies minimum and maximum school days for each grade level as provided by law. The district may revise this regulation to reflect district practice.

Pursuant to Education Code 46114, the minimum school day in grades K-8 may be computed by determining the average number of minutes over 10 consecutive school days (i.e., the number of minutes of attendance in any 10 consecutive school days, divided by 10). Education Code 46142 authorizes the minimum school day in junior high and high schools to be computed by averaging the number of minutes over two consecutive school days. The district will be in compliance if the average is at least the minimum day required by law, even if the number of minutes in any one school day is less than the minimum required school day specified below. However, Education Code 46114 and 46142 provide that no single school day may be less than 60 minutes for kindergarten, 170 minutes for grades 1-3, or 180 minutes for grades 4-12.

Education Code 46201 and 46207 require districts that have reached their local control funding formula (LCFF) funding target, as well as districts that received longer day or longer year funding prior to the implementation of the LCFF, to offer at least the following instructional minutes per school year: 36,000 minutes for kindergarten, 50,400 for grades 1-3, 54,000 for grades 4-8, and 64,800 for grades 9-12. Pursuant to Education Code 46201 and 46207, if this requirement is not met for any grade level, a portion of the district's LCFF allocation will be withheld.

Kindergarten/Transitional Kindergarten

Note: The following section is for use by districts that maintain kindergarten and transitional kindergarten (TK) classes. Education Code 37202, as amended by AB 99 (Ch. 15, Statutes of 2017), permits districts to maintain kindergarten or TK classes for different lengths of time during the school day, either at the same or different school sites. Districts offering kindergarten or TK classes for different lengths of time are still required to meet the minimum and maximum length of school day described below.

Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code 37202)

Note: ~~The following section is for use by districts that maintain kindergarten classes.~~ Education Code 46117 establishes a minimum school day of three hours (180 minutes) for kindergarten students ~~as provided below~~. However, pursuant to Education Code 46119, if a district has ~~less than~~ ~~a total of~~ **fewer than** 40 kindergarten students, the Governing Board may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, including recesses, taught on the same day by the same teacher.

Except as otherwise ~~provided~~ **permitted** by law, the average school day established for kindergarten **and TK** students shall be at least three hours, including recesses but excluding noon intermissions, but no longer than four hours, excluding recesses. (Education Code 46111, 46114, 46115, 46117)

SCHOOL DAY (continued)

Note: The following paragraph is **optional**. Although Education Code 46111 provides that recess shall be excluded from determining the maximum school day, it is the interpretation of the California Department of Education **(CDE)** that recess time may be counted as instructional minutes, at the district's discretion, if teacher supervision occurs.

Recess may be counted as instructional minutes for purposes of determining the maximum school day if **it occurs under** teacher supervision ~~occurs~~.

Note: The following **optional** paragraph is for use by districts that maintain multitrack year-round schools pursuant to Education Code 37670~~(a)~~.

In any multitrack year-round school operating pursuant to Education Code 37670~~(a)~~, the kindergarten school day may be up to 265 minutes, excluding recesses. (Education Code 46111)

(cf. 6117 - Year-Round Schedules)

Note: The following **optional** paragraph is for use by districts that have established an early primary program pursuant to Education Code 8970-8974 in order to provide an integrated, experiential, and developmentally appropriate educational program with specified components for students in prekindergarten through grade 3. Education Code 8973 provides that the kindergarten school day in such programs may exceed four hours under the conditions described below, although districts do not receive additional apportionment funds.

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

1. The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day.

2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

Note: Pursuant to Education Code 48003, districts are required to provide an annual report to the CDE regarding the type of kindergarten program offered by the district, including part day, full day, or both, by completing the School Information Form 2017 located on the CDE web site. The form also includes the type(s) of TK program offered.

The Superintendent or designee shall annually report to the California Department of Education as to whether the district's kindergarten and TK programs are offered full day, part day, or both. (Education Code 48003)

SCHOOL DAY (continued)

Grades 1-8

Note: The following section is for use by districts that maintain any of grades 1-8 and should be modified to reflect the grade levels offered by the district.

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes~~.~~ (Education Code 46112~~, 46142~~)

2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

Grades 9-12

Note: The following section is for use by districts that maintain any of grades 9-12 and may be modified to reflect the grade levels offered by the district.

The school day for students in grades 9-12 shall be at least 240 minutes. (Education Code 46141, 46142)

Note: The following list should be revised to reflect programs offered by the district.

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)

(cf. 6184 - Continuation Education)

2. Opportunity school or classes (Education Code 46141, 46180)

3. Regional occupational center (Education Code 46141, 52325)

(cf. 6178.2 - Regional Occupational Center/Program)

SCHOOL DAY (continued)

4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

   A student in grade 12 who is enrolled in work experience education and is in his/her last semester or quarter before graduation may be permitted to attend school for less than 180 minutes per school day if he/she would complete all requirements for graduation, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

(cf. 6178.1 - Work-Based Learning)

5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

~~Note: SB 1316 (Ch. 67, 2012) amended Education Code 46141 and added Education Code 46146.5 to exempt early college high schools and middle college high schools from the 240 minute minimum school day requirement under the circumstances described in item #6 below.~~

6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)

7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

(cf. 6178 - Career Technical Education)

8. Adult education classes (Education Code 46190)

(cf. 6200 - Adult Education)

Note: The following **optional** paragraph is for use by districts that operate an evening high school pursuant to Education Code 51720-51724.

For an evening high school operated pursuant to Education Code 51720-51724, the number of days, specific days of the week, and number of hours during which the program shall be in session ~~shall~~ **may** be determined by the Board. (Education Code 46141, 51721)

SCHOOL DAY (continued)

Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)

(cf. 6158 - Independent Study)
(cf. 6159 - Individualized Education Program)

Alternative Block Schedule for Secondary Schools

Note: The following **optional** section is for use by districts that choose to create a block schedule pursuant to Education Code 46160-46162; see the accompanying Board policy. In establishing a block schedule, the district should be aware of state law (Education Code 51222) that requires secondary students to attend physical education courses for at least 400 minutes each 10 school days; see AR 6142.7 - Physical Education and Activity. Although the daily alternating block schedule, often referred to as the A/B block schedule, does fulfill the requirement for physical education minutes, other block schedules do not and thus require a waiver from the State Board of Education (SBE). See SBE Waiver Policy #99-03 for waiver criteria.

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

Note: The following optional paragraph is for use by districts that maintain an early college high school or middle college high school. Pursuant to Education Code 46160, as amended by AB 99 (Ch. 15, Statutes of 2017), such districts may schedule classes in these schools so that students who satisfy the provisions of Education Code 46146.5 in regard to part-time enrollment at community college, the California State University, or the University of California attend classes for at least 900 minutes during any five-school day period or 1,800 minutes during any 10-school day period.

An early college high school or middle college high school may be scheduled so that students attend classes for at least 900 minutes during any five-school day period or 1,800 minutes during any 10-school day period. (Education Code 46160)

Policy Reference UPDATE Service
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CSBA Sample
Board Policy

Instruction BP 6170.1(a)

TRANSITIONAL KINDERGARTEN

Note: The following policy is for use by districts that maintain kindergarten and may be revised to reflect district practice. Education Code 48000 provides that children are eligible for kindergarten enrollment if they have their fifth birthday on or before September 1 in that school year; see AR 5111 - Admission. Pursuant to Education Code 48000, any child whose birthday is between September 2 and December 2 must be offered a transitional kindergarten (TK) program.

Education Code 48000 defines TK as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Many of the requirements applicable to kindergarten (e.g., class size, minimum school day, facilities) are also applicable to TK. The district will receive **funding based on** average daily attendance (ADA) for students in a TK program that meets the requirements specified in Education Code 48000.

For guidance on implementing TK programs, see the Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, published by the California Department of Education (CDE).

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The **TK** program shall assist ~~TK children~~ **students** in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in ~~program~~ **the** development, implementation, and evaluation **of the district's TK program**.
(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

Eligibility

~~Note: Pursuant to Education Code 48200, each person between the ages of 6 and 18 years is subject to compulsory full-time education, unless otherwise exempted by law. Thus, parents/guardians are not required to enroll children in TK or kindergarten but, if they do so, are subject to the age criteria specified below.~~

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Note: The CDE's "Transitional Kindergarten FAQs" clarify that children are required to have documentation of required immunizations or a valid exemption prior to admission to TK. For information about required immunizations and exemptions, see BP/AR 5141.31 - Immunizations.

TRANSITIONAL KINDERGARTEN (continued)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

Note: The following paragraph is **optional.** If the district chooses to allow kindergarten-eligible children to enroll in the TK program, CDE recommends that the district establish criteria to determine selection requirements. The parent/guardian of a kindergarten-eligible child who is enrolled in TK must, at the end of the year, sign a Kindergarten Continuance Form verifying that he/she agrees to have the child continue in kindergarten the following year; see section "Continuation in Kindergarten" below.

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

Note: The following paragraph is **optional**. Pursuant to Education Code 48000, ~~as amended by AB 104 (Ch. 13, Statutes of 2015),~~ the district may, at its discretion, determine whether to allow admittance of children whose fifth birthday is after December 2. Such students may be admitted at any time during the school year, including at the beginning of the year. **Education Code 48000 provides that districts will not receive ADA apportionment for a child whose birthday is after December 2 until the child reaches his/her fifth birthday.**

~~The district may, a~~**A**t any time during the school year, **the district may** admit into the TK program a child whose fifth birthday is after December 2 and before February 1 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest **and the child's parents/guardians approve**. The district may also admit into the TK program a child whose fifth birthday is after February 1, provided the Superintendent or designee determines that enrollment is in the child's best interest. Before making that determination, however, the kindergarten teachers will assess the child to determine the kindergarten readiness of the child. Any student who turns five after December 2 can be denied admittance to the TK program if the Superintendent or designee determines that the admittance of an additional student would unfavorably impact the size of the class. Prior to enrollment of a child whose fifth birthday is after December 2 the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

TRANSITIONAL KINDERGARTEN (continued)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Note: ~~As amended by SB 858 (Ch. 32, Statutes of 2014),~~ Education Code 48000 states the Legislature's intent that the TK curriculum be aligned to the California Preschool Learning Foundations developed by the CDE. These standards address essential skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's web site.

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English Learners)

Note: The following **optional** paragraph may be revised to reflect district practice. Education Code 37202**, as amended by AB 99 (Ch. 15, Statutes of 2017), permits districts to maintain TK and kindergarten classes for different lengths of time during the school day, either at the same or a different school site. Districts offering TK classes for different lengths of time are still required to meet the minimum and maximum length of school day provided in law.** ~~requires that all elementary schools in the district be maintained for an equal length of time during the school year. In its "Transitional Kindergarten FAQs," the CDE has interpreted this to mean that the district's annual instructional minutes offered to TK students should be the same as the number of instructional minutes offered to kindergarten students, as reflected in its annual audit.~~ Pursuant to Education Code 46111 and 46117, at the kindergarten **and TK** level the minimum school day is three hours (180 minutes), **including recess but excluding noon intermission,** and the maximum school day is four hours (240 minutes), **excluding recess,** unless the district has adopted an extended-day kindergarten pursuant to Education Code 8973. However, pursuant to Education Code 46119, if the district has fewer than 40 kindergarten students, **the Governing Board** ~~it~~ may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, **including recesses,** taught on the same day by the same teacher. Also see AR 6112 - School Day.

Pursuant to Education Code 48003, districts are required to provide an annual report to the CDE regarding the type of kindergarten program offered by the district, including part day, full day, or both. The School Information Form 2017, located on the CDE web site, requires a report on the type of TK program offered.

The Board shall ~~fix~~ **establish** the length**(s)** of the school day in the district's TK program**.** ~~, which~~ **TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is** ~~shall be~~ at least three hours but no more than

TRANSITIONAL KINDERGARTEN (continued)

four hours. **The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46117, 48003)**

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

Note: The following **optional** paragraph may be revised to reflect district practice. According to the CDE's "Transitional Kindergarten FAQs," it is the intent of the law to provide separate and unique experiences for TK and kindergarten students. However, districts have flexibility to determine how best to meet the curricular needs of each child and whether TK and kindergarten students may be enrolled in the same classrooms.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

Note: To be qualified to teach a TK class, the teacher must possess an appropriate multiple subjects or early childhood education credential issued by the Commission on Teacher Credentialing (CTC) authorizing instruction in TK. ~~As amended by SB 876 (Ch. 687, Statutes of 2014),~~ Education Code 48000 establishes additional requirements for credentialed teachers who are first assigned to a TK class after July 1, 2015, as provided below.

TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

TRANSITIONAL KINDERGARTEN (continued)

Continuation to Kindergarten

Note: The following section is consistent with guidance in the CDE's "Transitional Kindergarten FAQs."

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

Note: The following **optional** paragraph is for use by districts that allow kindergarten-eligible children to enroll in TK; see "Eligibility" section above. When such students are subsequently enrolled in kindergarten, the district is required to obtain a signed Kindergarten Continuance Form in order to receive kindergarten ADA for those children since they would otherwise be age-eligible for first grade. CDE recommends that approval for a student to continue in kindergarten not be sought until near the end of the year of TK, since permission obtained unreasonably far in advance could be found invalid.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

Note: Pursuant to Education Code 46300, the district may not include for ADA purposes the attendance of any student for more than two years in a combination of TK and kindergarten.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

Note: The following section may be revised to reflect district practice. One assessment resource for TK students is the CDE's Desired Results Developmental Profile, which is designed to assess the developmental progression of all children from early infancy to kindergarten entry.

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

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

Legal Reference: (see next page)

TRANSITIONAL KINDERGARTEN (continued)

Legal Reference:

EDUCATION CODE
8973 Extended-day kindergarten
37202 School calendar; equivalency of instructional minutes
44258.9 Assignment monitoring by county superintendent of schools
46111 Kindergarten, hours of attendance
46114-46119 Minimum school day, kindergarten
46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten
48000 Age of admission, kindergarten and transitional kindergarten
48002 Evidence of minimum age required to enter kindergarten or first grade
48003 Kindergarten annual report
48200 Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS
What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Transitional Kindergarten FAQs
Desired Results Developmental Profile, 2015
Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013
California Preschool Curriculum Framework, Vol. 1, 2010
California Preschool Learning Foundations, Vol. 1, 2008
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
California Kindergarten Association: http://www.ckanet.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Transitional Kindergarten California: http://www.tkcalifornia.org

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AGENDA ITEM 14.0
ACTION ITEM: ACTION ITEM: First Reading of Board Policies, Administrative Regulations and Board Bylaws

BACKGROUND
The District receives from the California School Boards Association periodic updates of Policies, Regulations and Bylaws that reflect current law and court decisions. The following roster is brought forward with the California School Board Association's recommendations.

ATTACHMENTS
- **BP 0400, Comprehensive Plans (BP revised)**
- **BP/AR 0460, Local Control and Accountability Plan (BP/AR revised)**
- **BP 0500, Accountability (BP revised)**
- **BP/AR 0520.2, Title I Program Improvement Schools (BP/AR both deleted)**
- **BP 0520.3, Title I Program Improvement Districts (BP deleted)**
- **BP/AR 1113, District and School Web Sites (BP/AR revised)**
- **BP 3280, Sale or Lease of District-Owned Real Property (BP revised)**
- **BP 3513.4, Drug and Alcohol Free Schools (BP NEW)**
- **AR 3515.6, Criminal Background Checks for Contractors (AR revised)**
- **BP 4140/4240/4340, Bargaining Units (BP revised)**
- **BP/AR 5113.1, Chronic Absence and Truancy (BP/AR revised)**
- **BP/AR 5117, Interdistrict Attendance (BP/AR revised)**
- **AR 5125.2, Withholding Grades, Diploma or Transcripts (AR revised)**
- **BP 5131.6, Alcohol and Other Drugs (BP revised)**
- **E 5131.63, Steroids (E deleted)**
- **BP/AR 6020, Parent Involvement (BP/AR revised)**
- **BP 6153, School-Sponsored Trips (BP revised)**
- **AR 6173.1, Education for Foster Youth (AR revised)**
- **BP/AR 6173.2, Education of Children of Military Families (BP/AR revised)**

BUDGETED
☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION
The Board will take action to adopt the roster for first reading.

NOTES

ACTION	*Moved*	*Seconded*
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*		

Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

POLICY GUIDE SHEET
(Agenda Item 14.0)
November 2017

BP 0400 - Comprehensive Plans
(BP revised)

Policy updated to include the local control and accountability plan (LCAP) as a comprehensive plan of the district and to emphasize the need for consistency among the documents that set direction for the district.

BP/AR 0460 - Local Control and Accountability Plan
(BP/AR revised)

Policy and regulation updated to delete references to 5 CCR 15497.5 (repealed) which formerly contained the LCAP template. The LCAP template continues to be approved by the State Board of Education and is available on the California Department of Education (CDE) web site. Policy also adds a definition of "numerically significant student subgroups" whose needs must be addressed in the LCAP. Regulation also deletes requirement to use the state's Academic Performance Index (API) as a measure of student achievement, as the API has been replaced by a new state accountability system.

BP 0500 - Accountability
(BP revised)

Policy updated to reflect the new state accountability system (the California School Dashboard), which consists of both state and local indicators to assist districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP.

BP/AR 0520.2 - Title I Program Improvement Schools
(BP/AR deleted)

Policy and regulation deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

BP 0520.3 - Title I Program Improvement Districts
(BP deleted)

Policy deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

BP/AR 1113 - District and School Web Sites
(BP/AR revised)

Policy updated to (1) clarify the district's responsibility to make district and school web sites accessible to individuals with disabilities; (2) reflect laws prohibiting web site operators from using web site information to amass a profile about a student, engage in targeted advertising to students, or sell or disclose a student's information, including **NEW LAW (AB 2799, 2016)** which prohibits such activities for web sites used primarily for preschool and prekindergarten purposes; and (3) clarify options related to posting student photographs on district and school web sites together with their names. Regulation updated to (1) add section on "Design Standards," including standards for web site accessibility to individuals with disabilities; (2) reflect **NEW LAW (AB 2257, 2016)** which requires posting a prominent, direct link to the current board meeting agenda or to an integrated agenda management platform, effective January 1, 2019; and (3) clarify requirements related to posting copyrighted material.

BP 3280 - Sale or Lease of District-Owned Real Property
(BP revised)

Policy updated to delete the requirement to first offer surplus property to a charter school with at least 80 students. Material regarding the appointment of the district advisory committee expanded to specify the circumstances under which the district is not required to appoint a committee, including the exception for the sale, lease, or rental of excess property to be used for teacher or other employee housing pursuant to **NEW LAW (AB 1157, 2017)**. Policy expands section on "Use of Proceeds" to reflect additional legal requirements, and deletes the authority (repealed) to use the proceeds from the sale of surplus property for any one-time general fund purpose provided that the district adopted a plan and made certain certifications to the State Allocation Board.

BP 3513.4 - Drug and Alcohol Free Schools
(BP added)

New policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property and addresses enforcement and discipline for violations of this policy. Policy also reflects **NEW LAW (Proposition 64, 2016)** which prohibits any person from possessing, smoking, or ingesting cannabis on school grounds while children are present.

AR 3515.6 - Criminal Background Checks for Contractors
(AR revised)

Regulation updated to reflect **NEW LAW (AB 949, 2017)** which requires criminal background checks for sole proprietors who contract with the district to provide specified services, if they will have contact with children, and provides that it is the responsibility of the district to prepare and submit the fingerprints of the sole proprietor to the Department of Justice. Regulation also reorganized to clarify criminal background check requirements applicable to entities contracting for construction, reconstruction, rehabilitation, or repair of a school facility.

BP 4140/4240/4340 - Bargaining Units
(BP revised)

Policy updated to reflect **NEW LAW (SB 285, 2017)** which prohibits districts from deterring or discouraging employees from becoming or remaining members of an employee organization. Policy also reflects **NEW LAW (AB 119, 2017)** which requires districts to provide employee organizations with specified contact information for new employees in the bargaining unit and to give employee organizations access to new employee orientations (limited in scope to onboarding sessions where newly hired employees are advised of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters).

BP/AR 5113.1 - Chronic Absence and Truancy
(BP/AR revised)

Policy updated to reflect the inclusion of a chronic absence indicator in the California School Dashboard effective in the fall of 2018, add examples of interventions for attendance problems, and delete section on "School Attendance Review Board" since that material is now covered in BP/AR 5113.12 - District School Attendance Review Board. Regulation updated to delete references to 5 CCR 15497.5 (repealed), which formerly contained the LCAP template that is now available on the CDE web site, and to delete section on the appointment and general duties of attendance supervisors, now covered in AR 5113.11 - Attendance Supervision.

BP/AR 5117 - Interdistrict Attendance
(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 99, 2017)** which makes a number of changes to the school district of choice program, including (1) requiring a participating district to register as a school district of choice with the Superintendent of Public Instruction and the county board of education by July 1, 2018; (2) expanding the factors that must not be considered by districts in the selection process; and (3) revising the requirements for annually reporting the disposition of transfer requests. Regulation updated to reflect provisions of AB 99 related to public announcements regarding the program, priorities for admission, and the timeline for notification of a student's provisional acceptance or rejection. Regulation also reflects **NEW LAW (SB 344, 2017)** which gives the county board in a class 1 county, as defined, 60 calendar days to decide an appeal when a district denies a transfer under an interdistrict attendance agreement. Section on "Transfers Out of the District" moved from BP to AR, and revised to reflect **NEW LAW (AB 2659, 2016)** which provides that a district must not prohibit the transfer of a child of a military family to any district that approves the transfer.

AR 5125.2 - Withholding Grades, Diploma or Transcripts
(AR revised)

Regulation updated to clarify the circumstances under which the district may withhold a student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages to or loss of district property willfully caused by the student. Regulation also clarifies the student's due process rights, as well as the requirement to continue to withhold the grades, diploma, and/or transcripts when such a student transfers from one district to another.

BP 5131.6 - Alcohol and Other Drugs
(BP revised)

Policy updated to reflect the goals and purposes of the federal Student Support and Academic Enrichment Grants program, as established by the Every Student Succeeds Act. Policy also deletes material on drug and alcohol master plans and county primary prevention programs, since the related laws repealed on their own terms.

E 5131.63 - Steroids
(E deleted)

Exhibit deleted since the California Interscholastic Federation provides the sample agreement that student athletes and parents/guardians must sign to promise that the student will not use steroids or banned dietary supplements.

BP/AR 6020 - Parent Involvement
(BP/AR revised)

Policy and regulation updated to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. Policy also reflects parent involvement as a state priority that must be addressed in the district's LCAP.

BP 6153 - School-Sponsored Trips
(BP revised)

Policy updated to reflect **NEW LAW (AB 341, 2017)** which eliminates the prohibition against the use of district funds to pay for the expenses of students participating in field trips or excursions to another state, to the District of Columbia, or to a foreign country.

AR 6173.1 - Education for Foster Youth
(AR revised)

Regulation updated to reflect the Every Student Succeeds Act, which amends the definition of a foster youth's "best interest" and requires districts and child welfare agencies to come to an agreement as to how transportation will be provided to enable foster youth to attend their school of origin.

BP/AR 6173.2 - Education of Children of Military Families
(BP/AR revised)

Policy updated to reflect the Every Student Succeeds Act, which provides that military-connected students will be assigned a national identification number to facilitate monitoring of their academic progress and requires districts to issue an annual report card that includes state achievement results for such students. Policy also adds optional language on collaborating with the military's school liaison officers and providing staff development related to the educational rights of military-connected students. Regulation updated to add material regarding the transfer of course credits, exemption from local graduation requirements when a student transfers after the completion of the second year of high school, and use of the uniform complaint procedures for allegations of noncompliance by the district, pursuant to **NEW LAW (AB 365, 2017)**. Regulation also reflects **NEW LAW (SB 455, 2017)** which provides that a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation within the state, and **NEW LAW (AB 2659, 2016)** which provides that districts must not prohibit the transfer of a military-connected student out of the district regardless of whether the district has an interdistrict transfer agreement with another district.

CSBA Sample
Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans BP 0400(a)

COMPREHENSIVE PLANS

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

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

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

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

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

COMPREHENSIVE PLANS (continued)

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

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

(cf. 0420 - School Plans/Site Councils)

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

Legal Reference:
EDUCATION CODE
32280-32289 School safety plans
35035 Powers and duties of the superintendent
35291 Rules (power of governing board)
39831.3 Transportation safety plan
52060-52077 Local control and accountability plan
56195-56195.10 Comprehensive local plans for special education
56205-56208 Requirements for special education plan
64001 Single school plan for student achievement, consolidated application programs
CODE OF REGULATIONS, TITLE 5
560 Civil defense and disaster preparedness plans
UNITED STATES CODE, TITLE 20
6312 Local educational agency plan

Management Resources:
~~*CSBA PUBLICATIONS*~~
~~*Maximizing School Board Leadership: Vision, 1996*~~
WEB SITES
CSBA: http://www.csba.org

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Policy Reference UPDATE Service
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CSBA Sample
Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans BP 0460(a)

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Note: The following policy is **optional**. Education Code 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a local control and accountability plan (LCAP). Pursuant to Education Code 52060, the LCAP must include goals and actions aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of **supplemental and concentration grants under** the local control funding formula); and (8) student outcomes in the specified course of study. Education Code 52060 provides that, in addition to addressing the state priorities in the LCAP, the district may establish and address local priorities. Examples include priorities for student wellness and other conditions of children, professional development, community involvement, and effective governance and leadership. See the accompanying administrative regulation for further information about the required content of the LCAP.

~~The LCAP is a key component of the state accountability system. Pursuant to Education Code 52064.5, the State Board of Education (SBE) has adopted evaluation rubrics (called the "California School Dashboard") which will assist districts in evaluating their progress toward the goals in their LCAP. Under the flexibility provided by the federal Every Student Succeeds Act (ESSA) (P.L. 114-95), California has begun to streamline local, state, and federal requirements into a single, coherent system for planning, accountability, and school improvement and support.~~

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

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

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

The Board shall adopt a districtwide local control and accountability plan (LCAP), ~~following~~ **based on** the template ~~provided in 5 CCR 15497.5~~ **adopted by the State Board of Education**, that addresses the state priorities in Education Code 52060 and any local

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060**, 52064**; 5 CCR ~~15497.5~~ **15494-15497**)

(cf. 3100 - Budget)

Note: Education Code 52060 requires that the LCAP include annual goals to be achieved for all students and for each numerically significant student subgroup as defined in Education Code 52052. For schools with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval by the SBE. In addition, several state priorities address programs and services for "unduplicated students," as defined in Education Code 42238.01-42238.02.

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

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

(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)

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

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6173 - Education for Homeless Children)

~~Note: Education Code 52062 requires the district to ensure that the specific actions included in the LCAP are consistent with strategies in the single plan for student achievement (SPSA) submitted by each school pursuant to Education Code 64001; see BP/AR 0420 - School Plans/Site Councils for SPSA requirements. In addition, the LCAP template in 5 CCR 15497.5 allows for the LCAP to be supplemented with information contained in other plans, including the Title I local educational agency plan required by 20 USC 6312 (see BP/AR 6171 - Title I Programs).~~

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

(cf. 0420 - School Plans/Site Councils)

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

(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

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

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

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

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)
(cf. 4140/4240/4340 - Bargaining Units)
(cf. 6020 - Parent Involvement)

Public Review and Input

Note: Pursuant to Education Code 52063 and 5 CCR 15495, the Board is required to establish a parent advisory committee that is composed of a majority of parents/guardians and includes at least one parent/guardian of an unduplicated student. In addition, if district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board is required to establish an English learner parent advisory committee which, pursuant to 5 CCR 15495 ~~as amended~~, must include a majority of parents/guardians of English learners. The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063 and 5 CCR 15945. However, the district should consider whether such opportunities need to be expanded to achieve significant levels of stakeholder involvement in the planning process as intended by the law.

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

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

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

Note: Education Code 52062 requires notification to the public of the opportunity to submit written comments on the proposed LCAP, including notification in the primary language of parents/guardians when required by Education Code 48985. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students must be written in the primary language as well as in English; see BP 5145.6 - Parental Notifications.

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

(cf. 5145.6 - Parental Notifications)

Note: Pursuant to Education Code 305, ~~as amended by Proposition 58 (November 2016) and effective July 1, 2017,~~ the LCAP parent and community engagement process must include solicitation of input as described in the following paragraph. Also see BP/AR 6174 - Education for English ~~Language~~ Learners for further information regarding the types of language acquisition programs that may be offered to students.

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

Note: Pursuant to Education Code 42127, the Board ~~cannot~~ **must not** adopt a district budget until the LCAP is in place for the budget year; see BP 3100 - Budget. The budget must include the expenditures necessary to implement the plan that will be effective during the subsequent fiscal year. If it does not, the County Superintendent of Schools will disapprove the district's budget.

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

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

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

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Submission of Plan to County Superintendent of Schools

Note: Education Code 52070 requires the district to submit the LCAP to the County Superintendent. The County Superintendent may seek written clarification of the contents of the plan and may submit recommendations for amendments as provided below. He/she is required to approve the LCAP on or before October 8 if he/she determines that (1) the LCAP adheres to the template ~~in 5 CCR 15497.5~~ **adopted by the SBE**; (2) the district budget includes expenditures sufficient to implement the specific actions in the LCAP; and (3) the LCAP adheres to supplemental and concentration grant expenditure requirements specified in Education Code 42238.07 for unduplicated students. In determining whether the district has fully demonstrated that it will use supplemental and concentration funds to increase or improve services for unduplicated students, 5 CCR 15497 requires the County Superintendent to review any descriptions of districtwide or schoolwide services provided.

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

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

Monitoring Progress

Note: The following **optional** paragraph may be revised to reflect the district's timeline for reviewing ~~evaluations of~~ the progress and effectiveness of strategies included in the LCAP. ~~Such r~~**R**eports should be provided to the Board in sufficient time to allow for any necessary changes in the annual update to the LCAP by July 1 of each year, as required by Education Code 52060-52061. The California School Dashboard provides a tool to assist in evaluation of district and school performance and includes all of the state priorities for the LCAP described in Education Code 52060.

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

(cf. 0500 - Accountability)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Technical Assistance/Intervention

Note: Pursuant to Education Code 52071, the Board may, at its discretion and at the district's expense, request technical assistance as described in items #1-3 below. In addition, the County Superintendent is required to provide such technical assistance whenever he/she does not approve the district's LCAP and/or the district fails to improve student achievement across more than one state priority described in Education Code 52060, as determined using the ~~SBE evaluation rubric~~ **Dashboard**.

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

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities**,** and review of effective, evidence-based programs that apply to the district's goals

2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups

3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

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

Note: Education Code 52072 provides that the SPI, with approval of the SBE, may intervene when a district meets both of the following criteria: (1) the district did not improve the outcomes for three or more student subgroups identified pursuant to Education Code 52052, or all of the student subgroups if the district has fewer than three subgroups, in regard to more than one state or local priority in three out of four consecutive school years; and (2) the California Collaborative for Educational Excellence (CCEE) has provided advice and assistance to the district and submits a finding that the district failed or is unable to implement the CCEE's recommendations or that the district's inadequate performance is so persistent or acute as to require intervention. For any district identified as needing intervention, the SPI or an academic trustee appointed by the SPI may, with approval of the SBE, take one or more of the actions listed in items #1-3 below.

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

1. Revision of the district's LCAP

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

2. Revision of the district's budget in accordance with changes in the LCAP

3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

EDUCATION CODE
305-306 English language education
17002 State School Building Lease-Purchase Law, including definition of good repair
33430-33436 Learning Communities for School Success Program; grants for LCAP implementation
41020 Audits
42127 Public hearing on budget adoption
42238.01-42238.07 Local control funding formula
44258.9 County superintendent review of teacher assignment
48985 Parental notices in languages other than English
51210 Course of study for grades 1-6
51220 Course of study for grades 7-12
52052 ~~Academic Performance Index; n~~Numerically significant student subgroups
52060-52077 Local control and accountability plan
52302 Regional occupational centers and programs
52372.5 Linked learning pilot program
54692 Partnership academies
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission
60811.3 Assessment of language development
64001 Single plan for student achievement
99300-99301 Early Assessment Program
CODE OF REGULATIONS, TITLE 5
*15494-~~15497.5~~ **15497** Local control and accountability plan and spending requirements*
UNITED STATES CODE, TITLE 20
6312 Local educational agency plan
6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS
Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016
LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
California School Dashboard
LCFF Frequently Asked Questions
Local Control and Accountability Plan and Annual Update (LCAP) Template
~~Every Student Succeeds Act – Update #6, January 18, 2017~~
Family Engagement Framework: A Tool for California School Districts, 2014
California Career Technical Education Model Curriculum Standards, 2013

Management Resources continued: (see next page)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Management Resources: (continued)

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)

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

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

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

California School Dashboard: http://www.caschooldashboard.org

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CSBA Sample
Administrative Regulation

Philosophy, Goals, Objectives, and Comprehensive Plans AR 0460(a)

LOCAL CONTROL AND ACCOUNTABILITY PLAN

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

Goals and Actions Addressing State and Local Priorities

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

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

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

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

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

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English Learners)

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

(cf. 3553 - Free and Reduced Price Meals)
(cf. 6020 - Parent Involvement)
(cf. 6173.1 - Education for Foster Youth)

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

d. Student achievement, as measured by all of the following as applicable:

(1) Statewide assessments of student achievement

~~(2) Academic Performance Index~~

~~(3)~~ **(2)** The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692

~~(4)~~ **(3)** The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

~~(5)~~ **(4)** The English learner reclassification rate

~~(6)~~ **(5)** The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher

~~(7)~~ **(6)** The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

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

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

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

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

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

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

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

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

2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

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

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

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

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

(cf. 0510 - School Accountability Report Card)

Increase or Improvement in Services for Unduplicated Students

Note: The following section is for use by districts that receive LCFF supplemental and/or concentration **grant** funds. Such districts are required to increase or improve services for unduplicated students in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

students; see BP 3100 - Budget. 5 CCR 15494-15496~~, as amended by Register 2015, No. 2,~~ specify the method for determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students in the fiscal year.

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

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

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

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis

2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas

3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory. ~~(5 CCR 15496)~~

Annual Updates

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

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above

2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment

Note: Pursuant to Education Code 52061, the annual update to the LCAP must include expenditures for specific actions included in the LCAP and expenditures serving unduplicated students. Education Code 52061 requires that the expenditures specified in items #3-4 below be classified in accordance with the California School Accounting Manual.

3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above

4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

Availability of the Plan

Note: Education Code 52065 requires the district to post its LCAP and annual update or revisions to the LCAP on the district web site. In addition, the County Superintendent of Schools is required to post all district LCAPs, or links to those plans, on the county office of education web site and to transmit all such plans to the SPI, who will then post links to all plans on the California Department of Education web site.

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

(cf. 1113 - District and School Web Sites)

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Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans BP 0500(a)

ACCOUNTABILITY

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

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

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 2140 - Evaluation of the Superintendent)
*(cf. 3460 - Financial ~~Accountability and Reports~~ **Reports and Accountability**)*
(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6190 - Evaluation of the Instructional Program)
(cf. 9400 - Board Self-Evaluation)

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

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

ACCOUNTABILITY (continued)

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

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

~~Indicators of district progress in improving student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system.~~ **District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.**

(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
~~*(cf. 6162.52 - High School Exit Examination)*~~

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

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

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

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

The district and each district school shall demonstrate comparable improvement in academic achievement~~, as measured by the API,~~ for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically

disadvantaged students, English learners, students with disabilities, foster youth, and homeless students**,** when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless students. (Education Code 52052)

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

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

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the ~~local control and accountability plan (~~LCAP~~)~~.

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

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

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

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

ACCOUNTABILITY (continued)

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

Legal Reference:

EDUCATION CODE
33127-33129 Standards and criteria for fiscal accountability
33400-33407 California Department of Education evaluation of district programs
44660-44665 Evaluation of certificated employees
51041 Evaluation of the educational program
52052-52052.1 ~~Academic Performance Index~~ ***Public school performance accountability program***
~~52055.57-52055.59 Districts identified or at risk of identification for program improvement~~
52060-52077 Local control and accountability plan
56366 Nonpublic, nonsectarian schools
60640-60649 California Assessment of Student Performance and Progress
CODE OF REGULATIONS, TITLE 5
1068-1074 Alternative schools accountability model, assessments
15440-~~15463~~ ***15464*** *Standards and criteria for fiscal accountability*
UNITED STATES CODE, TITLE 20
6311 Accountability, ~~adequate yearly progress~~ ***state plan***
6312 Local educational agency plan
~~6316 School and district improvement~~
CODE OF FEDERAL REGULATIONS, TITLE 34
~~200.13-200.20~~ ***200.12-200.24*** *~~Adequate yearly progress~~* ***State accountability system***
200.30-~~200.53~~ ***200.48*** *~~Program improvement~~* ***State and LEA report cards and plans***

Management Resources:

WEB SITES
CSBA: http://www.csba.org
California Department of Education, Accountability: http://www.cde.ca.gov/ta/ac
California School Dashboard: http://www.caschooldashboard.org
U.S. Department of Education: http://www.ed.gov

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CSBA Sample
Board Policy

Community Relations BP 1113(a)

DISTRICT AND SCHOOL WEB SITES

Note: The following **optional** policy is for use by districts that maintain their own web site(s) and may be revised to reflect district practice. District strategies for effective use of web sites may be incorporated into the district's comprehensive communications plan; see BP 1100 - Communication with the Public.

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

(cf. 0000 - Vision)
(cf. 0440 - District Technology Plan)
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1114 - District-Sponsored Social Media)
(cf. 6020 - Parent Involvement)

Design Standards

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

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

DISTRICT AND SCHOOL WEB SITES (continued)

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

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

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

~~Guidelines for~~ Web Site Content

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

Note: ~~The district may determine whether or not to post advertising of a commercial nature on district and school web sites. The following optional paragraph provides that the district will apply the same policy it has established for advertising in school-sponsored publications (see BP 1325 - Advertising and Promotion) and may be revised to reflect district practice.~~ **The following optional paragraph ensures consistency of district policies regarding advertising and may be revised to reflect district practice.**

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

(cf. 1325 - Advertising and Promotion)

Privacy Rights

Note: Business and Professions Code 22580-22582 prohibit an operator of a web site from knowingly using, disclosing, compiling, or allowing a third party to use, disclose, or compile the personal information of a minor for the purpose of marketing or advertising specified types of products or services. Business and Professions Code 22584-22585 prohibit the operator of a web site that provides services to K-12 students from selling or disclosing specified student information or knowingly using that student information to engage in targeted advertising to students or parents/guardians or to amass a profile about a student. Business and Professions Code 22586, as added by AB 2799 (Ch. 620, Statutes of 2016), provides a similar prohibition for the operator of a web site used, designed, and marketed primarily for preschool or prekindergarten purposes from knowingly engaging in specified activities, including targeted advertising, selling or disclosing a student's information, and using specified information to amass a profile about a student except in furtherance of preschool or prekindergarten purposes. See BP 5125 - Student Records for further information regarding protection of student information.

DISTRICT AND SCHOOL WEB SITES (continued)

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

(cf. 1340 - Access to District Records)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 5125 - Student Records)

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

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

(cf. 5125.1 - Release of Directory Information)

Note: The following options address the use of students' photographs on district or school web sites. Option 1 is for use by districts that, pursuant to Education Code 49061 and 34 CFR 99.3, ~~have~~ include~~d~~ photographs in the definition of directory information**,** as specified in AR 5125.1 - Release of Directory Information, and ~~thus allow parents/guardians the opportunity to request that their child's photograph not be released~~ **publish student photographs along with their names unless a parent/guardian requested in writing that no photographs of their child be released** without their prior written consent. Option 2 is for use by districts that do not ~~wish to~~ allow students' photographs to be published along with their names ~~without~~ **unless** specific consent **for such publication is received from the parent/guardian**.

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

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

Note: The remainder of this policy is for use by all districts.

DISTRICT AND SCHOOL WEB SITES (continued)

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

Note: The following optional paragraph may be revised to reflect district practice. It is recommended that districts not post employees' home addresses, personal telephone numbers, or personal email addresses on district or school web sites, in order to maintain employee privacy and safety. If such information is posted, employees should be informed that using a personal account or device to receive communications regarding district business does not categorically exclude these records from disclosure upon request under the California Public Records Act (Government Code 6250-6270), pursuant to the California Supreme Court's decision in City of San Jose v. Superior Court. See BP 1340 - Access to District Records, AR 3580 - District Records, and BB 9012 - Board Member Electronic Communications.

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

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

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

(cf. 3515.3 - District Police/Security Department)

Legal Reference:

EDUCATION CODE
35182.5 Contracts for advertising
35258 Internet access to school accountability report cards
48907 Exercise of free expression; rules and regulations
48950 Speech and other communication
49061 Definitions, directory information
49073 Release of directory information
60048 Commercial brand names, contracts or logos
BUSINESS AND PROFESSIONS CODE
22580-22582 Digital privacy
22584-22585 Student Online Personal Information Protection Act
22586 Preschool and prekindergarten privacy

Legal Reference continued: (see next page)

DISTRICT AND SCHOOL WEB SITES (continued)

Legal Reference: (continued)

GOVERNMENT CODE
3307.5 Publishing identity of public safety officers
6254.21 Publishing addresses and telephone numbers of officials
6254.24 Definition of public safety official
11135 Nondiscrimination; accessibility to state web sites
PENAL CODE
14029.5 Prohibition against publishing personal information of person in witness protection program
UNITED STATES CODE, TITLE 17
~~101-1101 Federal copyright law~~
101-122 Subject matter and scope of copyright
504 Penalties for copyright infringement
UNITED STATES CODE, TITLE 20
1232g Federal Family Educational Rights and Privacy Act
UNITED STATES CODE, TITLE 29
705 Definitions; Vocational Rehabilitation Act
794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 16
312.1-312.12 Children's Online Privacy
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
104.1-104.61 Nondiscrimination on the basis of disability
COURT DECISIONS
City of San Jose v. Superior Court, (2017) 2 Cal.5th 608
Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Management Resources:

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter, May 26, 2011
Joint Dear Colleague Letter: Electronic Book Readers, June 2010
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
Accessibility of State and Local Government Websites to People with Disabilities, June 2003
WORLD WIDE WEB CONSORTIUM PUBLICATIONS
Web Content Accessibility Guidelines, December 2008
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Web Accessibility Standards: http://www.cde.ca.gov/re/di/ws/webaccessstds.asp
California School Public Relations Association: http://www.calspra.org
U.S. Department of Education, Office for Civil Rights: https://www2.ed.gov/about/offices/list/ocr
U.S. Department of Justice, Americans with Disabilities Act: http://www.ada.gov
World Wide Web Consortium, Web Accessibility Initiative: http://www.w3.org/wai

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CSBA Sample
Administrative Regulation

Community Relations AR 1113(a)

DISTRICT AND SCHOOL WEB SITES

Note: The following **optional** administrative regulation is for use by districts that maintain their own web site(s) and ~~may~~ **should** be revised to reflect district practice.

Design Standards

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

Note: Pursuant to Title II of the Americans with Disabilities Act (42 USC 12131-12134) and Section 504 of the Rehabilitation Act of 1973 (29 USC 705, 794; 34 CFR 104.1-104.39), districts have an obligation to provide an equal opportunity to individuals with disabilities to participate in and receive the benefits of the educational program. Such obligations have been interpreted by the U.S. Department of Education's Office for Civil Rights (OCR) to include the requirement that district web sites be accessible to individuals with disabilities. See the OCR's June 2010 and May 2011 Dear Colleague Letters.

While there are no explicit standards detailed in law or regulations addressing accessible features, the World Wide Web Consortium's Web Content Accessibility Guidelines 2.0 and Web Accessibility Initiative Accessible Rich Internet Applications Suite are widely used tools that may serve as guidelines for district and school web sites. Additionally, examples of technical standards for accessibility are available on the California Department of Education's web site.

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

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

~~Guidelines for~~ Web Site Content

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

DISTRICT AND SCHOOL WEB SITES (continued)

For all Governing Board meetings occurring on and after January 1, 2019, Government Code 54954.2, as amended by AB 2257 (Ch. 265, Statutes of 2016), requires the district to post a "prominent, direct link" to the current Board meeting agenda on the primary homepage of the district's web site. However, districts that use an integrated agenda management platform (i.e., a web site dedicated to providing the entirety of the agenda information for the Board) are exempt from this requirement if a direct link to the platform is posted on the homepage and the current agenda is the first agenda available at the top of the platform. Government Code 54954.2 specifies that agendas posted either through a direct link or through use of an integrated agenda management platform must be (1) retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications; (2) platform independent and machine readable; and (3) available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

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

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

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

Note: In determining ~~who will be allowed~~ **whether to limit or allow the ability of certain groups or individuals** to provide content for district or school web sites, districts should consult with legal counsel on matters pertaining to protected speech and equal access**;**~~. In the event of litigation on this issue, one approach a court might use would be to draw analogies with protections that currently exist for the print medium (~~see BP/AR 5145.2 - Freedom of Speech/Expression **and** ~~) and regulations regarding equal access (see~~ BP/AR 6145.5 - Student Organizations and Equal Access~~)~~.

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

Note: Federal copyright law (17 USC ~~107~~ **106**) **grants a copyright owner the exclusive rights to reproduce, distribute, make derivative works of, publicly perform, or publicly display the copyrighted work or to authorize others to do so. However, pursuant to 17 USC 107, "fair use" (i.e., the**

DISTRICT AND SCHOOL WEB SITES (continued)

reproduction of limited portions of copyrighted materials without the copyright owner's permission) is allowed for such purposes as criticism, comment, news reporting, teaching, scholarship, or research; ~~and the courts have generally provided that teachers, students, and schools are allowed to make "fair use" of published materials for instructional purposes in situations which are not likely to deprive a publisher or an author of income;~~ see BP/AR 6162.6 - Use of Copyrighted Materials. **Even if use of certain copyrighted materials in the district meets the criteria for a fair use exception,** ~~Unless there is a clear statement that~~ text, art, or photos **that** are **not clearly stated to be** in the "public domain" and available for free use ~~such material~~ should not be replicated on a **district or school** web site without prior permission of the **copyright** owner ~~of the copyright~~.

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

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

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

Roles and Responsibilities

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

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

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

DISTRICT AND SCHOOL WEB SITES (continued)

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

Security

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

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CSBA Sample
Board Policy

Business and Noninstructional Operations BP 3280(a)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY

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

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

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

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

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

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

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

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

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

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

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

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

(cf. 1220 - Citizen Advisory Committees)

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

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

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

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

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

Note: When a district is selling any **surplus** property or leasing it with an option to purchase, Education Code 17464 lists the public entities that ~~have~~ **must be given** priority to lease or purchase ~~surplus district properties~~ **the property** and the types of notice that the district must provide such entities before disposing of the property. Under certain circumstances, districts may also need to comply with **the Naylor Act (**Education Code 17485-17500 ~~(the Naylor Act~~), which require**s that** ~~the granting of~~ priority **be given** to public agencies when disposing of any district property that includes a playground, playing field, or land with an outdoor recreational purpose. Under certain conditions, the district may grant priority to licensed child care providers pursuant to Education Code 17458 or may sell surplus property for less than fair market value to public entities for recreational purposes pursuant to Education Code 17230. ~~Pursuant to Education Code 17457.5, as amended by AB 86 (Ch. 48, Statutes of 2013), an offer to sell the property must first be extended to a charter school that: (1) projects an in-district average daily attendance of at least 80 students for the following fiscal year, (2) submitted a written request to the district to be notified of surplus property offered for sale or lease by the district, and (3) intends to use the property exclusively to provide instruction or instructional support.~~ **The requirement to first offer surplus property to a charter school with a projected in-district average daily attendance of at least 80 students expired July 1, 2016 pursuant to the terms of Education Code 17457.5.**

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

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

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

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

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

Resolution of Intention to Sell or Lease

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

(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)

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

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

Acceptance/Rejection of Bids

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

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

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

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

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

(cf. 1431 - Waivers)

Use of Proceeds

Note: Pursuant to Education Code 17462, the proceeds derived from the sale ~~or lease~~ of surplus property **or lease with an option to purchase** must **generally** be used for capital outlay or maintenance**, except as provided below**. ~~However, proceeds from the sale or lease with an option to purchase may be deposited in the district's general fund when the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements. Thus, districts may not apply to the state for new construction or modernization funding during that time period unless certain conditions specified in Education Code 17462 are satisfied.~~In addition, Education Code 17462 requires that the proceeds be used for one-time expenditures and prohibits the use for ongoing expenditures **such as salaries and general operating expenses**. ~~2 CCR 1700 defines "ongoing expenditures" as costs paid by a district's general or special fund in support of salaries.~~ However, 2 CCR 1700 ~~creates an exception and~~ authorizes the use of such proceeds, if approved by the SAB, for one-time funding to reduce a district's unfunded liability for other postemployment benefits (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). For information about prefunding OPEBs and reporting the district's liability for OPEBs, see BP 3100 - Budget and AR 3460 - Financial Reports and Accountability.

The law does not place limitations on the use of proceeds for a lease of surplus property that does not include an option to purchase.

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

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

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

Note: Pursuant to Education Code 17462, proceeds from the sale or lease with an option to purchase may be deposited in the district's general fund when the Board and SAB determine that the district has no

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

anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements. Thus, districts may not apply to the state for new construction or modernization funding during that time period unless certain conditions specified in Education Code 17462 are satisfied.

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

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

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

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

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

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

~~a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.~~

~~b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.~~

~~*(cf. 7214 - General Obligation Bonds)*~~

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

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:

EDUCATION CODE
17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions
17230-17234 Surplus property
17385 Conveyances to and from school districts
17387-17391 Advisory committees for use of excess school facilities
17400-17429 Leasing property
17430-17447 Leasing facilities
17453 Lease of surplus district property
17455-17484 Sale or lease of real property, especially:
~~*17457.5 Offer to charter school*~~
17462.3 State Allocation Board program to reclaim funds
~~*17463.7 Proceeds for general fund purposes*~~
17485-17500 Surplus school playground (Naylor Act)
17515-17526 Joint occupancy
17527-17535 Joint use of district facilities
33050 Request for waiver
38130-38139 Civic Center Act
GOVERNMENT CODE
50001-50002 Definitions
54220-54232 Surplus land, especially:
54222 Offer to sell or lease property
54950-54963 Brown Act, especially:
54952 Legislative body, definition
PUBLIC RESOURCES CODE
21000-21177 California Environmental Quality Act
CODE OF REGULATIONS, TITLE 2
1700 Definitions related to surplus property
COURT DECISIONS
San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

Management Resources: (see next page)

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Closing a School Best Practices Guide
OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS
Unused Site Program Handbook, ~~*May 2008*~~ ***December 2015***
WEB SITES
CSBA: http://www.csba.org
California Department of Education, School Facilities Planning Division: http://www.cde.ca.gov/ls/fa
Coalition for Adequate School Housing: http://www.cashnet.org
Office of Public School Construction: http://www.dgs.ca.gov/opsc

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CSBA Sample
Board Policy

Business and Noninstructional Operations BP 3513.4(a)

DRUG AND ALCOHOL FREE SCHOOLS

Note: The following policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property. For policy addressing the prevention and intervention of alcohol and drug use among students, see BP 5131.6 - Alcohol and Other Drugs. For policy prohibiting employees from possessing, using, or being under the influence of a controlled substance in the workplace, see BP 4020 - Drug and Alcohol Free Workplace.

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

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

The following substances are prohibited on all district property:

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

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

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

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

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

DRUG AND ALCOHOL FREE SCHOOLS (continued)

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

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

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

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

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

Enforcement/Discipline

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

(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)
(cf. 5145.12 - Search and Seizure)

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

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)
(cf. 4117.7/4217.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

DRUG AND ALCOHOL FREE SCHOOLS (continued)

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Legal Reference:

EDUCATION CODE
44940 Compulsory leave of absence for certificated persons
44940.5 Procedures when employees are placed on compulsory leave of absence
45123 Employment after conviction of controlled substance offense
45304 Compulsory leave of absence for classified persons
48900 Suspension or expulsion (grounds)
48900.5 Suspension, limitation on imposition; exception
48901 Smoking or use of tobacco prohibited
48901.5 Prohibition of electronic signaling devices
48902 Notification of law enforcement authorities; civil or criminal immunity
48909 Narcotics or other hallucinogenic drugs
48915 Expulsion; particular circumstances
BUSINESS AND PROFESSIONS CODE
25608 Alcohol on school property; use in connection with instruction
GOVERNMENT CODE
8350-8357 Drug-free workplace
HEALTH AND SAFETY CODE
11053-11058 Standards and schedules
11353.6 Juvenile Drug Trafficking and Schoolyard Act
11362.1 Possession and use of cannabis, persons age 21 and over
11362.3 Limitations on possession and use of cannabis
11362.79 Limitations on medical use of cannabis
104559 Tobacco use prohibition
PENAL CODE
13860-13864 Suppression of drug abuse in schools
VEHICLE CODE
13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;
UNITED STATES CODE, TITLE 20
7101-7122 Student Support and Academic Enrichment Grants
UNITED STATES CODE, TITLE 21
812 Schedules of controlled substances
844 Penalties for possession of controlled substance
UNITED STATES CODE, TITLE 41
8101-8106 Drug-Free Workplace Act
COURT DECISIONS
Ross v. RagingWire Telecommunications, Inc., 42 Cal. 4th 920 (2008)

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CSBA Sample
Administrative Regulation

Business and Noninstructional Operations AR 3515.6(a)

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS

Note: ~~Education Code 45125.1 requires entities having contracts with districts, as specified below, to submit fingerprints to the Department of Justice (DOJ) for processing. As amended by AB 2102 (Ch. 840, Statutes of 1998), Education Code 45125.1 has been narrowed to require the fingerprinting of only those contract employees who are working at a school site.~~

~~Pursuant to Education Code 45125.1(i), this regulation also applies to charter schools.~~

Education Code 45125.1 and 45125.2 require certain employees of entities contracting to provide services to the district, as specified below, to obtain a criminal background check. Pursuant to Education Code 45125.1, as amended by AB 949 (Ch. 84, Statutes of 2017), the requirement for a criminal background check also applies to any individual operating as a sole proprietor who contracts with the district. In the case of a sole proprietor, Education Code 45125.1, as amended, provides that it is the responsibility of the district to prepare and submit the employee's fingerprints to the Department of Justice (DOJ) for processing.

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

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

1. School and classroom janitorial services

2. School site administrative services

3. School site grounds and landscape maintenance services

4. Student transportation services

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

5. School site food-related services

6. Construction, reconstruction, rehabilitation, or repair of a school facility

~~Note: Pursuant to Education Code 45125.1, as amended by AB 2102 (Ch. 840, Statutes of 1998), a contractor may employ a person who has been convicted of a serious felony, as long as (1) the serious felony is not a violent felony and (2) the employee can prove to the sentencing court that he/she has been rehabilitated, for the purposes of school site employment, for at least one year.~~

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

~~Note: Education Code 45125.1, as amended by AB 2102 (Ch. 840, Statutes of 1998), allows districts to determine on a case-by-case basis that entities providing other school site services should also submit fingerprints, unless the district determines that the employees will have limited contact with students as defined below.~~

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

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

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

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

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

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

~~Note: If it is determined that the employee will have limited contact with students, the employee is not required to submit a fingerprint identification card to the DOJ.~~

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

Note: The following paragraph may be revised to reflect district practice.

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

(cf. 3515.3 - District Police/Security Department)

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

~~**Other Facility Contractors**~~

~~Note: Education Code 45125.2, as added by AB 2102 (Ch. 840, Statutes of 1998) requires districts contracting with an entity for construction, reconstruction, rehabilitation or repair of a school facility to ensure the safety of students by complying with the following requirements. If the district utilizes one of the three methods listed below, the contracting entity is not required to comply with the requirement to submit fingerprints pursuant to Education Code 45125.1.~~

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

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

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

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

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

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

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

Legal Reference:

EDUCATION CODE
41302.5 School districts, definition
45122.1 Classified employees, conviction of a violent or serious felony
45125.1 Criminal background checks for contractors
45125.2 Criminal background checks for construction
PENAL CODE
667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation

Management Resources:

WEB SITES
Department of Justice: https://oag.ca.gov/fingerprints

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CSBA Sample
Board Policy

All Personnel BP 4140(a)
4240
BARGAINING UNITS 4340

Note: Pursuant to Government Code 3544, an employee organization may become the employees' exclusive representative for negotiations by filing a request with the district providing proof that a majority of the employees in an appropriate unit wish to be represented by that organization. Notice of such request must be immediately posted conspicuously on all employee bulletin boards in each district facility in which members of the unit are employed. Government Code 3544.1 requires the district to grant the request for recognition unless (1) the district doubts the appropriateness of the unit, (2) another employee organization files a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 work days of the posting of notice of the written request, or (3) the district currently has a lawful written agreement with another employee organization representing the same employees.

~~AB 501 (Ch. 674, Statutes of 2011) amended~~ **Pursuant to** Government Code 3540.1**,** ~~to expand~~ the definition of "exclusive representative" ~~to~~ include**s** representation of "all public school employees" other than management and confidential employees, as defined. Thus, employees **such as noon-time aides** who are neither certificated nor classified employees ~~(e.g., noon-time duty aides) now have the right to~~ **may** be represented.

~~In addition, AB 501 amended Government Code 3540.1, to expand the definition of "public school employer" to includes a joint powers agency (JPA) provided that the JPA is a separate entity with its own employees and meets one of the following criteria: (1) it provides educational services primarily performed by school districts, county boards of education, or county superintendents of schools; (2) a school district, county board of education, or county superintendent of schools is designated as a party to the joint powers agreement pursuant to Government Code 6503.5; or (3) the JPA is comprised solely of educational agencies.~~

~~Education~~ **Government** Code 3543 provides that public school employees have the right to represent themselves individually in their employment relations with the district except that, once an exclusive representative has been recognized, an employee in that unit is prohibited from meeting and negotiating with the district.

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

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 9000 - Role of the Board)

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

BARGAINING UNITS (continued)

Note: Government Code 3550, as added by SB 285 (Ch. 567, Statutes of 2017), prohibits a district from deterring or discouraging employees from becoming or remaining members of an employee organization.

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

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

Formation of Bargaining Units

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

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

1. The bargaining unit includes all supervisory employees.

2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)
(cf. 4301 - Administrative Staff Organization)
(cf. 4312.1 - Contracts)

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Note: Pursuant to Government Code ~~3540.1~~ **3543.4,** management and confidential employees, as defined **in Government Code 3540.1**, are excluded from the right to be represented in negotiations by an employee organization. The Public Employment Relations Board ultimately determines, based upon the duties of the position, which positions qualify as "management" or "confidential" and thus are excluded from bargaining~~, as detailed below~~.

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves

BARGAINING UNITS (continued)

individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions**.** ~~but~~ **When represented by an employee organization,** that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.

2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Access to Employee Orientations and Contact Information

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

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

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

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

BARGAINING UNITS (continued)

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

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

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

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

The Superintendent or designee ~~may provide an employee organization with the home address and home telephone number of employees, except any employees performing law enforcement-related functions and any employees who provide written request that the information not be disclosed for this purpose.~~ **shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information on all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative.** (Government Code **3558,** 6254.3)

BARGAINING UNITS (continued)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employees who provides written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee.
(Government Code **3558, 6207**, 6254.3)
(cf. 1340 - Access to District Records)

Payment of Dues or Service Fee

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

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

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

Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)
(cf. 3460 - Financial Reports and Accountability)

Legal Reference: (see next page)

BARGAINING UNITS (continued)

Legal Reference:

EDUCATION CODE
45060-45061.5 Deduction of fees from salary or wage payment, certificated employees
45100.5 Senior management positions
45104.5 Abolishment of senior classified management positions
45108.5 Definition~~s~~ of senior classified management employees
45108.7 Waiver of provisions of 45108.5
45168 Deduction of fees from salary or wage payment, classified employees
45220-45320 Merit system, classified employees
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act, especially:
3540.1 Definitions
3543.4 Management position; representation
3545 Appropriateness of unit; basis
3550-3552 Prohibition on public employers deterring or discouraging union membership
3555-3559 Public employee communication, information and orientation
6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
6254.3 Disclosure of employee contact information to employee organization
6503.5 Joint powers agencies
53260-53264 Employment contracts
CODE OF REGULATIONS, TITLE 8
33015-33490 Recognition of exclusive representative; proceedings
33700-33710 Severance of established unit
34020 Petition to rescind organizational security arrangement
34055 Reinstatement of organizational security arrangement
COURT DECISIONS
Janus v. American Federation of State, County and Municipal Employees, Council 31, (7th Cir. 2017) 851 F.3d 746, cert granted Sept. 28, 2017, No. 16-1466
Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083
County of Los Angeles v. Service Employees International Union, Local 721, ~~*(2011), 192 Cal.App.4th 1409*~~ ***(2013) 56 Cal. 4th 905***
Abood v. Detroit Board of Education, (1977) 431 U.S. 209

Management Resources:

~~*CSBA PUBLICATIONS*~~
~~*Collective Bargaining DVD-ROM*~~
~~*Before the Strike: Planning Ahead in Difficult Negotiations, 1996*~~
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Federation of Teachers: http://www.cft.org
California School Employees Association: http://www.csea.com
California Teachers Association: http://www.cta.org
Public Employment Relations Board: http://www.perb.ca.gov

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CSBA Sample
Board Policy

Students BP 5113.1(a)

CHRONIC ABSENCE AND TRUANCY

Note: The following **optional** policy addresses both chronic absence, which refers to students missing an excessive number of school days for any reason, whether excused or unexcused, and truancy, which refers to students missing school and/or being tardy without a valid excuse. Education Code 48260 defines a "valid excuse" for purposes of classifying students as truants; see the accompanying administrative regulation. Also see BP/AR 5113 - Absences and Excuses for information about methods of verification of student absences.

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

(cf. 5113 - Absences and Excuses)
(cf. 5113.11 - Attendance Supervision)

Note: The following paragraph may be revised to reflect district practice. Districts must monitor unexcused absences for the purpose of identifying students who are classified as truants pursuant to Education Code 48260-48273. In addition, Education Code 52060 requires districts to include the rates of school attendance, chronic absence, dropout, and graduation, as applicable, in their local control and accountability plan (LCAP); **(**see BP/AR 0460 - Local Control and Accountability Plan**), and chronic absence will be one of the state accountability indicators in the California School Dashboard beginning in the fall of 2018 (see BP 0500 - Accountability)**. ~~Pursuant to 5 CCR 15497.5, as added by Register 2015, No. 2, the chronic absence rate reported in the LCAP is~~ **Pursuant to the LCAP template adopted by the State Board of Education, "chronic absence" is** the number of students who are absent on 10 percent or more of the school days in the academic year (July 1 through June 30) divided by the total enrollment during the academic year.

Other tools to calculate chronic absence are available, such as the District Attendance Tracking Tool and School Attendance Tracking Tool from Attendance Works.

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

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)

CHRONIC ABSENCE AND TRUANCY (continued)

(cf. 0500 - Accountability)

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.6 - School Health Services)
(cf. 5145.3 - Nondiscrimination/Harassment)

Note: In developing strategies for addressing chronic absence and truancy, districts may consider reasons for absences given by individual students as well as survey data using tools such as the California Healthy Kids Survey and/or the California School Climate, Health, and Learning Survey System available from WestEd.

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

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

(cf. 1020 - Youth Services)
(cf. 5030 - Student Wellness)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)

CHRONIC ABSENCE AND TRUANCY (continued)

(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

Note: State law establishes a series of interventions that the district is required or authorized to impose depending on the number of truancies committed by a student; see the accompanying administrative regulation. Habitually truant students, as defined in Education Code 48262, may be referred to a school attendance review board (SARB) if established by the county **office of education** or to a SARB established by the district Governing Board pursuant to Education Code 48321**; see BP/AR 5113.12 - District School Attendance Review Board**. Instead of the SARB process, students may be referred to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6. Education Code 48264.5 authorizes, but does not require, students who continue to be truant after receiving these interventions to be referred to a juvenile court. Parents/guardians of **students who are identified as** truant~~s~~ may be subject to penalties pursuant to Education Code 48293, Penal Code 270.1, and/or Penal Code 272.

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

(cf. 5113.12 - District School Attendance Review Board)

Note: Education Code 48900 expresses legislative intent that alternatives to suspension or expulsion be used with students who are truant, tardy, or otherwise absent from assigned school activities; see BP 5144 - Discipline and BP 5144.1 - Suspension and Expulsion/Due Process.

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

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

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

[SECTION ON "SCHOOL ATTENDANCE REVIEW BOARD" DELETED]

CHRONIC ABSENCE AND TRUANCY (continued)

Legal Reference:

EDUCATION CODE
*1740-**1742** Employment of personnel to supervise attendance (county superintendent)*
37223 Weekend classes
~~*41601 Reports of average daily attendance*~~
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48225.5 Work permits, entertainment and allied industries
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48297 Failure to comply; complaints against parents
48320-48325 School attendance review boards
48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education
48900 Suspension and expulsion
49067 Unexcused absences as cause of failing grade
52052 Academic Performance Index; numerically significant student subgroups
60901 Chronic absence
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act
PENAL CODE
270.1 Chronic truancy; parent/guardian misdemeanor
272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy
830.1 Peace officers
VEHICLE CODE
13202.7 Driving privileges; minors; suspension or delay for habitual truancy
WELFARE AND INSTITUTIONS CODE
256-258 Juvenile hearing officer
601-601.4 Habitually truant minors
11253.5 Compulsory school attendance
CODE OF REGULATIONS, TITLE 5
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
~~*15497.5 Local control and accountability plan template*~~
COURT DECISIONS
L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CSBA PUBLICATIONS
Attendance Awareness Month, Fact Sheet, September 2014
ATTENDANCE WORKS PUBLICATIONS
Count Us In! Working Together to Show that Every School Day Matters, 2014
The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014

Management Resources continued: (see next page)

CHRONIC ABSENCE AND TRUANCY (continued)

Management Resources: (continued)

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
*School Attendance Review Board Handbook**: A Road Map for Improved School Attendance and Behavior**, 2015*
School Attendance Improvement Handbook, 2000
WEB SITES
CSBA: http://www.csba.org
Attendance Works: http://www.attendanceworks.org
California Association of Supervisors of Child Welfare and Attendance: http://www.cascwa.org
California Department of Education: http://www.cde.ca.gov
California Healthy Kids Survey: http://chks.wested.org
California School Climate, Health, and Learning Survey System: http://www.cal-schls.wested.org

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CSBA Sample
Administrative Regulation

Students AR 5113.1(a)

CHRONIC ABSENCE AND TRUANCY

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

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

Definitions

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

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

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

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

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

CHRONIC ABSENCE AND TRUANCY (continued)

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

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

(cf. 5113 - Absences and Excuses)
(cf. 5113.2 - Work Permits)

~~**Attendance Supervisor(s)**~~

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

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

Addressing Chronic Absence

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

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

CHRONIC ABSENCE AND TRUANCY (continued)

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

(cf. 5113.11 - Attendance Supervision)
(cf. 6020 - Parent Involvement)

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

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)

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

(cf. 6158 - Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6178.1 - Work-Based Learning)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)

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

(cf. 1020 - Youth Services)
(cf. 5141.6 - School Health Services)

Addressing Truancy

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

CHRONIC ABSENCE AND TRUANCY (continued)

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

(cf. 3515.3 - District Police/Security Department)

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

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

1. Initial truancy

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

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

b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)

(1) The student is truant.

(2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.

(3) Alternative educational programs are available in the district.

(4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.

(5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator **or designee,** or attendance supervisor or ~~his/her~~ designee ~~under~~ **pursuant to**

CHRONIC ABSENCE AND TRUANCY (continued)

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

(6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.

(7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

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

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

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

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

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

2. Second truancy

a. Any student who has once been reported as a truant shall again be reported to the ~~attendance supervisor~~ **Superintendent or designee** as a truant if he/she is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year. (Education Code 48261)

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

c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)

CHRONIC ABSENCE AND TRUANCY (continued)

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

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

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

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

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

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

3. Third truancy (habitual truancy)

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

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

CHRONIC ABSENCE AND TRUANCY (continued)

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

(cf. 5113.12 - District School Attendance Review Board)

b. Upon making a referral to the SARB or the probation department, the ~~attendance supervisor~~ **Superintendent or designee** shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)

c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)

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

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

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

4. Fourth truancy

CHRONIC ABSENCE AND TRUANCY (continued)

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

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

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

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

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

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

5. **Chronic truancy (unexcused a**~~A~~bsence for 10 percent of school days ~~(chronic truancy~~)

a. The ~~attendance supervisor~~ **Superintendent or designee** shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.

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

CHRONIC ABSENCE AND TRUANCY (continued)

Records

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

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

(cf. 5125 - Student Records)

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

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

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CSBA Sample
Board Policy

Students BP 5117(a)

INTERDISTRICT ATTENDANCE

Note: The Education Code provides a number of options under which **a district may enroll a student whose parent/guardian does not reside within district boundaries** ~~may attend school in a district other than the district where he/she resides~~. Under an "interdistrict attendance permit" or "reciprocal agreement" pursuant to Education Code 46600-46611, a student may attend school in a different district when both the district of residence and the district of proposed attendance agree (Option 1 below). ~~Under the "school district of choice program,"~~ **Alternatively,** pursuant to Education Code 48300-~~48316~~ **48317**, the Governing Board may declare the district to be a "school district of choice" willing to accept a specific number of interdistrict transfers into the district through a random selection process (Option 2 below). In order to maintain the integrity of the random selection process, it is recommended that a school district of choice not also accept transfers under the interdistrict attendance permit option except when extraordinary circumstances exist, as provided in Option 2 below. Districts that wish to use both sources of authority should consult legal counsel.

In addition, **pursuant to** Education Code 48204**, a district may** authorize~~s~~ a student ~~in a participating district~~ ~~to be deemed a "resident" in order to attend a school in the district where his/her~~ **whose** parent/guardian is employed **within district boundaries to attend a school in the district** (Allen bill transfer); see AR 5111.1 - District Residency. A student attending a school identified as low achieving on the state's Open Enrollment List may transfer to a school in any other district in the state, pursuant to Education Code 48350-48361; see BP/AR 5118 - Open Enrollment Act Transfers.

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

~~*(cf. 0520.3 - Title I Program Improvement Districts)*~~
(cf. 5111.1 - District Residency)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5118 - Open Enrollment Act Transfers)

OPTION 1: Interdistrict Attendance Permits

Note: The following section is for use by districts that have entered into an agreement with one or more other districts to accept transfers through interdistrict attendance permits pursuant to Education Code 46600-46611. Districts selecting this option should also select Option 1 in the accompanying administrative regulation.

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

Note: Education Code 46600 requires that the interdistrict attendance agreement specify the terms and conditions under which individual permits may be granted or denied. In addition, pursuant to Education Code 46600, students who have been granted an interdistrict attendance permit must be allowed to continue

to attend the school without having to reapply unless the agreement between the two districts contains specific agreed-upon standards for reapplication; see the accompanying administrative regulation. Districts also may include in the agreement their agreed-upon standards for revocation of students' interdistrict attendance. Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement.

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

Note: Pursuant to Education Code 46600, it is the responsibility of the attendance supervisor of the district of residence, subject to board policies of the district of residence and terms of the agreement, to issue an individual permit verifying the district's approval of an interdistrict transfer out of the district. The permit shall become valid when endorsed by the board's designee in the district of proposed attendance.

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

~~**OPTION 2: School District of Choice Program**~~

Note: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-~~48316~~ **48317**. Districts selecting this option should also select Option 2 in the accompanying administrative regulation. ~~Pursuant to Education Code 48315, the school district of choice program has been reauthorized until July 1, 2016 and any district may participate in the program. Education Code 48301 authorizes the Board to annually determine the number of student transfers that will be accepted into the district.~~

Pursuant to Education Code 48301, as amended by AB 99 (Ch. 15, Statutes of 2017), any district that elects to participate in this program must, on or before July 1, 2018, register as a school district of choice with the Superintendent of Public Instruction and the County Board of Education. Pursuant to Education Code 48317, as amended by AB 99, failure to register will result in the loss of a portion of the district's local control funding formula apportionment attributable to the average daily attendance (ADA) of students enrolled through the school district of choice program in the previous year.

~~The Board has designated the district as a "school district of choice" and shall accept students who reside in other California districts who wish to attend a district school.~~

~~Each year, the Superintendent or designee shall recommend to the Board the number of transfer students that the district will be able to accept and shall identify the schools, grade levels, and programs that will be able to accept these students.~~

INTERDISTRICT ATTENDANCE (continued)

Note: Education Code 48301, as amended by AB 99 (Ch. 15, Statutes of 2017), requires that a school district of choice accept all transfers up to the maximum number established by the Board.

Upon receiving the Superintendent's recommendation, t**T**he Board shall**, by resolution, annually establish** determine the number of students that **who** will be accepted into the district through this program. **Once established, the district shall accept all students who apply to transfer into the district until the district is at maximum capacity.** This number shall be reflected in the minutes of the Board's meeting. **(Education Code 48301)**

(cf. 9324 - Minutes and Recordings)

Note: Whenever the number of student applications exceeds the number of transfers that the Board has established, Education Code 48301 requires a random, unbiased process for selecting students who will be admitted and prohibits consideration of certain factors. AB 99 (Ch. 15, Statutes of 2017) amended Education Code 48301 to expand the list of factors that must not be considered. Pursuant to Education Code 48301, family income may only be considered to the extent necessary to determine enrollment priority pursuant to Education Code 48306; see the accompanying administrative regulation.

The Superintendent or designee **Board** shall establish a selection process which ensures that students are admitted to district schools through a random, **an** unbiased process that prohibits **an inquiry into or** evaluation **or consideration** of whether **or not** a student should be enrolled based upon his/her academic or athletic performance**, physical condition, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income. (Education Code 48301)**

If the number of student **transfer** applications exceeds the number of transfers the Board has designated for acceptance under the program **elected to accept, approval for transfer shall be determined by** the Superintendent or designee shall conduct a random drawing **held** in public at a regularly scheduled Board meeting. (Education Code 48301)

Note: Because the school district of choice program requires a random selection process, it is recommended that participating districts not admit students through the interdistrict attendance permit process described in Option 1 above except under extraordinary circumstances. Such circumstances might include approving interdistrict attendance permits for students who are victims of an act of bullying. Such students are given priority for interdistrict attendance permits pursuant to Education Code 46600, as amended by AB 1156 (Ch. 732, Statutes of 2011); see the accompanying administrative regulation.

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits pursuant to Education Code 46600-46611 except under extraordinary circumstances.

INTERDISTRICT ATTENDANCE (continued)

Note: Education Code 48313 requires a school district of choice to maintain and report specified information regarding requests for transfers and the disposition of those requests. As amended by AB 99 (Ch. 15, Statutes of 2017), Education Code 48313 requires this report to include the eligibility for free or reduced-price meals of students transferring into or out of the district and the number of students provided transportation; see items #3 and 5 below.

The Superintendent or designee shall maintain a record of requests for admittance that contains **includes, but is not limited to,** all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial

2. The number of students transferred out of and transferred into **into and out of** the district pursuant to this program

3. The race, ethnicity, gender, self-reported socio-economic status, **eligibility for free or reduced-price meals,** and the district of residence for each student in item #2 above **transferred into or out of the district pursuant to this program**

4. The number of students in item #2 above **transferred into or out of the district pursuant to this program** who are classified as English learners or students with disabilities

Note: Education Code 48311 authorizes, but does not require, a school district of choice to provide transportation to participating students to the extent that the district provides transportation assistance to other students. See section on "Transportation" below. Item #5 may be deleted by districts that do not provide transportation.

5. **As applicable, the number of students described in items #3 and 4 above who are provided transportation assistance to a district school or program, and the total number of students provided transportation assistance, pursuant to the school district of choice program**

Note: AB 99 (Ch. 15, Statutes of 2017) amended Education Code 48313 to revise the deadline for submitting the above report and to delete the requirement to submit the report to the Department of Finance. As amended, Education Code 48313 requires the California Department of Education to collect and report statewide data on its web site and to share the information with specified state agencies.

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-**45** above. By May **No later than October** 15 of each year, the Superintendent or designee shall provide the same information **for the current school year**, as well as information regarding the district's status as a school district of choice

INTERDISTRICT ATTENDANCE (continued)

~~in the upcoming school year, to each geographically adjacent school district, the county office of education, **and** the California Department of Education, and the Department of Finance **Superintendent of Public Instruction**. (Education Code 48313)~~

~~Note: Education Code 48301 requires a school district of choice, at its expense, to ensure that the annual audit of district funds conducted pursuant to Education Code 41020 include a review of the district's compliance with the requirements in Education Code 48301 regarding a random, unbiased selection process and factually accurate communications to parents/guardians (see the accompanying administrative regulation for details of the communication). A summary of any audit exceptions found by the auditor must be included in the reports to the Board and other agencies. See AR 3460 - Financial Reports and Accountability for requirements pertaining to the annual audit.~~

~~The report to the Board and other agencies shall also include a summary of audit exceptions, if any, resulting from the compliance review of components of the district of choice program conducted as part of the annual district audit. (Education Code 48301, 48313)~~

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

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

Transportation

Note: The following **optional** section is for use by all districts and should be revised to reflect district practice. Districts are not required to provide transportation or transportation assistance to students admitted under an interdistrict attendance permit pursuant to Education Code 46600-46611 ~~or through the school district of choice program pursuant to Education Code 48300-48316~~. **Pursuant to Education Code 48311, a school district of choice is authorized, but not required, to provide transportation assistance to the extent that the district otherwise provides transportation assistance to students.**

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

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

Legal Reference: (see next page)

INTERDISTRICT ATTENDANCE (continued)

Legal Reference:

EDUCATION CODE
41020 Annual district audits
46600-46611 Interdistrict attendance agreements
48204 Residency requirements for school attendance
*48300-~~48316~~ **48317** Student attendance alternatives, school district of choice program*
48350-48361 Open Enrollment Act
48900 Grounds for suspension or expulsion; definition of bullying
48915 Expulsion; particular circumstances
48915.1 Expelled individuals: enrollment in another district
48918 Rules governing expulsion procedures
48980 Notice at beginning of term
52317 Regional occupational center/program, enrollment of students, interdistrict attendance
CALIFORNIA CONSTITUTION
Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin
ATTORNEY GENERAL OPINIONS
87 Ops.Cal.Atty.Gen. 132 (2004)
84 Ops.Cal.Atty.Gen. 198 (2001)
COURT DECISIONS
Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234
Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

~~CSBA PUBLICATIONS~~
~~Transfer Law Comparison, Fact Sheet, March 2011~~
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

Policy Reference UPDATE Service
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CSBA Sample
Administrative Regulation

Students AR 5117(a)

INTERDISTRICT ATTENDANCE

OPTION 1: Interdistrict Attendance Permits

Note: The following option is for use by districts that have entered into an agreement with one or more other school districts to accept transfers through the "interdistrict attendance permit" or "reciprocal agreement" process pursuant to Education Code 46600-46611. (See Option 1 in the accompanying Board policy.) In 87 Ops.Cal.Atty.Gen. 132 (2004), the Attorney General opined that districts could not charge students a fee for processing applications for interdistrict attendance.

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

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

Note: ~~AB 1156 (Ch. 732, Statutes of 2011) amended~~ Education Code 46600 ~~to~~ requires districts to give priority for interdistrict attendance permits to a student who is a victim of an act of bullying, as provided below. For this purpose, Education Code 48900(r) defines bullying to include, but not be limited to, bullying committed by means of an electronic act directed specifically toward the student; see AR 5144.1 - Suspension and Expulsion/Due Process.

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

(cf. 5131.2 - Bullying)

Note: **Optional** items #2-12 below should be revised and/or deleted to reflect district practice.

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

(cf. 5148 - Child Care and Development)

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

INTERDISTRICT ATTENDANCE (continued)

(cf. 6159 - Individualized Education Program)

4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.

5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.

6. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.

7. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.

8. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.

9. When the student will be living out of the district for one year or less.

10. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.12 - District School Attendance Review Board)

11. When there is valid interest in a particular educational program not offered in the district of residence.

12. To provide a change in school environment for reasons of personal and social adjustment.

Note: In 84 Ops.Cal.Atty.Gen. 198 (2001), the Attorney General opined that a lack of school facilities is a justifiable reason for denial of the interdistrict attendance permit request. However, according to the Attorney General, once the student is admitted, the district may not later deny the student continued attendance at a district school because of overcrowding. Although Attorney General opinions are not binding on the courts, they are generally afforded deference in the court when there is no specific statutory or case law to the contrary. The following paragraph is based on this Attorney General opinion.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level,

INTERDISTRICT ATTENDANCE (continued)

or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

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

Note: Education Code 46601 requires that, within 30 days of a request for an interdistrict permit, parents/guardians whose permit application was denied must be informed about their right to appeal to the County Board of Education. This notice shall be provided by the district denying the request, or, in the absence of an agreement between the districts, by the district of residence.

Pursuant to Education Code 46601, parents/guardians may submit their appeal within 30 calendar days of the failure or refusal to issue the permit. The County Board then has 30 calendar days, unless extended by an additional five school days for good cause, to make its determination as to whether the student should be allowed to attend the district of his/her choice. However, as amended by ~~AB 1851 (Ch. 104, Statutes of 2014), until July 1, 2018,~~ **SB 344 (Ch. 461, Statutes of 2017),** Education Code 46601 allows a ~~larger~~ **class 1** county (i.e., a county with a 1994-95 average daily attendance **(ADA)** of ~~180,000~~ **500,000** or more **for all districts in the county**) ~~40~~ **60 calendar** days to make its determination**, and a class 2 county (i.e., a county with a 1994-95 ADA of 180,000-499,999) 45 calendar days to make its determination**.

Pursuant to Education Code 46602, if the County Board determines that the student should be permitted to attend the district of his/her choice, the district shall admit the student without delay.

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

(cf. 5145.6 - Parental Notifications)

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

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

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Note: Pursuant to Education Code 46600, once an interdistrict permit is granted and the student is enrolled in the new school, the district of enrollment (1) may not require the student to reapply; (2) must allow the student to continue to attend the school, unless the permit contains specific standards for reapplication; and (3) along with the district of residence, may not revoke the student's existing permit if he/she is entering

INTERDISTRICT ATTENDANCE (continued)

grade 11 or 12. Therefore, even if an interdistrict attendance agreement between the two districts has expired, the student may be allowed to continue attending the school to which he/she has transferred, unless the agreement contains specific language requiring reapplication.

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

~~**OPTION 2: School District of Choice Program**~~

~~Note: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300 48316 **48317**. (See Option 2 in the accompanying Board policy.) The program has been reauthorized by the Legislature until July 1, 2016 and any district may participate.~~

~~**The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program.** The Superintendent or designee shall ensure that any c**C**ommunications sent to parents/guardians is **shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be** factually accurate**,** and does **shall** not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic performance **skill** or any other personal characteristic. (Education Code 48301, **48980**)~~

~~**Note: The following paragraph may be revised to reflect district practice. Education Code 48312, as amended by AB 99 (Ch. 15, Statutes of 2017), requires a school district of choice to make public announcements regarding district schools, programs, policies, and procedures, including transportation options. Education Code 48302, as amended by AB 99, encourages districts to hold informational meetings and make public announcements regarding the current educational programs offered by the district so that parents/guardians may make informed decisions regarding their child's education and provide input on methods to improve the current programs.**~~

~~**The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)**~~

~~**Note: Education Code 48301, as amended by AB 99 (Ch. 15, Statutes of 2017), requires that application information be posted on the district's web site.**~~

INTERDISTRICT ATTENDANCE (continued)

The process for student transfers into the district under the school district of choice program, including, but not limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's web site. (Education Code 48301)

(cf. 1113 - District and School Web Sites)

Parents/guardians shall submit a Applications for interdistrict attendance shall be submitted to the district office by January 1 of the school year preceding the school year for which the student may be transferred. The application deadline may be waived upon agreement between the district and the student's district of residence. (Education Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

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

Note: Education Code 48306, as amended by AB 99 (Ch. 15, Statutes of 2017), adds a requirement that second priority for admission under the school district of choice program be given to students who are eligible for free and reduced price meals and that third priority be given to children of military personnel.

Priority for transfer under the school district of choice program shall be granted as follows: (Education Code 48306)

1. **First priority shall be given** The district shall give priority for attendance to siblings of students already in attendance in the district. (Education Code 48306)

2. **Second priority shall be given to students eligible for free or reduced-price meals.**

(cf. 3553 - Free and Reduced Price Meals)

Note: The following **optional** paragraph is for use by districts that have chosen to give attendance priority to children of military personnel pursuant to Education Code 48306.

3. **Third priority shall be given** The district also may give priority for attendance to children of military personnel. (Education Code 48306)

Note: Pursuant to Education Code 48305, if the district chooses to use existing entrance criteria for specialized schools or programs, then the criteria must be uniformly applied. The following **optional** paragraph is for use by districts that choose to use existing entrance criteria.

INTERDISTRICT ATTENDANCE (continued)

Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

Note: **Items #1-2 below are optional and may be revised to reflect district practice.**

The district may deny a transfer into the district under the **school** district of choice program if **under either of the following circumstances**:

Note: Education Code 48303 provides that a district may not deny a transfer because the additional cost of educating the student would exceed the amount of additional state aid to be received. However, pursuant to Education Code 48303, a transfer may be rejected if it would require the district to create a new program to serve the student, as specified in item #1.

1. The transfer into the district would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)

Note: Pursuant to Education Code 48301 **48307,** the district **a school district of choice** may prohibit a transfer under the school **into the** district of choice program if the Governing Board determines that the transfer would negatively impact a court-ordered desegregation plan, a voluntary desegregation plan, or the racial and ethnic balance of the district. In Crawford v. Huntington Beach Union High School District, a California appellate court held that a district's intradistrict open enrollment policy, which contained a racial and ethnic balance component as authorized by Education Code 35160.5, was unconstitutional. The court did not consider whether a policy based on a court-ordered or voluntary desegregation plan would be constitutional. According to the court, **because** the constitutional provisions added by Proposition 209 in 1996 **(California Constitution, Article 1, Section 31) prohibit discrimination against or preferential treatment for any individual or group on the basis of race, sex, color, ethnicity, or national origin,** prohibit a district from adopting **a district must not adopt** a policy containing different admission criteria on the basis of race. Although the provisions in Education Code 48301 relative to racial and ethnic balance remain in law, because of the continuing legal uncertainty, item #1 below does not reflect those provisions of Education Code 48301. Districts that choose to deny interdistrict transfers on that basis should consult legal counsel. **However, pursuant to Education Code 48307, as amended by AB 99 (Ch. 15, Statutes of 2017), denial of transfers on the basis of a voluntary desegregation plan or the racial and ethnic balance of the district must be consistent with the provisions of Proposition 209. It is recommended that the district consult legal counsel before adopting a policy to allow the denial of transfers on either of these bases.**

The following **optional** paragraph is for use by districts with either a court-ordered or voluntary desegregation plan.

For language regarding student transfers out of the district for any of the reasons specified in item #2a-c, see section "Transfers Out of the District" below.

2. The Board determines that the transfer into or out of the district would negatively impact a court-ordered or voluntary desegregation plan of the district **any of the following: (Education Code 48307)**

INTERDISTRICT ATTENDANCE (continued)

a. A court-ordered desegregation plan

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

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

Whenever the number of applicants **transfer applications** exceeds the number of interdistrict transfers that may be accepted as **annually** determined by the Governing Board, students accepted for transfer shall be selected by a random drawing of the provisionally accepted applications **held in public at a regularly scheduled Board meeting**. **(Education Code 48301)**

Note: The following two paragraphs are **optional** and should be revised to reflect district practice. **Education Code 48308, as amended by AB 99 (Ch. 15, Statutes of 2017), requires that parents/guardians of students who have requested a transfer be provided the following notice by February 15.**

Not later than 90 days after the district receives an application for transfer **Between January 1 and February 15 of the school year preceding the school year for which the student is requesting to be transferred**, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected and **or** of the student's position on any waiting list. **(Education Code 48308)**

Note: Education Code 48308, as amended by AB 99 (Ch. 15, Statutes of 2017), requires the following notifications to the district of residence.

Final acceptance or rejection of applications shall be made by May 15 preceding the school year for which the student may be transferred. (Education Code 48308)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred. (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer

INTERDISTRICT ATTENDANCE (continued)

exceeded the district's capacity and that the student was not selected during the random drawing. The determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made. (Education Code 48308)

(cf. 9324 - Minutes and Recordings)

However, if an application is submitted for a student who is residing with a parent/guardian enlisted in the military and that **For a student whose** parent/guardian was relocated by the military 90 days prior to the submission of the application, then the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon his/her acceptance, the student may immediately enroll in a district school. (Education Code 48308)

Note: The following paragraph is **optional.**

The Superintendent or designee shall notify the student's district of residence of the district's decision.

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students accepted for transfer into the district, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 2. (Education Code 48308)

Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

(cf. 5111.1 - District Residency)
(cf. 5116.1 - Intradistrict Open Enrollment)

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)

Note: The following paragraph is for use by districts maintaining **may be revised by districts that do not maintain** high schools.

~~**INTERDISTRICT ATTENDANCE** (continued)~~

~~Even if the district withdraws from participation in the program, **students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and** admitted high school students may continue attending school in the district until they graduate from high school. (Education Code **48307,** 48308)~~

~~The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) he/she has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)~~

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

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

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

Note: The following **optional** section is for use by all districts.

Pursuant to Education Code ~~48301~~ **48307**, ~~as amended by AB 306 (Ch. 771, Statutes of 2015),~~ a district must not ~~prohibit the transfer of~~ **deny** a student whose parent/guardian is in active military duty **from transferring out of the district to any other district. In addition, Education Code 46600, as amended by AB 2659 (Ch. 186, Statutes of 2016), provides that a district must not prohibit the transfer of such a student out of the district to any other district that approves the transfer, regardless of whether or not an interdistrict transfer agreement exists or a permit is issued.**

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

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

Note: Even if a district has not designated itself as a school district of choice, it has the authority pursuant to Education Code 48307 to limit the number of students transferring out of the district into other districts that have designated themselves as school districts of choice. A district with an ~~average daily attendance (~~ADA) of more than 50,000 may annually limit the number of such transfers to one percent of its current year estimated ADA. A district with ~~less than 50,000~~ **an** ADA **of 50,000 or less** may limit the number of such transfers to three percent of its current estimated ADA and may limit the maximum number of such transfers for the duration of the program to 10 percent of the ADA for that period. In Walnut Valley Unified School District v. Superior Court of Los Angeles County, the appellate court held that the 10 percent cap on outbound transfers "for the duration of the program" should be based on the district's ADA over the entire

life of the district of choice program (i.e., from the program's inception in 1994 until the present day). The district may revise ~~the following paragraph~~ **item #1** to reflect the applicable percentage in Education Code 48307 based on its ADA.

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

2. ~~In addition, transfers out of the district may be limited during a fiscal year when t~~**T**he County Superintendent of Schools has given the district a negative budget certification or ~~when the County Superintendent~~ has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. ~~(Education Code 48307)~~

(cf. 3100 - Budget)
~~*(cf. 3460 - Financial Reports and Accountability)*~~

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

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

a. A court-ordered desegregation plan

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

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

~~Note: Pursuant to Education Code 48301, as amended by AB 306 (Ch. 771, Statutes of 2015), a district must not prohibit the transfer of a student whose parent/guardian is in active military duty.~~

INTERDISTRICT ATTENDANCE (continued)

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

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

Policy Reference UPDATE Service
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CSBA Sample
Administrative Regulation

Students AR 5125.2(a)

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

Note: **Pursuant to Education Code 48904, parents/guardians of any minor who willfully cuts, defaces, or otherwise injures any real or personal property belonging to the district, or who does not return district property that was loaned to the student, are liable for paying damages to the district up to the amount specified in law and annually adjusted for inflation; see BP/AR 3515.4 - Recovery for Property Loss or Damage. Until the damages are paid, the district is authorized to withhold the grades, diploma, and/or transcripts of the student responsible for the damage.**

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

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

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

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

(cf. 5145.6 - Parental Notifications)

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

~~*(cf. 5131.5 - Vandalism and Graffiti)*~~

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS (continued)

~~*(cf. 6161.2 - Damaged or Lost Instructional Materials)*~~

Note: Education Code 48904 mandates that the district's procedures for withholding a student's grades, diploma, and/or transcripts conform to procedures established in the Education Code for student expulsion. For due process procedures related to student expulsion, see BP/AR 5144.1 - Suspension and Expulsion/Due Process.

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

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

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

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

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

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

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS (continued)

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

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

~~*(cf. 5125 - Student Records)*~~

Legal Reference:
EDUCATION CODE
48904 Liability of parent
48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold
48911 Suspension by principal, designee or superintendent
49069 Absolute right to access

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CSBA Sample
Board Policy

Students BP 5131.6(a)

ALCOHOL AND OTHER DRUGS

~~Note: The following policy and accompanying administrative regulation reflect the purpose and goals of the Safe and Drug-Free Schools and Communities Act, 20 USC 7101-7184, as reauthorized by the No Child Left Behind Act. In addition, Health and Safety Code 11998.1 states the legislative intent that every school district have updated drug and alcohol abuse policies and procedures, including disciplinary procedures, to be given to all students, employees and parents/guardians.~~

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

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

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

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

The following paragraph may be revised to reflect district practice.

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

institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

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

~~The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.~~

Note: Items #1-4 below reflect some of the types of programs that may be funded through the Student Support and Academic Enrichment Grants program pursuant to 20 USC 7118, as amended by P.L. 114-95, and may be revised to reflect district practice.

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

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

(cf. 5131.62 - Tobacco)

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

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

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

(cf. 5141.6 - School Health Services)

ALCOHOL AND OTHER DRUGS (continued)

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

~~Note: Districts applying for funds under the Safe and Drug Free Schools and Communities Act are required to develop a program to meet the "principles of effectiveness" as set forth in 20 USC 7105. The following paragraph is based on these principles and should be modified to reflect district practice.~~

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

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

~~*(cf. 5131.61 - Drug Testing)*~~
~~*(cf. 5131.62 - Tobacco)*~~
~~*(cf. 5131.63 - Steroids)*~~

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

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

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

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

~~*(cf. 1220 - Citizen Advisory Committees)*~~

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

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

ALCOHOL AND OTHER DRUGS (continued)

~~*(cf. 1020 - Youth Services)*~~
~~*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*~~

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

Instruction

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

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

~~Note: Pursuant to 20 USC 7114 and 7162, drug prevention programs supported by the federal Safe and Drug-Free Schools and Communities Act must convey a clear and consistent message that the illegal use of alcohol and other drugs is wrong and harmful. In addition, Health and Safety Code 11999.2 and 11999.3 specify that a state agency may not allocate funds for a drug- or alcohol-related program without written assurance that all aspects of the program reinforce the "no unlawful use" message. No aspect of the program may include a message on "responsible use" of drugs or alcohol if such use is unlawful.~~

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

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

~~*(cf. 4131 - Staff Development)*~~

Intervention, Referral, and Student Assistance Programs

Note: Pursuant to 20 USC ~~7115~~ **7118, as amended by P.L. 114-95,** programs which may be funded under the ~~Safe and Drug-Free Schools and Communities Act~~ **Student Support and Academic Enrichment Grants program** include programs of counseling, mentoring, referral services**,** and other student assistance programs. The following section may be revised to reflect district practice.

In addition, Education Code 215 mandates that any district serving grades 7-12 adopt a suicide prevention policy which contains measures and strategies for addressing the needs of high-risk groups, including, but not limited to, youth with substance use disorders. See BP/AR 5141.52 - Suicide Prevention.

ALCOHOL AND OTHER DRUGS (continued)

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

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

(cf. 5141.52 - Suicide Prevention)

Enforcement/Discipline

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

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3513.4 - Drug and Alcohol Free Schools)
(cf. 5131 - Conduct)
(cf. 5131.61 - Drug Testing)
(cf. 5131.63 - Steroids)
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)
(cf. 5145.12 - Search and Seizure)

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

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

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

ALCOHOL AND OTHER DRUGS (continued)

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

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

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Program Evaluation

Note: Pursuant to 20 USC 7116, as amended by P.L. 114-95, an application for Student Support and Academic Enrichment Grants must include a description of how the district will periodically evaluate program effectiveness based on identified program objectives and outcomes. The following paragraph may be revised to reflect district practice.

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

(cf. 0500 - Accountability)

Legal Reference: (see next page)

ALCOHOL AND OTHER DRUGS (continued)

Legal Reference:

EDUCATION CODE
44049 Known or suspected alcohol or drug abuse by student
44645 In-service training anabolic steroids
48900 Suspension or expulsion (grounds)
48900.5 Suspension, limitation on imposition; exception
48901 Smoking or use of tobacco prohibited
48901.5 Prohibition of electronic signaling devices
48902 Notification of law enforcement authorities; civil or criminal immunity
48909 Narcotics or other hallucinogenic drugs
48915 Expulsion; particular circumstances
49602 Confidentiality of pupil information
51202 Instruction in personal and public health and safety
51203 Instruction on alcohol, narcotics and restricted dangerous drugs
51210 Areas of study
51220 Areas of study, grades 7 to 12
51260-51269 Drug education
60041 Instructional materials
60110-60115 Instructional materials on alcohol and drug education
BUSINESS AND PROFESSIONS CODE
25608 Alcohol on school property; use in connection with instruction
HEALTH AND SAFETY CODE
11032 Narcotics, restricted dangerous drugs and marijuana
11053-11058 Standards and schedules
11353.6 Juvenile Drug Trafficking and Schoolyard Act
11357 Unauthorized possession of marijuana; possession in school or on school grounds
11361.5 Destruction of arrest or conviction records
11372.7 Drug program fund; uses
11802 Joint school-community alcohol abuse primary education and prevention program
~~*11965-11969 The School-Community Primary Prevention Program*~~
~~*11998-11998.3 Drug and Alcohol Abuse Master Plans*~~
11999-11999.3 Alcohol and drug program funding; no unlawful use
124175-124200 Adolescent family life program
PENAL CODE
13860-13864 Suppression of drug abuse in schools
VEHICLE CODE
13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;
WELFARE AND INSTITUTIONS CODE
828 Disclosure of information re minors
828.1 Disclosure of criminal records; protection of vulnerable staff & students
UNITED STATES CODE, TITLE 20
5812 National education goals
~~*7101-7184 Safe and Drug-Free Schools and Communities Act*~~
7101-7122 Student Support and Academic Enrichment Grants

Management Resources: (see next page)

ALCOHOL AND OTHER DRUGS (continued)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention: http://www.cde.ca.gov/ls/he/at

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

~~*U.S. Department of Education, Office of Safe and Drug Free Schools: http://www.ed.gov/about/offices/list/osdfs/index.html*~~

Office of Safe and Healthy Students: https://www2.ed.gov/about/offices/list/oese/oshs

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CSBA Sample
Board Policy

Instruction BP 6020(a)

PARENT INVOLVEMENT

Note: 20 USC 6318**, as amended by the Every Student Succeeds Act (P.L. 114-95), mandates** each district receiving federal Title I, Part A, funds to have a written parent**/guardian and family engagement** ~~involvement~~ policy developed jointly with and agreed upon by parents/guardians **and family members** of participating students. Education Code 11504 **mandates** districts to adopt a policy on parent**/guardian** involvement applicable to each school that does not receive Title I funds. The following policy and accompanying administrative regulation contain language satisfying both mandates and should be revised to reflect district practice.

In addition, Education Code 51101 mandates policy for all districts addressing the manner in which parents/guardians, school staff, and students may share responsibility for continuing the intellectual, physical, emotional, and social development and well-being of students; see BP/AR 5020 - Parent Rights and Responsibilities for language fulfilling this mandate.

For best practices in implementing parent/guardian and family engagement programs, see the California Department of Education's Family Engagement Framework: A Tool for California School Districts.

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

(cf. 0420 - School Plans/Site Councils)
~~*(cf. 0520.2 - Title I Program Improvement Schools)*~~
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

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

(cf. 5020 - Parent Rights and Responsibilities)
~~*(cf. 5145.6 - Parental Notifications)*~~

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in

PARENT INVOLVEMENT (continued)

district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

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

(cf. 0500 - Accountability)

Title I Schools

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

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

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

~~*(cf. 6171 - Title I Programs)*~~

~~The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)~~

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained

PARENT INVOLVEMENT (continued)

in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

Note: ~~Pursuant to 20 USC 6318, the Board must reserve at least one percent of the district's Title I funding to carry out parent involvement activities, including promotion of family literacy and parenting skills, provided that one percent of the allocation received by the district totals more than $5,000. At least 95 percent of the reserved funds must be distributed to eligible schools.~~ **The following paragraph is for use by districts that receive more than $500,000 in Title I, Part A funding.** Pursuant to 20 USC 6318, the **Governing** Board must reserve at least one percent of the district's Title I funding to carry out parent/**guardian and family engagement** ~~involvement~~ activities, ~~including promotion of family literacy and parenting skills,~~ provided that one percent of the allocation received by the district totals more than $5,000. **As amended by P.L. 114-95, 20 USC 6318 requires that a**~~A~~t least ~~95~~ **90** percent of the reserved funds must be distributed to eligible schools**, with priority given to "high-need schools" as defined in 20 USC 6631.**

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee ~~shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also~~ shall involve parents/guardians **and family members** of participating students in decisions regarding how the district's Title I funds will be allotted for parent/**guardian and family engagement** ~~involvement~~ activities **and shall ensure that priority is given to schools in high poverty areas in accordance with law**. (20 USC 6318**, 6631**)

(cf. 3100 - Budget)

Note: As amended by P.L. 114-95, 20 USC 6318 identifies allowable uses of the Title I funds reserved for parent/guardian and family engagement, as provided below. These uses are consistent with the activities that must be addressed in the district's parent/guardian and family engagement policy, as described in the accompanying administrative regulation.

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

PARENT INVOLVEMENT (continued)

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school

3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members

4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement

5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

~~Note: In addition to the district level policy described above, 20 USC 6318 requires that each individual school receiving Title I funds have a written parent involvement policy with specified components; see the accompanying administrative regulation.~~

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent**/guardian and family engagement** ~~involvement~~ policy in accordance with 20 USC 6318.

Non-Title I Schools

Note: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 **mandates** the Board to adopt a policy on parent**/guardian** involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502. See the accompanying administrative regulation for information about these goals and sample strategies for addressing each goal.

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference:

EDUCATION CODE
11500-11506 Programs to encourage parent involvement
48985 Notices in languages other than English
51101 Parent rights and responsibilities
52060-52077 Local control and accountability plan

Legal Reference continued: (see next page)

PARENT INVOLVEMENT (continued)

Legal Reference: (continued)

EDUCATION CODE (continued)
54444.1-54444.2 Parent advisory councils, services to migrant children
56190-56194 Community advisory committee, special education
64001 Single plan for student achievement
LABOR CODE
230.8 Time off to visit child's school
CODE OF REGULATIONS, TITLE 5
18275 Child care and development programs, parent involvement and education
UNITED STATES CODE, TITLE 20
6311 ~~Parental notice of teacher qualifications and student achievement~~ ***State plan***
6312 Local educational agency plan
6314 Schoolwide programs
~~6316 School improvement~~
6318 Parent ~~involvement~~ ***and family engagement***
6631 Teacher and school leader incentive program, purposes and definitions
CODE OF FEDERAL REGULATIONS, TITLE 28
35.104 Definitions, auxiliary aids and services
35.160 Communications

Management Resources:

~~CSBA PUBLICATIONS~~
~~Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006~~
~~STATE BOARD OF EDUCATION POLICIES~~
~~89-01 Parent Involvement in the Education of Their Children, rev. 1994~~
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Title I School-Level Parental Involvement Policy
Family Engagement Framework: A Tool for California School Districts, 2014
U.S. DEPARTMENT OF EDUCATION ***PUBLICATIONS*** *~~NON-REGULATORY GUIDANCE~~*
Parental Involvement: Title I, Part A, ***Non-Regulatory Guidance,*** *April 23, 2004*
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Family, School, Community Partnerships: http://www.cde.ca.gov/ls/pf
California Parent Center: http://parent.sdsu.edu
California State PTA: http://www.capta.org
National Coalition for Parent Involvement in Education: http://www.ncpie.org
National PTA: http://www.pta.org
~~No Child Left Behind: http://www.ed.gov/nclb~~
Parent Information and Resource Centers: http://www.pirc-info.net
Parents as Teachers National Center: http://www.parentsasteachers.org
U.S. Department of Education: http://www.ed.gov

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CSBA Sample
Administrative Regulation

Instruction AR 6020(a)

PARENT INVOLVEMENT

Note: The following administrative regulation contains parent/**guardian and family engagement** ~~involvement~~ strategies that meet legal requirements applicable to districts and schools receiving federal Title I funds and those that do not receive Title I funds. The district should use and adapt the section(s) applicable to its circumstances. If desired, the district may develop one set of strategies applicable to all schools, provided that all the provisions required by law for both types of schools are included.

District Strategies for Title I Schools

Note: The following section is for use by districts that receive Title I, Part A, funds. 20 USC 6318**, as amended by the Every Student Succeeds Act (P.L. 114-95), mandates** that such districts develop a policy that describes the means by which the district will address the components specified in items #1-6 below. Under each required component~~,~~ **below are optional strategies for addressing the component, which should be modified to reflect the specific strategies jointly developed by the district and the** ~~the district should list specific strategies, developed jointly with~~ parents/guardians **and family members** of participating students~~, that describe how it will address the component~~. In the state's Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district has identified such strategies.

To ensure that parents/guardians **and family members** of students participating in Title I programs are provided with opportunities to be involved in their children's education, the ~~Superintendent or designee~~ **district** shall:

Note: Pursuant to 20 USC 6318, districts must involve parents/guardians and family members in the development of the Title I local educational agency (LEA) plan described in 20 USC 6312; also see BP 6171 - Title I Programs. In California, all the requirements of the LEA plan are addressed in an addendum to the local control and accountability plan (LCAP). See BP 0460 - Local Control and Accountability Plan for further information about the development of the LCAP, including requirements for consultation with parents/guardians and other stakeholders and for the establishment of a parent advisory committee and English learner parent advisory committee.

1. Involve parents/guardians ~~of participating students~~ **and family members** in the joint development of ~~the Title I local educational agency (LEA) plan pursuant to~~ **a district plan that meets the requirements of** 20 USC 6312 and **in** the ~~process of school review and improvement pursuant to 20 USC 6316~~ **development of school support and improvement plans pursuant to 20 USC 6311** (20 USC 6318)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 6171 - Title I Programs)

~~Note: Items #a-f below are **optional** and should be revised to reflect strategies jointly developed by district staff and parents/guardians of participating students.~~

PARENT INVOLVEMENT (continued)

The Superintendent or designee may:

a. **In accordance with Education Code 52063, e**~~E~~stablish a district-level **parent advisory** committee ~~including parent/guardian representatives from each school site~~ **and, as applicable, an English learner parent advisory committee** to review and comment on the ~~LEA~~ plan in accordance with the review schedule established by the Governing Board

b. Invite input on the ~~LEA~~ plan from other district committees and school site councils

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the ~~LEA~~ plan and the opportunity to provide input

d. Provide copies of working drafts of the ~~LEA~~ plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand

e. Ensure that there is an opportunity at a public Board meeting for public comment on the ~~LEA~~ plan prior to the Board's approval of the plan or revisions to the plan

f. Ensure that school-level policies on parent**/guardian and family engagement** ~~involvement~~ address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist **and build the capacity of** Title I schools in planning and implementing effective parent**/guardian and family engagement** ~~involvement~~ activities to improve student academic achievement and school performance**, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education** (20 USC 6318)

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

~~Note: Items #**2**a-d below are **optional** and should be revised to reflect strategies jointly developed by district staff and parents/guardians of participating students.~~

~~The Superintendent or designee may:~~

PARENT INVOLVEMENT (continued)

~~a. Assign person(s) in the district office to serve as a liaison to the schools regarding Title I parent involvement issues~~

~~b. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities~~

~~c. Provide ongoing district-level workshops to assist school site staff and parents/guardians in planning and implementing improvement strategies, and seek input from parents/guardians in developing the workshops~~

~~d. Provide information to schools about the indicators and assessment tools that will be used to monitor progress~~

~~3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)~~

Note: 20 USC 6318 **mandates** that the district's policy or regulation include items #2a-f below. The district may expand these items to describe methods the district will use to carry out each activity.

The Superintendent or designee shall: (20 USC 6318)

a. Assist parents/guardians in understanding such topics as the **challenging** state~~'s~~ academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
~~*(cf. 6162.52 - High School Exit Examination)*~~

b. Provide **parents/guardians with** materials and training, such as literacy training and using technology **(including education about the harms of copyright piracy**), as appropriate, to help ~~parents/guardians~~ **them** work with their children to improve their children's achievement~~, such as literacy training and using technology, as appropriate, to foster parent involvement~~

c. With the assistance of parents/guardians, e~~E~~ducate teachers, ~~student services~~ **specialized instructional support** personnel, principals **and other school**

PARENT INVOLVEMENT (continued)

leaders, and other staff, ~~with the assistance of parents/guardians,~~ in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

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

~~Note: The district may revise item #d below to specify programs offered by the district.~~

d. To the extent feasible and appropriate, coordinate and integrate parent**/guardian** involvement programs and activities with **other federal, state, and local programs, including public preschool programs,** ~~Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs,~~ and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in ~~more~~ fully participating in their children's education

e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

f. Provide other such reasonable support for parent**/guardian** involvement activities as parents/guardians may request

Note: Although not mandated to be included in the district's policy or regulation, item #2g reflects a legal requirement in 20 USC 6318(g) to inform parents/guardians about the existence of parent information and resource centers in the state that work with Title I schools, districts, and parents/guardians. See the management resources in the accompanying Board policy for resources that can help districts locate the centers closest to them.

g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

Note: Items #2a-~~p~~**t** below are **optional** and should be revised to reflect ~~strategies jointly developed by district staff and parents/guardians of participating students~~ **district practice**. Items #a2-h are authorized, but not required, by 20 USC 6318.

PARENT INVOLVEMENT (continued)

In addition, the Superintendent or designee may:

a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training

b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training

c. Pay reasonable and necessary expenses associated with parent**/guardian** involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions

d. Train parents/guardians to enhance the involvement of other parents/guardians

e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students**, in order to maximize parent/guardian involvement and participation**

f. Adopt and implement model approaches to improving parent**/guardian** involvement

g. Establish a districtwide parent advisory council to provide advice on all matters related to parent**/guardian** involvement in Title I programs

h. Develop appropriate roles for community-based organizations and businesses in parent**/guardian** involvement activities

i. Make referrals to community agencies and organizations that offer literacy training, parent**/guardian** education programs, and/or other services that help to improve the conditions of parents/guardians and families

(cf. 1020 - Youth Services)

j. Provide a master calendar of district activities and district meetings

k. Provide information about opportunities for parent**/guardian and family engagement** ~~involvement~~ through the district newsletter, web site, or other written or electronic means

PARENT INVOLVEMENT (continued)

l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

(cf. 1230 - School-Connected Organizations)

m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians **and family members** as needed

n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions

~~c.~~**o.** Provide ongoing district-level workshops to assist school site staff**,** ~~and~~ parents/guardians**, and family members** in planning and implementing improvement strategies, and seek **their** input ~~from parents/guardians~~ in developing the workshops

~~b.~~**p.** Provide training for the principal or designee of each participating school regarding Title I requirements for parent**/guardian and family engagement** ~~involvement~~, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of ~~parent involvement~~ **related** activities

~~o.~~**q.** Regularly evaluate the effectiveness of staff development activities related to parent**/guardian and family engagement** ~~involvement~~

~~p.~~**r.** Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

~~a.~~**s.** Assign ~~person(s) in the district office~~ **district personnel** to serve as a liaison to the schools regarding Title I parent**/guardian and family engagement** ~~involvement~~ issues

~~d.~~**t.** Provide information to schools about the indicators and assessment tools that will be used to monitor progress

~~Note: The district may revise item #4 below to specify programs offered by the district.~~

PARENT INVOLVEMENT (continued)

~~4.~~ **3.** **To the extent feasible and appropriate, c**~~C~~oordinate and integrate Title I parent/**guardian and family engagement** ~~involvement~~ strategies with ~~Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs~~ **parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws** (20 USC 6318)

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

~~Note: Items #a-d below are **optional** and should be revised to reflect strategies jointly developed by district staff and parents/guardians of participating students.~~

The Superintendent or designee may:

a. Identify overlapping or similar program requirements

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3280 - Sale or Lease of District-Owned Real Property)
(cf. 5030 - Student Wellness)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)

b. Involve district and school site representatives from other programs to assist in identifying specific population needs

c. Schedule joint meetings with representatives from related programs and share data and information across programs

d. Develop a cohesive, coordinated plan focused on student needs and shared goals

~~5.~~ **4.** Conduct, with **meaningful** involvement of parents/guardians **and family members**, an annual evaluation of the content and effectiveness of the parent/**guardian and family engagement** ~~involvement~~ policy in improving the academic quality of the schools served by Title I**, including identification of:** (20 USC 6318)

~~Note: 20 USC 6318 **mandates** that the district's policy or regulation include items #a-b below. The district may expand these items to describe methods the district will use to carry out each activity.~~

PARENT INVOLVEMENT (continued)

~~The Superintendent or designee shall:~~

a. ~~Ensure that the evaluation include the identification of b~~**B**arriers to ~~greater~~ participation in parent/**guardian and family engagement** ~~involvement~~ activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background ~~(20 USC 6318)~~

b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers

c. Strategies to support successful school and family interactions

(cf. 0500 - Accountability)

Note: Although **it is** not mandated to be included in the district's policy or regulation, ~~item #c below~~ **the following paragraph** reflects a legal requirement of Education Code 11503 pertaining to evaluation of the district's parent/**guardian** involvement efforts.

~~c. Assess the district's progress in meeting annual objectives for the parent involvement program,~~ **The Superintendent or designee shall** notify parents/guardians of this review and assessment through regular school communications mechanisms~~,~~ and **shall** provide a copy **of the assessment** to parents/guardians upon their request**.** (Education Code 11503)

~~b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)~~

~~Note: Although not mandated to be included in the district's policy or regulation, item #c below reflects a legal requirement of Education Code 11503 pertaining to evaluation of the district's parent involvement efforts.~~

~~c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)~~

~~Note: Items #a-c below are **optional** and should be revised to reflect strategies jointly developed by district staff and parents/guardians of participating students.~~

The Superintendent or designee may:

PARENT INVOLVEMENT (continued)

a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications

b. Gather and monitor data regarding the number of parents/guardians **and family members** participating in district activities and the types of activities in which they are engaged

c. Recommend to the Board measures to evaluate the impact of the district's parent/**guardian and family engagement** ~~involvement~~ efforts on student achievement

~~b.~~ **5.** Use the ~~evaluation results~~ **findings of the evaluation conducted pursuant to item #4 above** to design **evidence-based** strategies for more effective parent/**guardian and family** involvement and, if necessary, to ~~recommend changes in~~ **revise** the parent/**guardian and family engagement** ~~involvement~~ policy (20 USC 6318)

6. Involve parents/guardians in the activities of schools served by Title I**, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy** (20 USC 6318)

~~Note: Items #a-c below are **optional** and should be revised to reflect strategies jointly developed by district staff and parents/guardians of participating students.~~

The Superintendent or designee may:

a. Include information about school activities in district communications to parents/guardians **and family members**

b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians **and family members** ~~with special needs~~

c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

Note: Pursuant to 20 USC 6318, the district's parent/**guardian and family engagement** ~~involvement~~ policy must be incorporated into the district's Title I ~~local educational agency~~ **LEA** plan. ~~See BP/AR 6171 - Title I Programs for language regarding the plan's development.~~ **In California, all the requirements of the LEA plan are addressed in an addendum to the local control and accountability plan (LCAP). See BP 0460 - Local Control and Accountability Plan.**

PARENT INVOLVEMENT (continued)

The district's Board policy and administrative regulation containing parent**/guardian and family engagement** ~~involvement~~ strategies shall be incorporated into the ~~LEA plan~~ **district's local control and accountability plan in accordance with 20 USC 6312** and **shall be** distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

School-Level Policies for Title I Schools

Note: The following section is for use by districts that receive federal Title I, Part A funds. 20 USC 6318**, as amended by P.L. 114-95,** mandates that each individual school receiving Title I funds have a written parent**/guardian and family engagement** ~~involvement~~ policy, developed jointly with and agreed upon by parents/guardians **and family members** of participating students, that describes the means for carrying out the requirements of 20 USC 6318(c) through (f), reflected in items #1-8 below. The following section lists the required components but does not include specific strategies which should be added by each school. **Schools may also use a template available on the web site of the California Department of Education, Title I School-Level Parental Involvement Policy, to develop the school-level policy.**

At each school receiving Title I funds, a written policy on parent**/guardian and family engagement** ~~involvement~~ shall be developed jointly with ~~and agreed upon by~~ **the** parents/guardians **and family members** of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved

2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent**/guardian** involvement

Note: As provided in item #3 below, 20 USC 6318 requires parent/guardian involvement in the development of the comprehensive plan required by 20 USC 6314 for schoolwide programs. Under state law (Education Code 64001), this plan must be incorporated into the single plan for student achievement covering all categorical programs in the state's consolidated application; see AR 6171 - Title I Programs and BP/AR 0420 - School Plans/Site Councils for further information about the development of this plan.

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent**/guardian and family engagement** ~~involvement~~ policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

PARENT INVOLVEMENT (continued)

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:

   a. Timely information about Title I programs

   b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and ~~the proficiency levels students are expected to meet~~ **the achievement levels of the challenging state academic standards**

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5123 - Promotion/Acceleration/Retention)

   c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians

5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

Note: 20 USC 6318 requires Title I schools to develop a school-parent compact as provided in item #6 below. U.S. Department of Education non-regulatory guidance, Parental Involvement: Title I, Part A, provides a sample template that schools may use in the development of the school-parent compact.

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

   This compact shall address:

   a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's ~~student~~ **challenging** academic achievement standards

PARENT INVOLVEMENT (continued)

b. Ways in which parents/guardians will be responsible for supporting their children's learning, ~~such as monitoring attendance, homework completion, and television viewing;~~ volunteering in the classroom~~;~~**,** and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5113 - Absences and Excuses)
(cf. 6145 - Extracurricular/Cocurricular Activities)
(cf. 6154 - Homework/Makeup Work)

c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

(1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement

(2) Frequent reports to parents/guardians on their children's progress

(3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

(4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand

7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the **required** activities described in ~~items #3a-h~~ **item #2** in the section "District Strategies for Title I Schools" above

8. To the extent practicable, provide ~~full~~ opportunities for the **informed** participation of parents/guardians **and family members (including parents/guardians and family members** with limited English proficiency, parents/guardians **and family members** with disabilities, and parents/guardians **and family members** of migrant children**)**, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

PARENT INVOLVEMENT (continued)

Each school's parent/**guardian and family engagement** ~~involvement~~ policy shall be made available to the local community**. Parents/guardians shall be notified of the policy** ~~and distributed to parents/guardians of participating students~~ in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Note: The following paragraph is **optional**. Education Code 64001 requires that the single plan for student achievement covering the categorical programs in the state's consolidated application, including Title I schoolwide programs, be annually reviewed by the school site council and submitted to the Board for approval; see BP/AR 0420 - School Plans/Site Councils.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/**guardian and family engagement** ~~involvement~~ policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

~~The principal or designee, jointly with parents/guardians of participating students,~~ **The school's policy** shall **be** periodically update**d** ~~the school's policy~~ to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

Note: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 **mandates** the Board to adopt a policy on parent/**guardian** involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502 as reflected in items #1-5 below. Subitems under items #1-5 are **optional** strategies for carrying out the legal requirement and should be revised to reflect district practice.

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

~~Note: Items #a-c below are **optional** and should be revised to reflect district practice.~~

The Superintendent or designee may:

a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education

PARENT INVOLVEMENT (continued)

b. Provide information, in parent handbooks and through other appropriate means**,** regarding academic expectations and resources to assist with the subject matter

c. Provide parents/guardians with information about students' class assignments and homework assignments

2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

~~Note: Items #a-b below are **optional** and should be revised to reflect district practice.~~

The Superintendent or designee may:

a. Provide parents/guardians with information regarding ways to create an effective study environment **for their children** at home and to encourage good study habits

b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing

c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees

3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

~~Note: Items #a-g below are **optional** and should be revised to reflect district practice.~~

The Superintendent or designee may:

a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students

b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom

PARENT INVOLVEMENT (continued)

c. Provide information about parent/**guardian and family engagement** ~~involvement~~ opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications

d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand

e. Develop mechanisms to encourage parent/guardian input on district and school issues

f. Identify barriers to parent/guardian **and family** participation in school activities, including parents/guardians **and family members** who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background

g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care

4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

~~Note: Items #a-b below are **optional** and should be revised to reflect district practice.~~

The Superintendent or designee may:

a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy

b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications

5. Integrate parent/**guardian and family engagement** ~~involvement~~ programs into school plans for academic accountability

~~Note: Items #a-b below are **optional** and should be revised to reflect district practice.~~

The Superintendent or designee may:

PARENT INVOLVEMENT (continued)

a. Include parent/**guardian and family engagement** ~~involvement~~ strategies in school reform or school improvement initiatives

b. Involve parents/guardians **and family members** in school planning processes

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CSBA Sample
Board Policy

Instruction BP 6153(a)

SCHOOL-SPONSORED TRIPS

Note: The following **optional** policy should be revised to reflect district practice. For language regarding transportation for field trips, see AR 3541.1 - Transportation for School-Related Trips.

~~The following paragraph is consistent with the goals of field trips and excursions specified in Education Code 35330. Districts that wish to prohibit certain types of trips because of educational or safety concerns may modify the following paragraph accordingly (e.g., trips to amusement parks, boating).~~

The Governing Board recognizes that ~~school-sponsored~~ **field** trips ~~are an important component of a student's development and~~ supplement and enrich the classroom learning experience**, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.**

(cf. 0460 - Local Control and Accountability Plan)

Note: The following paragraph is consistent with the goals of field trips and excursions specified in Education Code 35330. Districts that wish to prohibit certain types of trips (e.g., trips to amusement parks, boating) because of educational or safety concerns may modify the following paragraph accordingly.

~~School-sponsored~~ **Field** trips ~~may~~ **shall** be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band ~~activities~~, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. **(Education Code 35330)**

(cf. 6143 - Courses of Study)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Note: The following paragraph may be revised to reflect district practice.

Requests for ~~school-sponsored~~ **field** trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other ~~school-sponsored~~ **field** trips shall be approved in advance by the principal.

(cf. 3312.2 - Educational Travel Program Contracts)

SCHOOL-SPONSORED TRIPS (continued)

The principal shall establish a process for approving a staff member's request to conduct a ~~school-sponsored~~ **field** trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

(cf. 3530 - Risk Management/Insurance)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5142 - Safety)
(cf. 5143 - Insurance)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1700 - Relations Between Private Industry and the Schools)

Note: Education Code 35330, as amended by AB 341 (Ch. 40, Statutes of 2017), eliminates the prohibition against the use of district funds to pay for the expenses of students participating in field trips or excursions to another state, to the District of Columbia, or to a foreign country. Pursuant to Education Code 35330, unlike field trips within the state, no transportation allowances will be made by the Superintendent of Public Instruction for out-of-state field trips.

The Board may approve the use of d~~D~~istrict funds ~~shall not be used to pay~~ **for** student expenses for **in-state,** out-of-state**,** or out-of-country field trips or excursions **when permitted by law**. ~~However,~~ **In addition,** expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

Legal Reference: (see next page)

SCHOOL-SPONSORED TRIPS (continued)

Legal Reference:

EDUCATION CODE
8760 Authorization of outdoor science and conservation programs
32040-32044 First aid equipment: field trips
35330 Excursions and field trips
35331 Provision for medical or hospital service for pupils (on field trips)
35332 Transportation by chartered airline
35350 Transportation of students
44808 Liability when pupils not on school property
48908 Duties of pupils; authority of teachers
BUSINESS AND PROFESSIONS CODE
~~*17540 Travel promoters*~~
17550-17550.9 Sellers of travel
17552-17556.5 Educational travel organizations

Management Resources:

WEB SITES
American Red Cross: http://www.redcross.org
California Association of Directors of Activities: http://www.cada1.org
U.S. Department of Homeland Security: http://www.dhs.gov

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Administrative Regulation

Instruction AR 6173.1(a)

EDUCATION FOR FOSTER YOUTH

Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602 or is a nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01. (Education Code 42238.01, 48853.5)

Note: In instances where the rights of the parent/guardian have been limited, the court may appoint an educational representative on a temporary or long-term basis to make educational decisions for the student.

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is ~~some other~~ **another** school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine **which school is the school of origin~~,~~. This determination shall be made** in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and ~~in~~ **shall be based on** the best interests of the foster youth~~, which school is the school of origin~~. (Education Code 48853.5)

Note: Education Code 48850 expresses the legislative intent that the "best interests" of a foster youth include educational stability as well as placement in the least restrictive educational program, as provided below.

In addition, pursuant to 20 USC 6311, determination of a student's "best interest" requires consideration of all factors relating to the student's best interest, including the appropriateness of the current educational setting and the proximity to the school in which the student is enrolled at the time of placement.

Best interest means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, **the proximity to the school at the time of placement, appropriateness of the educational setting,** educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853**; 20 USC 6311**)

EDUCATION FOR FOSTER YOUTH (continued)

District Liaison

Note: Pursuant to Education Code 48853.5, districts are required to designate a staff person as the educational liaison for foster youth. This person may be the same individual designated as the liaison for homeless students as required by 42 USC 11432; see AR 6173 - Education for Homeless Children. In addition, Education Code 48853.5 requires that, for districts operating a foster youth services program, the liaison be affiliated with that program. The duties of the liaison are as specified below.

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

__Superintendent _____
(position or title)
__1575 Old Ranch Road, Placerville, CA. 95667_____
(address)
__(530) 626-3194_____
(phone number)
__(first initial of first name plus full last name) @gtusd.org
(email)

(cf. 6173 - Education for Homeless Children)

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

Note: Education Code 48645.5 requires districts to accept for credit full or partial coursework completed in a public school or nonpublic nonsectarian school or agency in addition to a juvenile court school; see the section below entitled "Transfer of Coursework and Credits."

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

   When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

(cf. 5125 - Student Records)
(cf. 6146.3 - Reciprocity of Academic Credit)

EDUCATION FOR FOSTER YOUTH (continued)

Note: Pursuant to Education Code 48853.5, 48911, 48915.5, and 48918.1, the district liaison is required to invite or notify a foster youth's attorney and the appropriate official of the county child welfare agency in certain circumstances when expulsion-related proceedings are pending against the foster youth. For specific situations requiring such invitation or notice, see AR 5144.1 - Suspension and Expulsion/Due Process.

3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination prior to a change in the foster youth's placement~~,~~ when he/she is a student with a disability. (Education Code 48853.5, 48911, 48915.5, 48918.1)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Note: Items #4-8 below are **optional** and should be modified to reflect district practice.

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Learners)
(cf. 6177 - Summer Learning Programs)
(cf. 6179 - Supplemental Instruction)

6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

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

Note: **Optional** item #7 establishes the responsibility of the district liaison to collaborate with other local agencies to coordinate services for foster youth.

Education Code 42920.5-42921~~, as amended by AB 854 (Ch. 781, Statutes of 2015),~~ establish the Foster Youth Services Coordinating Program and provide funding for a county office of education or consortium of county offices of education to coordinate educational support for foster youth among the districts within their jurisdiction. As part of the program, such county offices must develop and implement a coordinating plan for purposes of establishing guiding principles and protocols to provide supports for foster care students. To the extent possible, such a plan must include, but ~~shall~~ **is** not ~~be~~ limited to, a description of how the program will establish ongoing collaboration among local educational agencies, county child welfare agencies, and county probation departments to determine the proper educational placement of foster youth. In addition, pursuant to Education Code 42921, if a district annually certifies in writing that it is unable, using any other state, federal, local, or private funds, to provide tutoring, mentoring, and counseling for foster youth, it may enter into a temporary agreement with the foster youth services coordinating program to provide those services, if the program has established such services.

7. Collaborate with the county office of education, county placing agency, county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate services for the district's foster youth

(cf. 1020 - Youth Services)
(cf. 5113.1 - Chronic Absence and Truancy)

Note: The following **optional** item facilitates the annual update of the local control and accountability plan required pursuant to Education Code 52060; see BP/AR 0460 - Local Control and Accountability Plan.

8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan

(cf. 0460 - Local Control and Accountability Plan)

~~Note: The following paragraph is **optional**. Because the district's liaison for foster youth often has additional duties pertaining to other programs, CSBA's policy brief Educating Foster Youth: Best Practices and Board Considerations recommends periodic evaluation of the liaison's caseload to determine whether he/she is able to adequately fulfill his/her duties with respect to foster youth.~~

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

Enrollment

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

Note: Pursuant to Education Code 48853, a district is required to educate foster youth in the least restrictive environment necessary for their educational achievement. However, a district may be discharged from this obligation when the parent/guardian or other person ~~with~~ **holding** the right to make educational decisions for the foster youth unilaterally decides to place the foster youth in another educational program and provides the district a written statement as specified in item #2 below.

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another education~~al~~ program and submits a written statement to the district indicating that determination and that he/she is aware of the following:

   a. The student has a right to attend a regular public school in the least restrictive environment.

   b. The alternate education~~al~~ program is a special education program, if applicable.

   c. The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.

   d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

Note: Pursuant to Education Code 48853.5, a foster youth may continue his/her education in the school of origin under the circumstances stated below. Elementary and high school districts should delete any item (**#3**b or c) that is not applicable to the grade levels served by the district.

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.

   a. The student may continue in the school of origin for the duration of the court's jurisdiction.

   b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.

EDUCATION FOR FOSTER YOUTH (continued)

c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.

d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

Note: Pursuant to Education Code 48853.5, a district is required to immediately enroll any foster youth transferring into the district even when the foster youth has outstanding fees or fines due to the last school attended or the district has not received the foster youth's academic and medical records, as listed in items #1-3 below. However, pursuant to Health and Safety Code 120341, if a district does not receive a foster youth's immunization records prior to enrolling him/her, the district must take steps, after the foster youth is enrolled, to obtain his/her immunization records or ensure that he/she is properly immunized. See BP/AR 5141.31 - Immunizations.

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

(cf. 5111.1 - District Residency)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

Note: Education Code 48853 and 48853.5 specify that, if a dispute arises regarding school placement, the district shall use an existing dispute resolution process available to any district student. The following paragraph should be modified to reflect district practice.

If the foster youth or a person ~~with~~ **holding** the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(cf. 9320 - Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

Note: Pursuant to Education Code 48853.5, a district may, but is not required to, provide transportation to enable a foster youth to attend a school or school district of origin, except when it is otherwise required by federal law or pursuant to the individualized education program of a student with a disability. **In accordance with 20 USC 6312, as amended by the Every Student Succeeds Act (P.L. 114-95), districts are mandated to collaborate with the local child welfare agency to develop clear written procedures governing how transportation will be provided, arranged, and funded to enable foster youth to attend their school of origin, when it is in their best interest to do so. The local child welfare agency may reimburse the district for any additional costs of such transportation, or the district may agree to pay for or share the costs with the child welfare agency. The following section may be revised to reflect the procedures established in collaboration with the child welfare agency, or such procedures may be incorporated into a memorandum of understanding or other document.** ~~An example of when transportation might be required under federal law is when a foster youth is homeless, pursuant to the McKinney-Vento Homeless Assistance Act (42 USC 11431-11435).~~

EDUCATION FOR FOSTER YOUTH (continued)

~~Option 1 is for use by districts that do not provide transportation. Option 2 is for use by districts that choose to provide transportation to foster youth to and from their school of origin and may be revised to reflect district practice.~~

~~**OPTION 1:** The district shall not be responsible for providing transportation to and from the school of origin.~~

~~**OPTION 2:** Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.~~

The Superintendent or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable foster youth to remain in their school of origin, for the duration of their time in foster care, when it is in their best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both. (20 USC 6312)

(cf. 3540 - Transportation)
(cf. 3541 - Transportation Routes and Services)

Effect of Absences on Grades

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school

2. A verified court appearance or related court-ordered activity

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

Transfer of Coursework and Credits

Note: The following section is for use by districts maintaining high schools. Education Code 51225.2 addresses the transferability of coursework and credits completed by foster youth, as provided below.

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

EDUCATION FOR FOSTER YOUTH (continued)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Note: Although Education Code 51225.2 requires districts to award partial credits to foster youth who transfer from school to school, there is no uniform system for calculating and awarding partial credits. To ensure consistency in the treatment of foster youth, the California Child Welfare Council (CCWC), in its Partial Credit Model Policy and Practice Recommendations available on its web site, recommends the approach specified in the following **optional** paragraph, which may be revised to reflect district practice.

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Applicability of Graduation Requirements

Note: The following section is for use by districts maintaining high schools. Also see BP 6146.1 - High School Graduation Requirements.

~~Education Code 60851.5, as added by SB 172 (Ch. 572, Statutes of 2015), provides that the administration of the California High School Exit Examination and the requirement that each student completing grade 12 successfully pass the exam as a condition of receiving a diploma or a condition from graduation from high school are suspended for the 2015-16, 2016-17, and 2017-18 school years.~~

To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.

(cf. 6146.1 - High School Graduation Requirements)
~~*(cf. 6162.52 - High School Exit Examination)*~~

EDUCATION FOR FOSTER YOUTH (continued)

~~Note: Education Code 51225.1 exempts any foster youth who transfers into the district or between district schools any time after completion of the student's second year of high school from locally established high school graduation requirements. The district is required to notify the student, the person holding rights to make educational decisions for the student, and the district liaison of the availability of this exemption and whether the student qualifies for it. As amended by AB 1166 (Ch. 171, Statutes of 2015), Education Code 51225.1 provides that, if the district fails to provide this notification, the student will be eligible for the exemption once he/she is notified, even if that notification is received after the student is no longer under the court's jurisdiction, if the student otherwise qualifies for the exemption.~~

However, when a foster youth who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Superintendent or designee shall notify the foster youth, the person holding the right to make educational decisions for him/her, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer a foster youth. (Education Code 51225.1, 60851)

To determine whether a foster youth is in his/her third or fourth year of high school, the district shall use either the number of credits the foster youth has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any foster youth who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a foster youth to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a foster youth or any person acting on behalf of a foster youth. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while he/she is still enrolled in school or if he/she transfers to another school or school district. (Education Code 51225.1)

EDUCATION FOR FOSTER YOUTH (continued)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within his/her fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the foster youth and the person holding the right to make educational decisions for him/her of the foster youth's option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution

2. Provide information to the foster youth about transfer opportunities available through the California Community Colleges

3. Upon agreement with the foster youth or, if he/she is under 18 years of age, the person holding the right to make educational decisions for him/her, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

Note: Education Code 48850 provides that, when a foster youth's residence changes pursuant to a court order or decision of a child welfare worker, the student shall be immediately deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports. For additional information about eligibility requirements, see BP 6145 - Extracurricular and Cocurricular Activities.

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Notification and Complaints

Note: ~~As amended by AB 379 (Ch. 772, Statutes of 2015),~~ Education Code 48853, 49069.5, 51225.1, and 51225.2 require that the district's annual uniform complaint procedures notification include specified information regarding the educational rights of foster youth. See AR 1312.3 - Uniform Complaint Procedures for further information regarding this notification. Education Code 48853.5~~, as amended by AB 379,~~ requires the California Department of Education (CDE), in consultation with the California Foster Youth Education Task Force, to develop a standardized notice of the educational rights of foster youth and to post that notice on its web site.

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

EDUCATION FOR FOSTER YOUTH (continued)

(cf. 5145.6 - Parental Notifications)

Note: ~~AB 379 (Ch. 772, Statutes of 2015) amended~~ Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2 ~~to~~ provide that complaints of noncompliance with specified requirements related to the education of foster youth may be filed in accordance with the uniform complaint procedures specified in 5 CCR 4600-4687. As with other complaints covered under the uniform complaint procedures, a complainant may appeal the district's decision to the CDE and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student. See BP/AR 1312.3 - Uniform Complaint Procedures.

Any complaint **alleging** that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 1312.3 - Uniform Complaint Procedures)

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CSBA Sample
Board Policy

Instruction BP 6173.2(a)

EDUCATION OF CHILDREN OF MILITARY FAMILIES

Note: ~~Pursuant to Education Code 49700-49704, as added by AB 343 (Ch. 237, Statutes of 2009), the Interstate Compact on Educational Opportunity for Military Children is applicable to California school districts from January 1, 2010 through January 1, 2013, unless extended by the Legislature. Education Code 49700-49701 establish uniform means of assisting children of "active duty military families" transferred into or out of California by reducing or eliminating the barriers to their educational success caused by the frequent moves and deployments of their parents/guardians. Among other things, Education Code 49701 requires that districts be flexible in applying their local rules to such students in order to facilitate their enrollment, placement, advancement, eligibility for extracurricular activities, and on-time graduation.~~ The following **optional** policy ~~is **optional** and~~ may be revised to reflect district practice.

The Governing Board recognizes ~~the challenges to the academic success of~~ **that** children of military families **face challenges to their academic success** caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. ~~In accordance with law, t~~**T**he district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students.

(cf. 5125 - Student Records)
(cf. 6011 - Academic Standards)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6179 - Supplemental Instruction)

Note: ~~Education Code 49700 encourages districts to facilitate the placement of children of military families so that they are not disadvantaged by variations in attendance requirements, scheduling, sequencing, grading, course content, or assessment.~~ **Pursuant to Education Code 49700-49704, the Interstate Compact on Educational Opportunity for Military Children is applicable to California school districts. Education Code 49700-49701 establish uniform means of assisting children of military families, as defined in the accompanying administrative regulation, by reducing or eliminating the barriers to their educational success caused by the frequent moves and deployments of their parents/guardians. Among other things, Education Code 49701 requires that districts be flexible in applying certain local rules to such students in order to facilitate their enrollment, placement, advancement, eligibility for extracurricular activities, and on-time graduation.**

~~In making decisions about children of military families, including decisions regarding their enrollment, placement, eligibility for extracurricular activities, or waiver of any graduation requirement, the Superintendent or designee shall be flexible to the extent permitted by law and district policy.~~ **The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704**.

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

(cf. 5117 - Interdistrict Attendance)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.3 - Reciprocity of Academic Credit)

Note: The following optional paragraph reflects a recommendation in the California Department of Education's (CDE) Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children.

The Superintendent or designee shall provide information and/or training to administrators, other appropriate district staff, and military families regarding the provisions of the Interstate Compact and the educational rights of children of military families.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5020 - Parent Rights and Responsibilities)

Note: The following optional paragraph may be revised to reflect district practice. Each branch of the military appoints school liaison officers or comparable positions to serve as the primary point of contact for school-related matters. Their duties include coordinating with local school systems and assisting military families with school issues.

The Superintendent or designee shall ~~work~~ **collaborate** with parents/guardians**,** ~~and shall collaborate with~~ **school liaison officers from military installations, and/or** ~~local, state, and~~ other agencies within and outside the state to facilitate the transition of children of military families into and out of the district.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)

Note: The following paragraph may be revised to reflect district practice. Pursuant to 20 USC 6311, as amended by the Every Student Succeeds Act (P.L. 114-95), states and districts are required to issue an annual report card which must include state achievement results for students who have parents/guardians who are members of the Armed Forces on active duty or full-time National Guard duty. The CDE has updated the California Longitudinal Pupil Achievement Data System to indicate such students. These students will be assigned a national identification number that will facilitate monitoring of their academic progress as they move across military bases and from state to state.

The Superintendent or designee shall ~~regularly~~ **annually** report to the Board **and the public** on the educational outcomes of children of military families**.** ~~enrolled in district schools~~, **Such reports may include,** ~~including,~~ but **are** not limited to, school attendance, student achievement test results, promotion and retention rates by grade levels, ~~participation in extracurricular activities,~~ and graduation rates.

(cf. 0500 - Accountability)

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6162.51 - State Academic Achievement Tests)
~~(cf. 6162.52 - High School Exit Examination)~~

Legal Reference:

EDUCATION CODE
35160.5 District policy rules and regulations; requirements; matters subject to regulation
35179 Interscholastic athletics; associations or consortia
35181 Students' responsibilities
35351 Assignment of students to particular schools
46600-46611 Interdistrict attendance agreements
48050-48054 Nonresidents
48200-48208 Persons included (compulsory education law)
48300-48316 Student attendance alternatives, school district of choice program
49700-49704 Education of children of military families
51225.3 Requirements for graduation
51240-51246 Exemptions from requirements
51250-51251 School-age military dependents
~~60850-60859 High school exit examination~~
66204 Certification of high school courses as meeting university admissions criteria
UNITED STATES CODE, TITLE 10
101 Definitions
1209 Transfer to inactive status list instead of separation
1211 Members on temporary disability retired list: return to active duty; promotion
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
6311 State plan
UNITED STATES CODE, TITLE 29
794 Section 504 ***of the federal Rehabilitation Act***

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL
Partial Credit Model Policy and Practice Recommendations
CALIFORNIA ***DEPARTMENT OF EDUCATION PUBLICATIONS*** *~~TASK FORCE REPORT TO THE LEGISLATURE~~*
~~Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009~~
Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children, April 2014
WEB SITES
CSBA: http://www.csba.org
California Child Welfare Council: http://www.chhs.ca.gov/Pages/CAChildWelfareCouncil.aspx
California Department of Education, Educational Options Office: http://www.cde.ca.gov/ls/pf/mc
Military Interstate Children's Compact Commission: http://www.mic3.net

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CSBA Sample
Administrative Regulation

Instruction AR 6173.2(a)

EDUCATION OF CHILDREN OF MILITARY FAMILIES

Note: The following administrative regulation is **optional**. Pursuant to Education Code 49701, ~~as added by AB 343 (Ch. 237, Statutes of 2009),~~ districts are required to be flexible in applying their local rules to children of military families in order to facilitate their enrollment, placement, advancement, eligibility for extracurricular activities, and on-time graduation.

In addition, Education Code 51251 authorizes the Governing Board to establish a course credit transfer policy and to provide early entry transfer, pretranscript evaluation, student support services, and other similar assistance to any school-aged child of a military service member who is on active duty, or within one year of his/her discharge, or when the child's transfer to a new school is a direct result of the military transfer or discharge of his/her parent/guardian.

Definitions

Children of military families are school-aged children in the household of: (Education Code 49701)

1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211

2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement

3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

Enrollment

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

Note: Pursuant to Education Code 48204.3, as amended by SB 455 (Ch. 239, Statutes of 2017), a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation, as defined, within the state. See AR 5111.1 - District Residency.

A child of a military family shall be deemed to meet district residency requirements if his/her parent/guardian, while on active military duty pursuant to an official military

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EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

(cf. 5111.1 - District Residency)

When a child of a military family is transferring into the district, the Superintendent or designee may enroll the child based on the child's placement in the previous district, pending receipt of the child's records. Upon enrollment, the Superintendent or designee shall immediately request the student's records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

(cf. 5111 - Admission)
(cf. 5125 - Student Records)
(cf. 5141- Health Care and Emergencies)
(cf. 5141.31- Immunizations)

Note: Pursuant to Education Code ~~48301~~ **48307, as amended by AB 99 (Ch. 15, Statutes of 2017)**, ~~as amended by AB 306 (Ch. 771, Statutes of 2015),~~ a district must not deny a student whose parent/guardian is on active military duty from transferring out of the district to ~~a "school district of choice."~~ **any other district. In addition, Education Code 46600, as amended by AB 2659 (Ch. 186, Statutes of 2016), provides that districts must not prohibit the transfer of such a student out of the district to any other district that approves the transfer, regardless of whether or not an interdistrict transfer agreement exists or a permit is issued.** Also see BP 5117 - Interdistrict Attendance.

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district ~~to any district that has declared itself to be a "school district of choice" pursuant to Education Code 48300-48316~~, if the ~~other~~ school district **of proposed enrollment** approves the application for transfer. (Education Code **46600,** ~~48301~~ **48307**)

(cf. 5117 - Interdistrict Attendance)

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. (Education Code 49701)

Placement ~~and Attendance~~

Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 51251, the district may provide pretranscript evaluations, as described below, in order to address the needs of children of military families.

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EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the child's enrollment and/or assessment in his/her previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

(cf. 6141.5 - Advanced Placement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Learners)

Note: Pursuant to Education Code 49701, the district is required to provide a child of a military family who has been identified as a student with a disability eligible for services under the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act (29 USC 794) with services based on his/her current individualized education program or Section 504 plan, as appropriate. See BP/AR 6159 - Individualized Education Program and BP/AR 6164.6 - Identification and Education Under Section 504.

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services to the student based on his/her current individualized education program. In addition, when the child of a military family transferring into the district is eligible for services under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

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EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

Transfer of Coursework and Credits

Note: The following section is for use by districts maintaining high schools. Education Code 51225.2, as amended by AB 365 (Ch. 739, Statutes of 2017), requires districts to issue credit for coursework satisfactorily completed at another school, as provided below.

When a child of a military family transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a nonpublic, nonsectarian school or agency, or a juvenile court school and shall not require the student to retake the course. (Education Code 51225.2)

(cf. 6146.3 - Reciprocity of Academic Credit)
(cf. 6159.2 - Nonpublic, Nonsectarian School or Agency Services for Special Education)

If the student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take only the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the student's parent/guardian, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued, the student shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Note: Although Education Code 51225.2 requires districts to award partial credits to children of military families who transfer from school to school, there is no uniform system for calculating and awarding partial credits. A recommendation for how to award partial credit is available in the California Child Welfare Council's Partial Credit Model Policy and Practice Recommendations and should be revised to reflect district practice.

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject.

In no event shall the district prevent a child of a military family from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(cf. 6143 - Courses of Study)

Absences

Note: The California Department of Education's (CDE) Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children, available on its web site, contains a sample letter that may be provided to parents/guardians to report deployment-related absences.

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

When a student's parent/guardian is an active duty member and is called to duty **for**, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with his/her parent/guardian. (Education Code 49701)

(cf. 5113 - Absences and Excuses)

~~**Graduation**~~

~~The Superintendent or designee may also waive specific district course requirements for graduation if similar coursework has been satisfactorily completed by the student in his/her previous school. (Education Code 49701)~~

~~*(cf. 6162.52 - High School Exit Examination)*~~
~~*(cf. 6179 - Supplemental Instruction)*~~

~~The Superintendent or designee shall facilitate the on-time graduation of children of military families by providing supplemental instruction to incoming students as necessary to enable them to meet the district's graduation requirements. (Education Code 49701)~~

~~If after considering all alternatives, the Superintendent or designee believes that a student who has transferred into the district in grade 12 will not be able to satisfy the district's graduation requirements in time to graduate with his/her class, the Superintendent or designee shall work with the sending district to have the sending district issue the student its diploma, provided the student satisfies that sending district's graduation requirements. (Education Code 49701)~~

~~Note: The following paragraph is **optional**.~~

~~Upon request of a school district to which a former district student has transferred, the Superintendent or designee shall issue the district's diploma of graduation to the former student, provided the student has satisfactorily completed the district's graduation requirements, including the passage of the high school exit examination.~~

Graduation Requirements

Note: The following section is for use by districts maintaining high schools. Education Code 51225.1, as amended by AB 365 (Ch. 739, Statutes of 2017), exempts children of military families from district-established graduation requirements, under certain conditions, when they transfer after completing two years of high school. Also see BP 6146.1 - High School Graduation Requirements.

To obtain a high school diploma, a child of a military family shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

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EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

(cf. 6146.1 - High School Graduation Requirements)

However, when a child of a military family who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student and his/her parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student no longer meets the definition of a child of a military family pursuant to Education Code 49701. (Education Code 51225.1)

To determine whether a child of a military family is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any child of a military family who is granted an exemption and his/her parent/guardian how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a child of a military family to transfer schools in order to qualify for an exemption, and no child of a military family or his/her parent/guardian shall be permitted to request a transfer solely to qualify for an exemption. (Education Code 51225.1)

If a child of a military family is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a child of a military family or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a child of a military family is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

1. Inform the student and, if under 18 years of age, his/her parent/guardian of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution

2. Provide information to the student about transfer opportunities available through the California Community Colleges

3. Upon agreement with the student, or with the parent/guardian if the student is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Notification and Complaints

Note: Education Code 51225.1 and 51225.2, as amended by AB 365 (Ch. 739, Statutes of 2017), provide that complaints of noncompliance with specified requirements related to the educational rights of children of military families may be filed in accordance with the uniform complaint procedures specified in 5 CCR 4600-4687. As with other complaints covered under the uniform complaint procedures, a complainant may appeal the district's decision to the CDE and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student. See BP/AR 1312.3 - Uniform Complaint Procedures.

Information regarding the educational rights of children of military families, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint alleging that the district has not complied with requirements regarding the education of children of military families, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Policy Reference UPDATE Service
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AGENDA ITEM 15.0
DISCUSSION ITEM: Administrative Reports

BACKGROUND

S. Lyons, superintendent, will report on activities relevant to District and Sutter's Mill School business.

B. Holler, principal, will report on activities relevant to Gold Trail School business.

Aidan Harte, CBO, will be available to answer question relevant to financial business.

Board members will report on activities relevant to District business.

ATTACHMENTS

- **Enrollment Report**

BUDGETED

☑ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

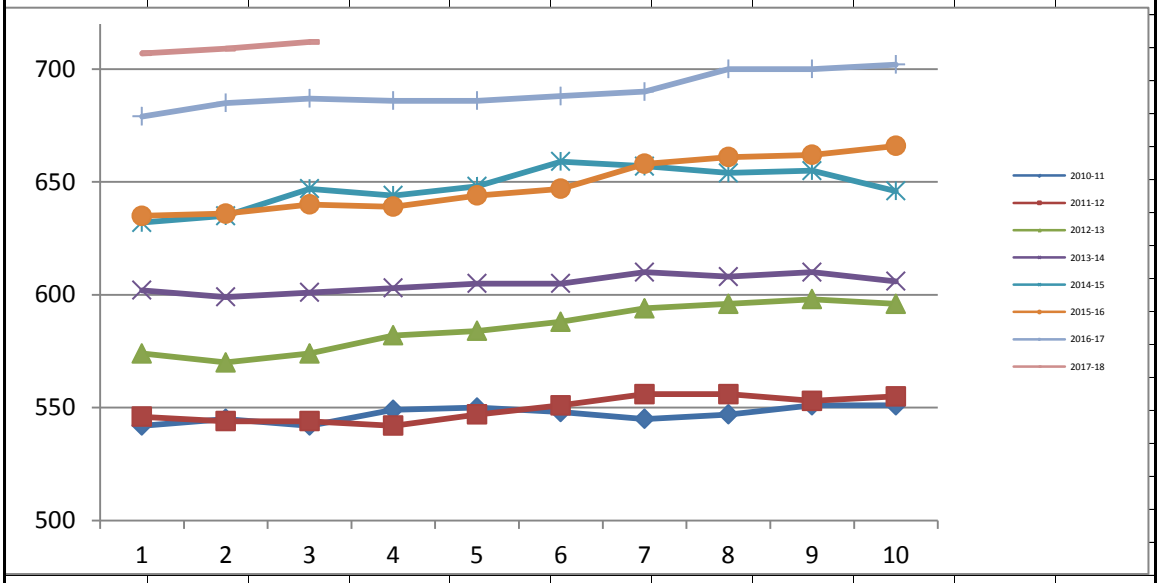
RECOMMENDATION

No action needed.

NOTES

Enrollment Report
Historical, Current Projection

	1	2	3	4	5	6	7	8	9	10
1995-96	666	663	666	666	668	663	657	658	657	656
1996-97	694	695	694	696	695	691	695	694	700	698
1997-98	702	698	700	703	710	712	709	707	703	705
1998-99	662	655	663	661	656	650	660	658	668	667
1999-00	650	655	663	652	651	653	669	670	664	667
2000-01	652	659	656	654	656	663	665	664	664	662
2001-02	644	648	645	654	649	651	653	649	652	649
2002-03	635	645	648	662	659	651	653	658	659	665
2003-04	604	608	608	608	603	602	602	606	607	606
2004-05	550	555	556	552	555	553	553	557	557	557
2005-06	538	545	543	549	557	551	554	554	556	556
2006-07	552	549	541	546	546	546	546	542	542	540
2007-08	538	543	552	557	558	563	561	561	566	558
2008-09	544	547	543	540	537	539	551	550	550	553
2009-10	545	543	539	538	540	546	549	548	551	551
2010-11	542	545	542	549	550	548	545	547	551	551
2011-12	546	544	544	542	547	551	556	556	553	555
2012-13	574	570	574	582	584	588	594	596	598	596
2013-14	602	599	601	603	605	605	610	608	610	606
2014-15	632	635	647	644	648	659	657	654	655	646
2015-16	635	636	640	639	644	647	658	661	662	666
2016-17	679	685	687	686	686	688	690	700	700	702
2017-18	707	709	712							



2017-18 Enrollment this month				
TK	25		4	75
K	67		5	84
1	67		6	89
2	62		7	84
3	73		8	86
Total	294		Total	418
	District Total Enrollment			712

AGENDA ITEM:
Closed Session

16. CLOSED SESSION OPEN HEARING

Members of the public may take this opportunity to comment on Closed Session agenda items.

17. CLOSED SESSION

The Board will adjourn to Closed Session pursuant to Government Code 54957. Closed Session attendants: Board Members, superintendent interviewees.

.1 CONFERENCE WITH LABOR NEGOTIATORS (*Government Code Section 54957.6)*

The Board will give direction regarding employee bargaining issues with the Gold Trail Federation of Educators and discussion with other non-represented employee groups.

NOTES

The Brown Act and Education Code delineate the circumstances under which a legislative body of a local agency may meet in closed session and limits legislative bodies to the types of closed sessions identified under Government Code 54962. The Brown Act and Education Code authorize closed sessions for the following:

1. *Real Property Transactions*
2. *Pending litigation*
3. *Joint Powers Agency ("JPA") issues*
4. *Public security*
5. *Personnel exception*
6. *Collective Bargaining*
7. *Student Discipline*
8. *Assessment Instruments*

AGENDA ITEM 18.0
Reconvene Public Session and Closed Session Disclosure

If Vote Taken in Closed Session

ACTION	*Moved*	*Seconded*
☐ *Approved as is* ☐ *Not approved* ☐ *Amended to read:*		

Vote	*Ayes*	*Noes*	*Absent*	*Abstain*

AGENDA ITEM 19.0
Future Meetings

Date: December 14, 2017 Time: 6:00 p.m. Location: Gold Trail School Library

Agenda Items for that meeting may include but are not limited to:
Board Policies, Administrative Regulations and Board Bylaws Updates
Board Organizational Meeting (Annual)
District Vision Review
First Interim Financial Report Filed (Annual)
Review of Board and Superintendent Protocols (Annual)
Transportation Report (Annual)

Requests may be made at this time for items to be placed on a future agenda.

AGENDA ITEM: ***Adjournment***		
ACTION	***Moved***	***Seconded***
☐ ***Approved as is*** ☐ ***Not approved*** ☐ ***Amended to read:***		

Vote	***Ayes***	***Noes***	***Absent***	***Abstain***