

CENTER JOINT UNIFIED SCHOOL DISTRICT

www.centerusd.k12.ca.us

Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well-rounded education, and being active citizens of our diverse community.

BOARD OF TRUSTEES REGULAR MEETING

➡ District Board Room, Room 503
Wilson C. Riles Middle School
4747 PFE Road, Roseville, CA 95747

Wednesday, November 19, 2014 - 6:00 p.m.

STATUS

- I. CALL TO ORDER & ROLL CALL - 5:30 p.m.
- II. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION
 - 1. Student Expulsions/Readmissions (G.C. §54962)
 - 2. Conference with Labor Negotiator, David Grimes, Re: CSEA and CUTA (G.C. §54957.6)
 - 3. Public Employee Performance Evaluation (Certificated) Superintendent (G.C. §54957)
- III. PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION
- IV. CLOSED SESSION - 5:30 p.m.
- V. OPEN SESSION - CALL TO ORDER - 6:00 p.m.
- VI. FLAG SALUTE
- VII. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION Info/Action
- VIII. ADOPTION OF AGENDA Action
- IX. STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each) Info
 - 1. Center High School - Michelle Vu
 - 2. McClellan High School - Cassandra Bird / Khalil Haq
 - 3. Antelope View Charter & Global Youth Charter Schools - Paloma Lopez

Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Superintendent's Office at (916) 338-6409 at least 48 hours before the scheduled Board meeting. [Government Code §54954.2] [Americans with Disabilities Act of 1990, §202.]

NOTICE: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the schedule meeting, can be viewed at Center Joint Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

- | | | |
|------------------|--|-------------------------|
| | X. ORGANIZATION REPORTS <i>(3 minutes each)</i> | Info |
| | 1. CUTA - Heather Woods, President | |
| | 2. CSEA - Marie Huggins, President | |
| | XI. REPORTS/PRESENTATIONS <i>(8 minutes each)</i> | Info |
| Facilities & Op. | 1. SMUD High School Energy Audit Program Presentation - Craig Deason | |
| | XII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA | Public Comments Invited |
| | <i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board <u>may not</u> discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 5495.2. A speaker shall be limited to 3 minutes (Board Policy 9323). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.</i> | |
| | XIII. BOARD / SUPERINTENDENT REPORTS <i>(10 minutes)</i> | Info |
| | XIV. CONSENT AGENDA <i>(5 minutes)</i> | Action |
| | <i>NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.</i> | |
| Governance | 1. Approve Adoption of Minutes from October 15, 2014 Regular Meeting | |
| ↓ | 2. Approve Adoption of Minutes from November 5, 2014 Special Meeting | |
| ↓ | 3. Approve Adoption of Minutes from November 5, 2014 Additional Special Meeting | |
| Personnel | 4. Approve Classified Personnel Transactions | |
| ↓ | 5. Approve Certificated Personnel Transactions | |
| ↓ | 6. Approve Revised Substitute Salary Schedule | |
| ↓ | 7. Approve Revised Appendix B of the Collective Bargaining Agreement with CUTA - Stipend and Hourly Rates | |
| ↓ | 8. Approve Agreement Between the District and CUTA for 2015 Certificated Health and Welfare Benefits | |
| ↓ | 9. Approve Agreement Between the District and CSEA Local #610 for 2015 Classified Health and Welfare Benefits | |
| ↓ | 10. Approve CSEA New Article - Discipline or Permanent Employees - for Inclusion in the Parties' Collective Bargaining Agreement | |
| ↓ | 11. Approve CSEA New Article - Reclassification - for Inclusion in the Parties' Collective Bargaining Agreement | |
| Student Serv | 12. Ratify Sutter County Superintendent of Schools Medi-Cal Administrative Claiming Agreement | |
| Curr & Instr | 13. Approve Field Trip: Oak Hill 6 th Grade to Alliance Redwoods Science Camp | |
| ↓ | 14. Ratify Field Trip: CHS Football Team's Attendance at University of Nevada, Reno Football Game | |
| ↓ | 15. Approve Memorandum of Understanding with Accuracy & Integrity Advisors. Inc. (formerly Practi-Cal) | |
| ↓ | 16. Approve Memorandum of Understanding Agreement #4 CJUSD-BPP with Sacramento County Office of Education in Regards to the Student Mental Health Wellness Education and Training Bullying Prevention Program | |
| Facilities & Op. | 17. Approve the Fourth Amendment to Agreement for the Purchase and Sale of Real Property and Escrow Instructions | |
| Business | 18. Approve Payroll Orders: July 2014 - October 2014 | |
| ↓ | 19. Approve Supplemental Agenda (Vendor Warrants): October 2014 | |

XV. BUSINESS

Governance

A. Schedule Annual Organizational Meeting of the Board

Action

Education Code §35143 requires governing boards to set an annual organizational meeting “within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar.” (Board members are seated the *first Friday* of December following the November election [Education Code §5017]) That 15-day period for 2014 is December 5-19.

B. CSBA Delegate Assembly Nominations

Action

Nominations will be accepted until Monday, January 7, 2015. Any CSBA member board is eligible to nominate board members within their geographical region or subregion. Each board may nominate as many individuals as it chooses. The subregion for CJUSD is 6-B.

C. Second Reading: Board Policies/Regulations/Exhibits

Action

BP	0200	Goals for the School District
BP/AR	3260	Fees and Charges
BP	3280	Sale or Lease of District-Owned Real Property
AR	3460	Financial Reports and Accountability
BP	3513.3	Tobacco-Free Schools
E	4112.9/4212.9/4312.9	Employee Notifications
AR	4117.14/4317.14	Postretirement Employment
AR	4117.7/4317.7	Employment Status Reports
BP	5131.62	Tobacco
BP/AR	5144	Discipline
BP/AR	5144.1	Suspension and Expulsion/Due Process
E	5145.6	Parental Notifications
BP	6141.5	Advanced Placement
BP	6142.92	Mathematics Instruction
BP/AR	6151	Class Size
BP	6162.5	Student Assessment
BP	6162.54	Test Integrity/Test Preparation
BP/AR	6184	Continuation Education
BB	9324	Minutes and Recordings
AR/E	1312.4	Williams Uniform Complaint Procedures
BP	1330	Use of School Facilities
BP/AR	4112.2	Certification
BP/AR	4112.21	Interns
BP/AR	4115	Evaluation/Supervision
BP	4117.3	Personnel Reduction
BP	4131.1	Beginning Teacher Support/Induction
BP/AR	4131.1	Teacher Support and Guidance
BP/AR	4138	Mentor Teachers
BP	4315	Evaluation/Supervision
BP	4315.1	Staff Evaluating Teachers
E	4319.21	Professional Standards
BP	5147	Dropout Prevention
BP	5149	At-Risk Students
AR	6146.2	Certificate of Proficiency/High School Equivalency
BP/AR	6172	Gifted and Talented Student Program
E	9323.2	Actions by the Board
AR	3554	Other Food Sales
AR	4112.42/4212.42/4312.42	Drug and Alcohol Testing for School Bus Drivers
BP	6142.94	History-Social Science Instruction
AR	6159.4	Behavioral Interventions for Special Education Students
BB	9223	Filling Vacancies
BB	9230	Orientation
BP/AR/E	5131.2	Bullying Prevention

- XVI. ADVANCE PLANNING** Info
 - a. *Future Meeting Dates:*
 - i. *Regular Meeting: Wednesday, December 17, 2014 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
 - b. *Suggested Agenda Items:*

- XVII. CONTINUATION OF CLOSED SESSION (Item IV)** Action

- XVIII. ADJOURNMENT** Action

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item _____

Date: November 19, 2014

Information Item X

From: Craig Deason, Assist. Supt.

Attached Pages _____

Assist. Supt. Initials: CD

SUBJECT:

SMUD High School Energy Audit Program Presentation

Center High School students who have served as team members of the SMUD High School Energy Efficiency and Audit Training Project will provide a PowerPoint presentation detailing audit results and recommendations for saving energy and money.



Center High School Energy Audit

Emily Phung Krysta Wong Marina Fernandez Derrick Seals
Michelle Vu



Training

- Use of professional tools
- Presentation skills
- Hands-on assessments





Objectives

- Help the school become energy efficient
- Save money
- Save energy
- Lower the carbon footprint of the school
- Benefit education



Indoor lighting

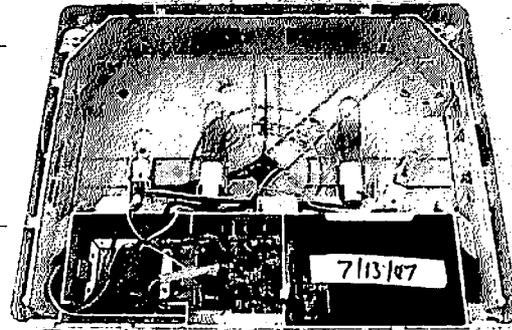
- Lighting consumes 19 % of the schools energy
- Tools used to measure Indoor Lighting: Light Meters and Flicker Checkers



Indoor lighting

Observations:

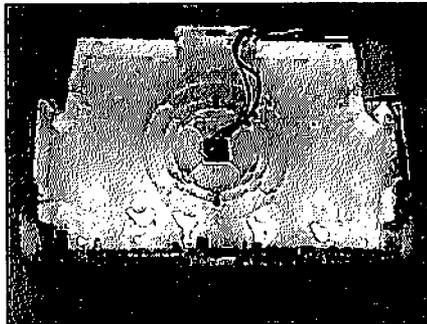
- Electronic Ballasts
- T8s Linear Fluorescents
- Lights on in unoccupied rooms
- Incandescent EXIT sign
- Overlit Classrooms

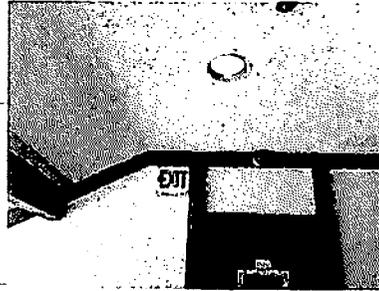


Indoor Lighting

Recommendations:

- LED Exit signs- 24 hour operation
- LED Lights
- Daylighting
- 30 Foot candles





Exterior Lighting

- Exterior Lights are on during the night for our safety
- They are located all around the school (parking lots, hallways)
- Types of Exterior Lights: Wall packs, Recessed lighting, Pole lights; Metal Halide and Fluorescent



Exterior Lighting

Observations:

- During the audit we noticed that some hallway lights were on during the day
- Photocells dirty or broken
- Timer not set correctly/malfunctioning?



Exterior Lighting

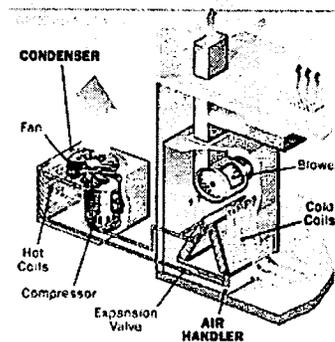
Recommendations:

- Check timers: may need to be reset or repaired
- Check the photocells in the wall packs to see if they need to be cleaned or replaced
- Change Metal Halide to LED



HVAC - Heating and Cooling

- Efficient split systems in the career center area of the school
- Wall units on the portables.
- Rooftop units on the science building.





HVAC

Observations:

- systems are well maintained
- filters are changed regularly
- HVAC units were running in the portables when no one was there
 - No EMS in the portables
 - Thermostats are easily overridden
- Some of the units were older

Recommendations:

- Install EMS or occupancy sensors in the portables
- Replace older units



Water Heater

Observations:

- 1 efficient water heater
- Water heater will need to be changed soon, almost 18 yrs. old
- Water heater set to the perfect temperature (120 degrees)



Building Envelopes

- Buildings envelopes separate conditioned and unconditioned space inside and outside
- Affects HVAC systems, and without building envelopes HVAC systems would cost a lot of \$\$
- Drafts are a part of Building Envelopes
 - We used an advanced draft checker tool
 - The draft checker tool was used to check the drafts of the doors and windows



Building Envelopes

Observations:

- Slight drafts in doors/windows
- Moderate to high drafts in doors
- No drafts in windows
- Some thermostats set too high or not set properly in portable classrooms

<i>Draft Ratings</i>	<i>Doors</i>	<i>Windows</i>
<i>None</i>	2%	88%
<i>Low</i>	17%	11%
<i>Moderate</i>	53%	10%
<i>High</i>	17%	0%



Building Envelopes

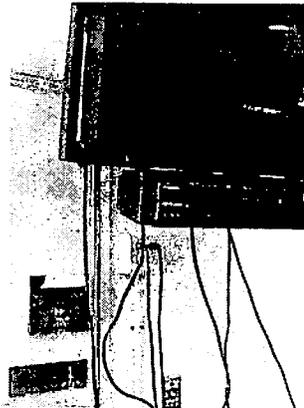
Recommendations:

- Weather-stripping
- 68°F Winter/ 74°F Summer
- Standard Temperature



Plug Load

- On average, in California, plug loads add up to 15 % of the school's energy consumption
- Many appliances produce a phantom load





Plug Load

Observations	Appliances	Power Use While On (W)	Phantom Load (W)
• 33 Energy Star appliances	<i>Soda</i>	550	N/A
• 461 inefficient appliances	<i>Vending Machine</i>		
• Many appliances plugged in, but not being used	<i>Microwave</i>	1240	2.3
	<i>TV</i>	81.5	1.2
	<i>Mini fridge</i>	164	N/A
	<i>Desktop computer</i>	67	1.9



Plug Loads

Recommendations:

- Smart Power strips
- VendingMisers
- Energy sweep shut downs before breaks
- New appliances have to be Energy Star



Conservation Guidelines

Conservation guidelines are a "road map" to help our district save energy by setting goals and/or guidelines with systems that use energy

- Indoor/Exterior Lighting
- Building Envelopes
- Plug loads
- Behavior
- Etc.

In order to be successful in our goals to save energy we need to get everyone involved



Big Thanks To

- SMUD/SEI Team
- Mr. Deason
- Ms. Clark

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

District Board Room, Room 503
Wilson C. Riles Middle School
4747 PFE Road, Roseville, CA 95747

Wednesday, October 15, 2014

MINUTES

OPEN SESSION - CALL TO ORDER - President Hunt called the meeting to order at 5:30 p.m.

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Hunt, Mrs. Kelley, Mrs. Pope, Mr. Wilson

Administrators Present: Scott Loehr, Superintendent
Craig Deason, Assist. Supt., Operations & Facilities
Jeanne Bess, Director of Fiscal Services
David Grimes, Director of Personnel/Student Services

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Conference with Labor Negotiator, David Grimes, Re: CSEA and CUTA (G.C. §54957.6)

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

CLOSED SESSION - 5:30 p.m.

OPEN SESSION - CALL TO ORDER – 6:00 p.m.

FLAG SALUTE - led by Kelly Kelley

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – the Board met in Closed Session and no action was taken. We will not

ADOPTION OF AGENDA - There was a motion to approve the adoption of the agenda as amended: pull Consent Agenda Item #2 for separate consideration

Motion: Kelley
Second: Wilson

Vote: General Consent

STUDENT BOARD REPRESENTATIVE REPORTS

1. Center High School - Michelle Vu
 - tomorrow is homecoming decorations at CHS
 - Friday is the afterschool rally
 - Homecoming game is on Friday against Lincoln
 - classes are doing Homecoming skits between JV and Varsity games
 - Varsity halftime will be the Homecoming royalty
 - Homecoming Dance will be on Saturday at 7:00 pm

STUDENT BOARD REPRESENTATIVE REPORTS (continued)

2. McClellan High School - Cassandra Bird

- October 1st all students participated in a Human Trafficking assembly presented by Run For Courage
- after school on October 13th students and staff gathered in front of the school to reveal the new McClellan High School sign
- tomorrow 45 students will be taking the ASVAB test on campus; this is the largest group on students taking advantage of this opportunity
- the expanded Leadership class has invited them with the opportunity to expand their activities on campus. Over the next 2 ½ weeks they will be running the following events: Disney themed spirit day, Breast Cancer Awareness Week with daily activities, Halloween themed lunch rally and a Halloween costume contest.
- Wednesday, October 19th they will be holding a Talent Show

3. Antelope View Charter & Global Youth Charter Schools - Paloma Lopez – was not available to report

ORGANIZATION REPORTS

1. CUTA - Heather Woods, President, noted that she brought a lot of information from her Rep meeting. North Country had their Kindergarten Roundup, Leadership Parent Night, and would like to invite the Board to the Harvest Fest on October 24th at 4:30pm. Oak Hill had their Fall Festival, and now they are looking forward to Trunk or Treat the week before Halloween. Dudley had a Recreate program on campus and has instituted monthly Parent Nights. Riles had their first arena-style parent conferencing, and they will have a dance next Friday with a Haunted House. Mrs. Woods noted that she thought they would be coming back from October break with everyone rejuvenated and happy but there still are feelings of being overwhelmed at the elementary level, especially with the new standards, the new report card and the new expectations. As a group, they were not terribly rejuvenated as she thought they would be. We will continue to update on any concerns that we have with those grade levels. We will try to tweak some things within the elementary sites to relieve some of that pressure. Tomorrow the union goes to negotiations and hopefully they will come out of that with an agreement on benefits. She added that she wanted to thank Mr. Deason for trying to fix problems that have arisen at the sites.

2. CSEA - Marie Huggins, President, noted that our last board meeting there were concerns regarding the budget and how people have misunderstandings. She appreciated that the district is putting a budget meeting together tomorrow night for people to come, ask questions and get clarification on where the budget is or isn't. She appreciated that in response to their concerns the district is doing that. Mrs. Huggins noted that they are in mediations on the 24th. She appreciates the open communication with the district to get clarification. She also appreciates the ability to work together as a team. There are sunshine items from last year that need to be completed before this year's health and welfare benefits can be discussed. They are making progress, but moving slow.

REPORTS/PRESENTATIONS

1. **Williams Uniform Complaint Quarterly Reporting** - David Grimes, Director of Personnel & Student Services, noted that there were no complaints.

2. **SMUD High School Energy Audit Program Presentation** – no report was presented at this time.

REPORTS/PRESENTATIONS

3. Technology Update - Craig Deason, Assistant Superintendent of Operations & Facilities, reported on the upgrades/changes done last year and the first part of this year. They replaced 8 switches and 3 routers and the MDS. They have also increased their pathway from Surewest to the district, the district to the school sites, and the school sites to the classrooms. They installed 178 wireless access points. They have purchased 608 Chromebooks and 17 Chromebook carts. They have installed 62 projector/speakers setups in classrooms. We started with our interactive classrooms for 60 of our pilot teachers. This year we found that as we increase with Chromebooks and wireless connectivity, our speed is not what we want it to be. We have ordered switches to increase the speed. We will continue our Chromebook deployment, we will continue our projector installation, we will install additional wireless access points as the need arises, and there will be a push this year for professional development. We had one training last week at North Country put on by Jason Farrel. The Tech Plan will need to be Board approved by June 10th. He noted that the current Tech Plan is online. Mr. Loehr noted that tomorrow is a Tech Meeting. He noted that he is seeing these items in action: young students using Chromebooks, high school students collaborating on Google drive, students researching projects online. We will take a look at where they are being used. He thanked Marv & Eugene for all getting this all going.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA –

Mr. Tennette, noted that he spoke to Mr. Grimes. He asked if the board is an advocate for him; are they suppose to advocate for employees, parents, and students? Trustee Hunt noted that the Board put together board policies and regulations, hire the superintendent, and oversee the budget. Mr. Tennette's concern was that the students at Center are not expected to abide by the rules that other students must follow regarding CIF rules. He asked who advocates for him as apparent. He also shared that he was notified that he was not coaching. Trustee Wilson noted that he believed several issues were being discussed, but they were within different jurisdictions. Trustee Wilson noted that the Board does not know CIF rules or have jurisdiction over them, but they could look into personnel issues. Mr. Tennette noted that they may not be able to deal with the CIF, but you can call Mr. Jordan and find out if it was done the right way. Mr. Loehr noted that we would need the names of the students he has referred to. After a lengthy discussion, Trustee Wilson noted that it sounds like he is wanting us to look at our procedures. Trustee Hunt asked Mr. Grimes to follow up with Mr. Tennette tomorrow morning and Mr. Loehr to call CIF.

BOARD/SUPERINTENDENT REPORTS

Mrs. Kelley

- attended the school board chapter meeting at SCOE
- was not able to visit school sites this week as planned, but plans to visit over the next 6 weeks
- wished everyone a safe and happy Halloween

Mr. Wilson

- noted that the Junior Cougars are doing well; 3 of the 4 teams will probably make the playoffs

Mrs. Anderson – had nothing to report

BOARD/SUPERINTENDENT REPORTS (continued)

Mrs. Pope

- congratulated the Riles MS boys football team for being undefeated this year
- attended the Oak Hill Harvest Festival.
- Oak Hill Walk-a-Thon raised \$11,000
- September 24th the board and Mr. Loehr received a letter that praised the students at McClellan for being very respectful
- noted that North Country received \$2,000 in Box Tops
- reminded everyone to do unto others as you would have done unto you.

Mr. Loehr

- received a letter from Sacramento County Elections Office that Mr. Hunt, Mrs. Kelley and Mr. Wilson have been elected to office.; he handed them each a copy of the letter.
- noted that Mrs. Lord is with her Leader in Me team in San Jose presenting at the nation-wide conference; there will be possible board recognition in the future.
- noted that there will be an informational budget meeting tomorrow at 3:45pm.
- noted that the LCAP needs to be annually updated; he has attended several meetings regarding this
- reminded everyone that the CHS homecoming game is Friday night.
- noted that there will be a policy meeting on 11/5/14

Mr. Hunt

- attended the fall event at Oak Hill

CONSENT AGENDA

1. Approved Adoption of Minutes from September 17, 2014 Regular Meeting
2. *This item was pulled for separate consideration.*
3. Approved Classified Personnel Transactions
4. Approved Certificated Personnel Transactions
5. Approved 2014/2015 Individual Service Agreement:
2014-15-189-194 American River Speech
6. Approved 2014/15 Program Improvement - Supplemental Education Services (SES Providers) -
Master Contracts and Addendums:
 - ! # 1 A+ Student Learning Academy/Center !
 - ! # 1 Touch-Screen Tablet Computer Tutoring
 - ! ACE Tutoring Services, Inc.
 - #1 Educando con Tabletas
 - #1 in Learning Online, Inc.
 - 1 2 3 Math and Reading, Inc.
 - A+ Educational Centers
 - A Better Tomorrow Education
 - A Tree of Knowledge, Inc.
 - Academic Tutoring Services, Inc.
 - Adaptive Learning LLC
 - Applied Scholastics International
 - Brain Hurricane, LLC
 - Carter, Reddy & Associates, Inc.
 - Club Z! In-Home Tutoring Services, Inc.
 - Community College Foundation
 - Datamatics Inc. dba Achieve HighPoints
 - Growing Scholars Educational Center
 - Jump Into Math, JIM Enterprises, Inc.

CONSENT AGENDA (continued)

Keep Hope Alive Project
Professional Tutors of America Inc.
TutorWorks Inc.

7. Ratified Professional Service Agreement: Camfel Productions
8. Approved Sacramento County Office of Education, Sacramento Cal-SOAP Consortium Memorandum of Understanding 2014-2015-1
9. Approved Field Trip: CHS Media Communications Students to San Francisco Bay Area
10. Approved Field Trip: CHS Future Business Leaders of America (FBLA) to Northern California Leadership Development Institute, Santa Clara, CA
11. Approved Payroll Orders: July 2014 - September 2014
12. Approved Supplemental Agenda (Vendor Warrants): September 2014

Motion: Wilson
Second: Kelley

Vote: General Consent

CONSENT AGENDA ITEMS PULLED FOR SEPARATE CONSIDERATION

2. Approved Resolution #5/2014-15: Resolution on Board Compensations for Missed Meetings

Motion: Pope
Second: Kelley

Ayes: Hunt, Kelley, Pope, Wilson
Noes: None
Abstain: Anderson

UNFINISHED BUSINESS

1. Renewal of the Memorandum of Understanding Between Center Joint Unified School District and Antelope View Charter School

There was a motion to remove it from the table.

Motion: Wilson
Second: Kelley

Ayes: Anderson, Hunt, Kelley, Pope, Wilson
Noes: None

There was a motion to approve this item.

Motion: Wilson
Second: Anderson

Ayes: Anderson, Hunt, Pope, Wilson
Noes: Kelley

2. Renewal of the Memorandum of Understanding Between Global Youth Charter School and Center Joint Unified School District

There was a motion to remove it from the table

Motion: Wilson
Second: Pope

Ayes: Anderson, Hunt, Kelley, Pope, Wilson
Noes: None

There was a motion to approve this item.

Motion: Wilson
Second: Pope

Ayes: Anderson, Hunt, Pope, Wilson
Noes: Kelley

ADVANCE PLANNING

- a. *Future Meeting Dates:*
 - i. *Regular Meeting: Wednesday, November 5, 2014 @ 5:30 p.m. - District Office Conference Room 5 - 8408 Watt Avenue, Antelope, CA 95843*
 - ii. *Regular Meeting: Wednesday, November 19, 2014 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items:*

ADJOURNMENT – 7:01 p.m.

Motion: Wilson
Second: Kelley

Vote: General Consent

Respectfully submitted,

Scott A. Loehr, Superintendent
Secretary to the Board of Trustees

Kelly Kelley, Clerk
Board of Trustees

Adoption Date

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES SPECIAL MEETING Center Joint Unified School District - District Office, Room 5 8408 Watt Avenue, Antelope, CA 95843

Wednesday, November 5, 2014

MINUTES

CALL TO ORDER - Trustee Hunt called the meeting to order at 5:30 p.m.

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Hunt, Mrs. Kelley, Mrs. Pope, Mr. Wilson

Administrators Present: Scott Loehr, Superintendent
Craig Deason, Assistant Superintendent of Operations & Facilities
David Grimes, Director of Personnel & Student Services

FLAG SALUTE - led by David Grimes

ADOPTION OF AGENDA - the agenda was adopted as presented.

Motion: Pope
Second: Kelley

Ayes: Hunt, Kelley, Pope, Wilson
Noes: None
Absent: Anderson

COMMENTS FROM THE AUDIENCE REGARDING ITEMS ON THE AGENDA - none

Trustee Anderson arrived at 5:44 p.m.

BUSINESS ITEMS

A. First Reading: Board Policies/Regulations/Exhibits

There was a motion to approve all of the following policies. BP/AR/E 6162.1 - Instructional Services and Resources will be Tabled and will be reviewed later.

BP/AR 3260 - Fees and Charges
BP 3280 - Sale or Lease of District-Owned Real Property
AR 3460 - Financial Reports and Accountability
BP 3513.3 - Tobacco-Free Schools
E 4112.9/4212.9/4312.9 - Employee Notifications
AR 4117.14/4317.14 - Postretirement Employment
AR 4117.7/4317.7 - Employment Status Reports
BP 5131.62 - Tobacco
BP/AR 5144 - Discipline
BP/AR 5144.1 - Suspension and Expulsion/Due Process
E 5145.6 - Parental Notifications
BP 6141.5 - Advanced Placement
BP 6142.92 - Mathematics Instruction
BP/AR 6151 - Class Size
BP 6162.5 - Student Assessment
BP 6162.54 - Test Integrity/Test Preparation
BP/AR 6184 - Continuation Education
BB 9324 - Minutes and Recordings

- AR/E 1312.4 - Williams Uniform Complaint Procedures
- BP 1330 - Use of School Facilities
- BP/AR 4112.2 - Certification
- BP/AR 4112.21 - Interns
- BP/AR 4115 - Evaluation/Supervision
- BP 4117.3 - Personnel Reduction
- BP 4131.1 - Beginning Teacher Support/Induction
- BP/AR 4131.1 - Teacher Support and Guidance
- BP/AR 4138 - Mentor Teachers
- BP 4315 - Evaluation/Supervision
- BP 4315.1 - Staff Evaluating Teachers
- E 4319.21 - Professional Standards
- BP 5147 - Dropout Prevention
- BP 5149 - At-Risk Students
- AR 6146.2 - Certificate of Proficiency/High School Equivalency
- BP/AR 6172 - Gifted and Talented Student Program
- E 9323.2 - Actions by the Board
- AR 3554 - Other Food Sales
- AR 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers
- BP 6142.94 - History-Social Science Instruction
- AR 6159.4 - Behavioral Interventions for Special Education Students
- BB 9223 - Filling Vacancies
- BB 9230 - Orientation
- BP/AR/E 5131.2 - Bullying Prevention

Motion: Kelley
Second: Pope

Ayes: Anderson, Hunt, Kelley, Pope, Wilson
Noes: None

ADVANCE PLANNING

- a. **Future Meeting Dates:**
 - i. *Regular Meeting: Wednesday, November 19, 2014 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. **Suggested Agenda Items:**

ADJOURNMENT - 6:19 p.m.

Motion: Kelley
Second: Anderson

Ayes: Anderson, Hunt, Kelley, Pope, Wilson
Noes: None

Respectfully submitted,

Scott A. Loehr, Superintendent
Secretary to the Board of Trustees

Kelly Kelley, Clerk
Board of Trustees

Adoption Date

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES SPECIAL MEETING Center Joint Unified School District - District Office, Room 5 8408 Watt Avenue, Antelope, CA 95843

Wednesday, November 5, 2014

MINUTES

*This meeting was conducted concurrent with
the November 5, 2014 Special Meeting*

CALL TO ORDER - Trustee Hunt called the meeting to order at 5:30 p.m.

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Hunt, Mrs. Kelley, Mrs. Pope, Mr. Wilson

Administrators Present: Scott Loehr, Superintendent
Craig Deason, Assistant Superintendent of Operations & Facilities
David Grimes, Director of Personnel & Student Services

ADOPTION OF AGENDA - the agenda was adopted as presented.

Motion: Pope
Second: Kelley

Ayes: Hunt, Kelley, Pope, Wilson
Noes: None
Absent: Anderson

CONSENT AGENDA

1. Approve CSEA 2014/2015 Sunshine Proposal Articles

Motion: Wilson
Second: Kelley

Ayes: Hunt, Kelley, Pope, Wilson
Noes: None
Absent: Anderson

Trustee Anderson arrived at 5:44 p.m.

ADJOURNMENT - 6:19 p.m.

Motion: Kelley
Second: Anderson

Ayes: Anderson, Hunt, Kelley, Pope, Wilson
Noes: None

Respectfully submitted,

Scott A. Loehr, Superintendent
Secretary to the Board of Trustees

Kelly Kelley, Clerk
Board of Trustees

Adoption Date

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Personnel Department	
Date:	November 19, 2014	Action Item <u> X </u>
To:	Board of Trustees	Information Item <u> </u>
From:	David Grimes, <i>DEA</i> Director of Personnel/Student Services	# Attached Pages <u> 1 </u>
 SUBJECT: CLASSIFIED PERSONNEL TRANSACTIONS RESIGNATION: Rosa Pena, Instructional Assistant Lisa Bjerke-Flores, Instructional Assistant NEW HIRE: Katie Johnson, Instructional Specialist PH/Autism Deanna Matsuno, Instructional Specialist PH/Autism RECOMMENDATION: Approve Classified Personnel Transactions as Submitted		

CONSENT AGENDA

Rosa Pena has resigned from her position as Instructional Assistant, Dudley Elementary School, effective October 3, 2014.

Lisa Bjerke-Flores has resigned from her position as Instructional Assistant, North Country Elementary School, effective October 30, 2014.

Katie Johnson has been hired as an Instructional Specialist PH/Autism, Center High School, effective October 13, 2014.

Deanna Matsuno has been hired as an Instructional Specialist PH/Autism, Wilson Riles Middle School, effective October 15, 2014.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site:	Personnel Department	Action Item	<u>X</u>
Date:	November 19, 2014	Information Item	_
To:	Board of Trustees	# Attached Pages	<u>1</u>
From:	 David Grimes, Director of Personnel and Student Services		

Subject: Certificated Personnel Transaction

Release

Jerome Butler, Spinelli Elementary School

Recommendation: Approve Certificated Personnel Transaction as Submitted

CONSENT AGENDA

Release

Jerome Butler has been released from his position as Adult Education Teacher, Spinelli Elementary School, effective end of day on October 15, 2014.

Center Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Personnel	Action Item <u> X </u>
Date: November 5, 2014	Information Item
To: Board of Trustees	
From: David Grimes, Director of Personnel	
	# Attached Pages <u> 1 </u>

SUBJECT: Revised Substitute Salary Schedule

The District's current certificated substitute pay (\$125 full day, \$75 half day) has been in effect for several years. With a shrinking substitute teacher pool and competition for substitutes from surrounding districts, filling all current substitute teacher requests has proven difficult, and at times we have not been able to fill all requests.

When a substitute teacher cannot be found for an assignment, students are either displaced in other classrooms, or teachers are asked to take the class during their prep period. In all such cases, that teacher's rate of pay for taking the class exceeds that of the regular substitute rate.

It is vital that the District positions itself competitively in order to attract and retain top substitute teacher candidates. By reducing the rate of student displacement or prep time assignments, this proposal has a potential cost savings to the District. More importantly, it will cause less disruption to the learning environment for students and workday disruption for teachers.

The long term certificated substitute rate will remain the same, as will the classified substitute rate, both of which are competitive and tied to the salary/hourly wage schedule.

Request Approval of Revised Substitute Salary Schedule (attached).

CONSENT AGENDA

**CENTER JOINT UNIFIED SCHOOL DISTRICT
SUBSTITUTE SALARY SCHEDULE**

CERTIFICATED SUBSTITUTE

Regular Daily Rate: Full Day = \$140.00 Half Day = \$80.00

**Long Term Substitute Daily Rate: Step 1 Class 1 on Certificated Salary Schedule
\$37,486/183 = \$204.84**

Long term = 20 consecutive days in the same classroom assignment. This shall be paid retro active to the first day of the assignment.

CLASSIFIED SUBSTITUTE

Step 1 on the Classified Hourly Wage Schedule of classification range substituted in.

Center Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Personnel	Action Item <u> X </u>
Date: November 6, 2014	
To: Board of Trustees	
From: David Grimes, Director of Personnel	
	# Attached Pages <u> 4 </u>

CONSENT AGENDA

SUBJECT: On May 21, 2014, the Board approved a revised Appendix B - Stipends and Hourly Rates, of the Collective Bargaining Agreement with CUTA. Since that time, the District has met in negotiations with CUTA for the purpose of considering minor revisions based on feedback from its members. The revisions, as well as the correction of a typographical error, were agreed to on September 19, 2014. Notification to the District of ratification by CUTA membership was provided October 30, 2014.

The changes are as follows:

1. The words "Boys and Girls" was dropped from "Golf" in the High School Sports Stipend section. The result of this change is that a stipend of \$3500 will be paid to a Varsity Head Golf Coach without the obligation to coach both the boys and the girls team in order to earn the stipend.
2. Two Stipends were added to McClellan High School:

a. Career/Work Experience Coordinator	\$500
b. Intramural Coordinator	\$300
3. A typographical error was corrected, changing the Cross Country Assistant Coach Stipend from \$2500 to \$2250, which was the original intent. The effect of the correction is that this stipend now reflects the same amount as earned by other Assistant Coaches.

Recommendation: Approve revised Appendix B of the Collective Bargaining Agreement with CUTA - Stipends and Hourly Rates

APPENDIX B
EXTRA CURRICULAR ATHLETICS
2014/15

All Extra-Curricular positions must be authorized and approved in advance by the site principal on a yearly basis. Appoints will be made for a one school year term. The need for an assistant coach will be determined by the number of athletes involved in the sport and at the discretion of the principal in consultation with the athletic director.

Comprehensive High School

SPORT	STIPEND	SPORT	STIPEND
Athletic Director	4,500		
BASEBALL		SOCCER	
Varsity Head	3,500	Varsity Head	3,500
JV Head	2,500	JV Head	2,500
Varsity Assistant	2,250	Varsity Assistant	2,250
BASKETBALL		SOFTBALL	
Varsity Head	3,500	Varsity Head	3,500
JV Head	2,500	JV Head	2,500
FR Head	2,500	Varsity Assistant	2,250
Varsity Assistant	2,250	SWIMMING	
CROSS COUNTRY		Varsity Head (Girls & Boys)	3,500
Varsity Head (Girls & Boys)	3,500	Assistant	2,250
Assistant	2,250	TENNIS	
FOOTBALL		Varsity Head (Girls & Boys)	3,500
Varsity Head	3,500	JV Head	2,500
JV Head	2,500	Varsity Assistant	2,250
FR Head	2,500	TRACK	
Varsity Assistant	2,250	Varsity Head (Girls & Boys)	3,500
GOLF		JV Head	2,500
Varsity Head	3,500	Varsity Assistant	2,250
CHEER/DANCE		VOLLEYBALL	
Spirit Leader	3,500	Varsity Head	3,500
Spirit Assistant	2,250	JV Head	2,500
Dance Team Advisor	2,250	FR Head	2,500
OTHER		Varsity Assistant	2,250
All Other Assistant Coach	2,250	WRESTLING	
(Up to 10 per school year)		Varsity Head	3,500
		JV Head	2,500
		Varsity Assistant	2,250

Continuation High School

SPORT	STIPEND
Athletic Coach	1,750

Middle School

SPORT	STIPEND
Athletic Director	2,250
7 th Grade Boys Basketball	1,750
8 th Grade Boys Basketball	1,750
7 th Grade Girls Basketball	1,750
8 th Grade Girls Basketball	1,750
7 th Grade Flag Football	1,750
8 th Grade Flag Football	1,750
7 th Grade Track	1,750
8 th Grade Track	1,750
7 th Grade Volleyball	1,750
8 th Grade Volleyball	1,750

Coaches of athletic teams advancing into the playoffs or section competitions will receive an additional 7% of his/her current extra-curricular stipend for each additional week required.

A 3% longevity bonus will be rewarded at 6 years of coaching a sport in the district. A 6% longevity bonus will be rewarded at 8 years of coaching a sport in the district. A 9% longevity bonus will be rewarded at 10 years of coaching a sport in the district. Longevity bonus will begin in the 2014-2015 school year and will be based on cumulative years of coaching within the district.

Any percentage increase to the salary schedule will be applied to stipends effective July 1st of the following school year.

EXTRA CURRICULAR

2014/15

All Extra-Curricular positions must be authorized and approved in advance by the site principal on a yearly basis. Appoints will be made for a one school year term.

Comprehensive High School

<u>Leadership/Academics</u>	<u>Stipends</u>
Activity Director	\$4,500
Center HS Testing Coordinator	3,500
Class Advisors	2,500
Club Advisors	1,000
Link Crew Coordinator	1,000
Dance Production Coordinator	1,000
Renaissance Coordinator	1,000
SST Coordinator	1,500
AVID Coordinator	1,000
Yearbook Advisor	2,500
Newspaper Advisor	1,500
Department Chair	2,000
Academic Decathlon Advisor	1,250
Asst. Academic Decathlon Advisor	750
Performing Arts Center Coordinator	3,000
Music Director	2,700
Drama Director	2,800

Continuation High School

<u>Leadership/Academics</u>	
Testing Coordinator	1,000
Club Advisors	1,000
Career/Work Experience Coordinator	500
Intramural Coordinator	300

Middle School

<u>Leadership/Academics</u>	
Department Chair	\$2,000
Activities Director	1,500
Drama Director	1,500
Yearbook Advisor	1,500
Music Director	1,500
WEB Advisor	1,500
AVID Coordinator	1,500
SST Coordinator	1,500
Club Advisor	1,000
Intramural Coordinator	1,000

ELEMENTARY ACTIVITIES

<u>Leadership/Academics</u>	
Music Director	\$1,500
Head Teacher	2,000
SST Coordinator	1,500
Club Advisor	1,000

HOURLY RATES (All Levels)

Hourly/Summer Programs \$35

When the district requires professional development beyond the contract, unit members will be paid the above rate with written pre-approval (see appendix) from administration.

Any percentage increase to the salary schedule will be applied to stipends and the hourly rate effective July 1st of the following school year.

Center Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Personnel	Action Item <u> X </u>
Date: November 6, 2014	
To: Board of Trustees	
From: David Grimes, ^{DF} Director of Personnel	
	# Attached Pages <u> 2 </u>

<p>SUBJECT: On October 16, 2014, the District reached agreement with CUTA regarding Health and Welfare Benefits for 2015. The District was notified on October 30, 2014, that the agreement was ratified by its membership.</p> <p>RECOMMENDATION: Approve agreement between the District and CUTA for 2015 Certificated Health and Welfare Benefits</p>
--

CONSENT AGENDA

**Health & Welfare Benefits
If District Picks Up Cost of Increase for CUTA
For Calendar Year 2015
Based on 10 Monthly Payments**

T.A. ↓ 10/16/14 10:40am
Daniel Hinn
Venessa Mason
10/16/14

CUTA

WHA - current HMO plan

	Dist Pd Employee			Increase Per Employee	Dist Pd Employee		# employees Per Plan	District Monthly Change
	Premium for 2014	Amt for 2014	Pd Amt for 2014		Premium for 2015	Amt for 2015		
Single Other	746.15	746.15	-	730.55	-	730.55	35	(546.00)
2 Party Other	1,563.23	1,005.08	558.15	1,530.54	-	972.39	4	(130.76)
Family Other	2,231.70	1,434.86	796.83	2,185.02	-	1,388.19	9	(420.03)
Family 420	2,021.54	1,299.56	721.98	1,979.80	-	1,257.82	1	(41.74)
6 Month Total								(5,692.65)

WHA - HDHP

	Dist Pd Employee			District Increase Per Employee		Dist Pd Employee		# employees Per Plan	District Monthly Change
	Premium for 2014	Amt for 2014	Pd Amt for 2014	Premium for 2015	Amt for 2015	Pd Amt for 2015			
Single Other	499.61	499.61	-	532.07	32.46	532.07	7	227.22	
2 Party Other	1,046.71	940.40	106.31	1,114.72	68.00	1,008.40	2	136.00	
Family Other	1,494.30	1,342.52	151.78	1,591.38	97.08	1,439.60	9	873.72	
6 Month Total								6,184.70	

Kaiser - current HMO plan

	Dist Pd Employee			Increase Per Employee	Dist Pd Employee		# employees Per Plan	District Monthly Change
	Premium for 2014	Amt for 2014	Pd Amt for 2014		Premium for 2015	Amt for 2015		
Single Other	795.94	689.68	106.26	795.94	-	689.68	46	-
2 Party Other	1,671.47	1,012.88	658.59	1,671.47	-	1,012.88	4	-
Family Other	2,387.81	1,446.97	940.84	2,387.81	-	1,446.97	15	-

Kaiser HDHP

	Dist Pd Employee			Increase Per Employee	Dist Pd Employee		# employees Per Plan	Monthly Total Change
	Premium for 2014	Amt for 2014	Pd Amt for 2014		Premium for 2015	Amt for 2015		
Single Other	523.02	523.02	-	523.02	-	523.02	6	-
2 Party Other	1,098.34	973.82	124.52	1,098.34	(68.00)	1,041.82	8	544.00
Family Other	1,569.05	1,391.17	177.88	1,569.05	(97.08)	1,488.25	23	2,232.84
6 Month Total								13,884.20

Total of all Medical 14,376.25

Delta Dental PPO - Incentive

	Premium for 2014	Premium for 2015	Inc/Dec Per Month	# employees Per Plan	Total Cost Per Plan
Composite	146.37	144.17	(2.20)	109	(239.80)

Delta Dental PPO - Classified

	Premium for 2014	Premium for 2015	Inc/Dec Per Month	# employees Per Plan	Total Cost Per Plan
Composite	108.94	107.31	(1.63)	0	-

Delta Dental PPO - Certificated

	Premium for 2014	Premium for 2015	Inc/Dec Per Month	# employees Per Plan	Total Cost Per Plan
Composite	124.39	124.46	0.07	84	5.88
				Per Month	(233.92)

VSP

	Premium for 2014	Premium for 2015	Inc/Dec Per Month	# employees Per Plan	Total Cost Per Plan
Composite	23.95	26.35	2.40	127	304.80
				Per Month	304.80



 10/16/14

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel

Date: November 6, 2014

To: Board of Trustees

From: David Grimes, Director of Personnel

Action Item X

Attached Pages 2

SUBJECT: On November 6, 2014, the District reached agreement with CSEA Local #610 regarding Health and Welfare Benefits for 2015. Ratification vote by local CSEA membership is expected to be completed November 19, 2014.

RECOMMENDATION: Approve agreement between the District and CSEA Local #610 for 2015 Classified Health and Welfare Benefits

CONSENT AGENDA

11/6 10:15am

T/A

T/A'd 11/6/15
Paul Shuman
10:17

Health & Welfare Benefits
If District Picks Up Cost of Increase for CSEA
For Calendar Year 2015
Based on 12 Monthly Payments

CSEA

WHA - current HMO plan

	Dist Pd Premium for 2014	Employee Amt for 2014	Employee Pd Amt for 2014	Increase Per Employee	Dist Pd Premium for 2015	Employee Amt for 2015	Employee Pd Amt for 2015	# employees Per Plan	District Monthly Change
Single Other	621.79	603.06	18.73	-	608.79	590.06	18.73	27	(351.00)
2 Party Other	1,302.69	910.45	392.24	-	1,275.45	883.21	392.24	3	(81.72)
Family Other	1,859.74	1,299.77	559.97	-	1,820.85	1,260.88	559.97	1	(38.89)
Family 420	1,684.62	1,177.21	507.41	-	1,649.83	1,142.42	507.41	0	
6 Month Total									(2,829.66)

WHA - HDHP

	Dist Pd Premium for 2014	Employee Amt for 2014	Employee Pd Amt for 2014	District Increase Per Employee	Dist Pd Premium for 2015	Employee Amt for 2015	Employee Pd Amt for 2015	# employees Per Plan	District Monthly Change
Single Other	416.34	404.14	12.20	27.05	443.39	431.19	12.20	5	135.25
2 Party Other	872.26	831.12	41.14	56.67	928.93	887.79	41.14	3	170.01
Family Other	1,245.25	1,186.52	58.73	80.90	1,326.15	1,267.42	58.73	8	647.20
6 Month Total									5,714.76

Kaiser - current HMO plan

	Dist Pd Premium for 2014	Employee Amt for 2014	Employee Pd Amt for 2014	Increase Per Employee	Dist Pd Premium for 2015	Employee Amt for 2015	Employee Pd Amt for 2015	# employees Per Plan	District Monthly Change
Single Other	663.28	614.17	49.11	-	663.28	614.17	49.11	34	.
2 Party Other	1,392.89	926.90	465.99	-	1,392.89	926.90	465.99	10	.
Family Other	1,989.84	1,324.14	665.70	-	1,989.84	1,324.14	665.70	9	.

Kaiser HDHP

	Dist Pd Premium for 2014	Employee Amt for 2014	Employee Pd Amt for 2014	Increase Per Employee	Dist Pd Premium for 2015	Employee Amt for 2015	Employee Pd Amt for 2015	# employees Per Plan	District Monthly Change
Single Other	435.85	421.89	13.96	(13.96)	435.85	435.85	-	1	13.96
2 Party Other	915.28	865.94	49.34	(49.34)	915.28	915.28	-	0	
Family Other	1,307.54	1,237.07	70.47	(70.47)	1,307.54	1,307.54	-	2	140.94
6 Month Total									929.40

Total of all Medical 3,814.50

Delta Dental PPO - Incentive

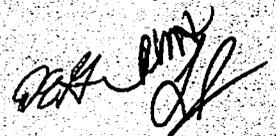
	<u>Premium for 2014</u>	<u>Premium for 2015</u>	<u>Inc/Dec Per Month</u>	<u># employees Per Plan</u>	<u>Total Cost Per Plan</u>
Composite	146.37	144.17	(2.20)	71	(156.20)

Delta Dental PPO - Classified

	<u>Premium for 2014</u>	<u>Premium for 2015</u>	<u>Inc/Dec Per Month</u>	<u># employees Per Plan</u>	<u>Total Cost Per Plan</u>
Composite	108.94	107.31	(1.63)	93	(151.59)

VSP

	<u>Premium for 2014</u>	<u>Premium for 2015</u>	<u>Inc/Dec Per Month</u>	<u># employees Per Plan</u>	<u>Total Cost Per Plan</u>
Composite	23.95	26.35	2.40	117	280.80
				Per Month	280.80

11/6/14


Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel

Date: November 6, 2014

To: Board of Trustees

From: David Grimes, Director of Personnel

Action Item X

Attached Pages 2

SUBJECT: On October 7, 2014, the District reached agreement with CSEA Local #610 on a new article - Discipline of Permanent Employees - to be included in the Collective Bargaining Agreement between the parties. (new article attached)

Ratification vote by local CSEA membership is expected to be completed November 19, 2014.

RECOMMENDATION: Approve new article - Discipline of Permanent Employees - for inclusion in the parties' Collective Bargaining Agreement.

CONSENT AGENDA

T/A
T. M. Higgins
10/7/14

ARTICLE XXVII

DISCIPLINE OF PERMANENT EMPLOYEES

[Handwritten signature]
10/7/14

I. Definition

A. Discipline, as used in this Article, means dismissal, demotion, suspension, and/or reduction in classification for performance related reasons without the permanent employee's consent.

1. A layoff or reduction of hours, based on lack of work or lack of funds, shall not be considered discipline.
2. This Article shall not limit the District's right to evaluate or to reprimand or to counsel whether orally or in writing. Nor shall anything in the District's evaluation procedures limit the District's right to discipline employees pursuant to this Article.
3. Disciplinary action taken pursuant to the Education Code, Board Policy, and this Article, is not subject to the grievance process set forth in Article XVIII of this Agreement.

B. Permanent/Probationary

1. Unit members with permanent status shall be subject to discipline only for cause pursuant to this Article.
2. The probationary period is an extension of the selection process. As such, a probationary unit member may be terminated, at any time, at the sole discretion of the District, and without a right to a hearing.

C. Progressive Discipline

In accordance with the concept of "progressive discipline," counseling and an opportunity for improvement shall typically precede disciplinary action. The progressive steps to discipline shall include, but not be limited to:

- A letter of concern is an evaluation tool and not intended to be used as a disciplinary tool.
- An oral warning.
- A written warning.
- A letter of reprimand.
- A formal notice of discipline action which may lead to dismissal, demotion or suspension without pay.

However, the progressive steps shall not apply in cases involving gross misconduct or other circumstances deemed appropriate by the District.

II. Causes for Discipline of Permanent Employees

[Handwritten initials]

10/7/14
C. M. Higgins

A. The continued employment of a permanent unit member is contingent upon satisfactory performance and personal fitness. A permanent unit member may be disciplined for just cause, just cause includes, by way of illustration and not limitation:

1. Falsifying any information supplied to the District. This includes, but is not limited to, information supplied on application forms, employment records, time sheets or cards, absence forms or any other district.
2. Unsatisfactory performance of the duties of his/her position.
3. Inefficiency in performance of the duties of his/her position.
4. Neglect of duty.
5. An act of insubordination. This shall include, by way of illustration and not limitation, refusal or other failure to either comply with a direct order and/or to perform regular or other assigned work and/or refusal to cooperate fully.
6. Dishonesty or theft, including deliberate destruction, damage or removal of the property of the District or another person.
7. Consumption of an alcoholic beverage, or an intoxicant of any kind either while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her.
8. Possession of an alcoholic beverage, or an intoxicant of any kind, at a District facility or on district property.
9. While on duty: either used, sold/furnished, or was under the influence of, or possessed any controlled substance (as defined in Health and Safety Code Section 11007 et seq.)
10. Conviction of any felony, or the conviction of a misdemeanor involving moral turpitude; or the conviction of any sex offense or substance abuse offense made relevant by provisions of the Education Code. A plea of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction within the meaning of this section.
11. Abandonment of position. Three (3) of the affected employee's work days of continuous absence without approved leave shall be deemed abandonment and shall result in termination as a voluntary resignation.
12. Immoral conduct.
13. Discourteous, offensive, or abusive conduct or language toward the public, a pupil, or another employee of the District.
14. Misuse of District property.
15. Violation of District rules, regulations, policies of procedures. This shall also include refusal to obey the District's safety rules or regulations and those made applicable to public schools by the

R. B. Z.
A. B.

Amshugyis

- State Board of Education or by any other appropriate state or governmental agency.
16. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's classification specification or otherwise necessary for the employee to perform the duties of the position.
 17. Refusal to take and subscribe any oath of affirmation which is required by law in connection with his/her employment.
 18. Unlawful discrimination (this includes, by way of illustration and not limitation, harassment) while acting in the capacity of a District employee.
 19. Unlawful retaliation against a pupil or any District officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to actual or suspected violation of any law of this State or the United States accruing on the job or directly related thereto.
 20. Repeated and/or unauthorized absenteeism and/or tardiness, including abuse of illness or other leave provisions.
 21. Knowingly provided, in a verbal or written manner, confidential employee and/or student records to an unauthorized person or persons.
 22. Conduct, either during or outside of the duty hours, which negatively impacts the employee's ability to render service to the District and/or causes discredit to the District.
 23. Any cause set forth in the California Education Code which mandates discipline, dismissal, or prohibits hiring.

B. No disciplinary action shall be taken for any cause which arose prior to the employee attaining permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District. Such prior cause(s), however, may be utilized in determining the appropriate level of discipline for a current cause for discipline and prior notice of a rule or regulation.

III. Procedure for Imposing Disciplinary Action on an Employee

A. Informal Conference

An employee who has been tentatively recommended for discipline shall be afforded the opportunity to present facts in his/her defense at an informal conference prior to a final determination by the District. He/she shall have the right to representative of his/her choice at the informal conference.

B. Notice to the Employee

R.B.

Yemshugina

Prior to the imposition of disciplinary action, the district shall give notice to the employee. This written notice of disciplinary action shall be deemed sufficient if:

1. Personally delivered;
2. Actually received by the employee;
3. Sent to the employee by certified mail, return receipt requested, at the employee's last address of record.

C. Contents of the Written Notice

The contents of the written notice shall include, but need not be limited to, the following:

1. A statement of the specific acts and omissions upon which the disciplinary action is based.
2. A statement of the cause, or causes, for the action taken.
3. If it is claimed that the employee has violated a rule or regulation of the District, a statement of the rule or regulation.
4. A statement of the discipline proposed, including beginning and ending date(s), if appropriate.
5. A statement that the employee may file, with the Superintendent or his/her designee, a request for hearing before the District Governing Board. Such request must be filed within five (5) days after receipt of the written notice by the employee.
6. A card or paper, the signing and filing of which shall constitute a demand for hearing and a denial of all charges.
7. A statement that if the employee does not respond within five (5) days after receipt of the written notice, the District will impose the discipline as noticed.

IV. Employment Status Pending Hearing

- A. Except as set forth in IV. B., below, an employee who has requested a hearing regarding a recommendation of disciplinary action shall remain on active duty status and shall remain responsible for fulfilling the duties of the position pending his/her hearing. Active duty may, at the District's discretion, include a special or changed assignment.
- B. After compliance with III. A. through III. C., if the District recommends dismissal, the employee may be suspended (with or without pay) pending a hearing if the District determines that his/her presence would be detrimental to the welfare of the district, the pupils, the public, or other employees of the District.

V. Hearing Before the District Governing Board

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- A. If the employee served with a notice of disciplinary action files a timely request for hearing, a hearing will be granted. The Governing Board may conduct such a hearing itself or may assign the matter to advisory arbitration to conduct such a hearing.
 - 1. If conducted pursuant to advisory arbitration, any decisions rendered by the arbitrator shall be advisory to the Governing Board. Accordingly, the Governing Board may adopt, reject, or remand the arbitrator's advisory decision. If the Governing Board assigns the matter to advisory arbitration, the parties shall select a mutually acceptable arbitrator within five (5) workdays of the Governing Board's assignment to advisory arbitration. If the parties are unable to agree to an arbitrator within that timeframe, submission may be made to the State Mediation and Conciliation Service (SMCS), who will be required to supply a list of five (5) arbitrators. Beginning with the District, each party will alternately strike from the list until only one arbitrator remains. The parties will contact the arbitrator and schedule the advisory arbitration no later than ten (10) workdays after receipt of SMCS' list of arbitrators. All costs for the services of the arbitrator, including but not limited to per diem expenses, travel and subsistence expenses, will be borne equally by the District and CSEA. All other costs will be borne by the party incurring them.
 - 2. The hearing shall be conducted in closed session unless the employee requests a public hearing. The Governing Board, or the arbitrator, may deliberate in the absence of the employee and the District administration.
- B. At such hearing, the employee shall be entitled: to appear personally; to be represented by a person of his/her choice, to introduce relevant evidence on his/her behalf; to cross-examine witnesses; and to challenge evidence presented by the District.
- C. The Governing Board's determination of the sufficiency of the cause for disciplinary action, as well as the level of discipline imposed, shall be conclusive.
- D. If an employee requests a hearing, and subsequently fails to appear at the hearing, the employee shall be deemed to have waived any right to participate or be represented at the hearing. Thereafter, action may be taken without further notice to the employee in accordance with the recommendation for disciplinary action which was previously served upon the employee.

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Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel

Date: November 6, 2014

To: Board of Trustees

From: David Grimes, Director of Personnel

Action Item X

Attached Pages 2

SUBJECT: On October 24, 2014, the District reached agreement with CSEA Local #610 on a new article - Reclassification - to be included in the Collective Bargaining Agreement between the parties. (new article attached)

Ratification vote by local CSEA membership is expected to be completed November 19, 2014.

RECOMMENDATION: Approve new article - Reclassification - for inclusion in the parties' Collective Bargaining Agreement.

CONSENT AGENDA

ARTICLE XXIX

RECLASSIFICATION

Each classified employee position shall have a designated title, a regular minimum number of assigned hours per day, days per week, months per year, a specific statement of duties required to be performed by the employees in each such position, and the regular hourly pay range for each such position.

Reclassification means the upgrading of a position to a higher classification as a result of increased duties being performed by the employee in such position.

A unit member, the supervisor of a unit member, the District, or the Association on behalf of specific unit members, may petition for a reclassification.

Unit members who believe that they are entitled to a reclassification due to a change in job duties may submit a reclassification request to the Human Resources Department. The Human Resources Department shall investigate the relevant circumstances and shall forward a written recommendation to the Superintendent within twenty (20) working days of submission of the request.

A copy of the Human Resource's Reclassification Recommendation shall be forwarded to the unit member and a copy shall be provided to CSEA. In the event the unit member does not agree with the recommendation, the unit member may, within ten (10) working days, request that a classification review panel be convened to review the request and recommendation. The classification review panel shall make findings and a recommendation to the Superintendent, which shall be advisory.

The classification review panel shall consist of four (4) persons. Two (2) shall be selected by the Superintendent or designee, and two (2) shall be selected by the local CSEA Chapter President. Both parties will attempt to schedule panel meetings at times which will not interfere with the instructional day.

Written notice of the panel's reclassification recommendation will be sent to the Superintendent/designee, the employee and CSEA within ten (10) working days of the findings. The Superintendent shall consider the panel's findings before submitting a recommendation to the Board of Education for approval.

The Board of Education's decision regarding a reclassification request filed under this Article shall be final and conclusive, and therefore not subject to further challenge by the unit member, the District, or the Association. A notice of the Board's decision will be sent to the employee and CSEA.

Bargaining unit members reclassified to a higher classification will be placed on the higher range at their current step on the Classified Hourly Wage Schedule.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Student Services
Date: November 19, 2014
To: Board of Trustees
From: David Grimes
Student Services Director
Initials: D.G.

Action Item X
Information Item
Attached Pages

SUBJECT: Sutter County Superintendent of Schools
Medi-Cal Administrative Claiming Agreement

Please ratify the renewal of Sutter County Superintendent of Schools MEDI-CAL ADMINISTRATIVE CLAIMING AGREEMENT. This agreement shall be dated July 1, 2014 and shall be effective through June 30, 2017.

Center JUSD is located within the Sutter County Superintendent of Schools, Region 3 Local Educational Consortium (LEC) and regularly makes claims under Medi-Cal. LEC and Center JUSD desire to enter into an agreement memorializing the respective obligations of the Parties in connection with the submission of the Medi-Cal invoices to the Department of Health Care Services (DHCS) for reimbursement from the Federal government.

RECOMMENDATION: CJUSD Board of Trustees to ratify Sutter County Superintendent of Schools Medi-Cal Administrative Claiming Agreement.

Sutter County Superintendent of Schools
MEDI-CAL ADMINISTRATIVE CLAIMING AGREEMENT

This Agreement is made and entered into this 1st day of July, 2014, by and between the Center 74 USP (hereinafter referred to as "local educational agency" or "LEA") having an address at 9408 Walt Ave, Antelope, CA 95843 and the Sutter County Superintendent of Schools, Region 3 Local Educational Consortium (hereinafter referred to as "LEC") having an address at 970 Klamath Lane, Yuba City, CA 95993; (hereinafter referred to individually, the "Party" and collectively, the "Parties").

RECITALS

- A. The Department of Health Care Services ("DHCS") is the single State agency responsible for administering the California Medical Assistance Program ("Medi-Cal") and the School-based Medi-Cal Administrative Activities Program ("SMAA") for Local Educational Consortia, Region 3, in accordance with California Welfare and Institutions Code Section 14132.4(c)(1). The catalog of Federal Domestic Assistance ("CFDA") number for this federal program is 93.778, Medical Assistance Program ("Medi-Cal").
- B. LEC in accordance with California Welfare and Institutions Code Section 14132.47, subdivision (q)(1), is the agency responsible for coordination of SMAA for the California County Superintendents Educational Services Association ("CCSESA") LEC Region 3.
- C. LEC has entered into that certain Agreement (Contract # 14-90203) with DHCS for Administrative Services Related to Medi-Cal Administrative Activities, dated July 1, 2014, and effective through June 30, 2017.
- D. Pursuant to the DHCS Contract, LEC has agreed to act as the administrative agency for matters on behalf of the local educational agencies claiming reimbursement of federal monies for Medi-Cal Administrative Activities ("MAA") services in accordance with California Welfare & Institutions Code Section 14132.47.
- E. LEA is located within the LEC Region 3 and regularly makes claims under Medi-Cal. LEC and LEA desire to enter into an agreement memorializing the respective obligations of the Parties in connection with the submission of the Medi-Cal invoices to the DHCS for reimbursement from the Federal government.
- F. Four regional Local Educational Consortia formed the Central California SMAA Consortia (hereinafter referred to "CCSC") to share the duties associated with the preparation of quarterly time studies using the RMTS (Random Moment Time Study) methodology. The CCSC is comprised of the following Regional Local Educational Consortia:
 - o Region 3 (Sutter County Superintendent of Schools)
 - o Region 4 (Contra Costa County Office of Education)
 - o Region 5 (Santa Cruz County Office of Education)
 - o Region 6 (Stanislaus County Office of Education)

G. While the CCSC will combine Local Educational Consortiums for the purpose of creating a viable sample pool that can create a statistically valid random sample of moments, the claiming units will continue to individually invoice DHCS through their respective Local Educational Consortiums. DHCS will continue to enter into signed agreements with the individual Local Educational Consortiums and not enter into any agreement(s) with any consortia as a whole.

- o Each quarter's survey moments will be randomly distributed among the consortia's claiming unit participants. All of the claiming units within the consortia that have satisfied the established participant standards will use the quarter's RMTS results for calculation on their individual invoice to be submitted to DHCS.

NOW, THEREFORE, in consideration of the foregoing Recitals, and the terms and conditions contained herein, the Parties hereby agree as follows:

1. COMMENCEMENT, DURATION AND TERMINATION OF SERVICES

This Agreement shall be effective for twelve (12) consecutive months commencing July 1st, 2014 for preparing SMAA claims for LEA on a quarterly basis. The quarters are the three-month periods of July through September, October through December, January through March, and April through June. The first claim shall be submitted for the July through September quarter, 2014.

This Agreement shall automatically renew for additional periods of twelve (12) months unless one Party has provided written notice of cancellation to the other Party not less than ninety (90) days prior to the renewal date.

LEA may terminate this agreement, with or without cause, ninety (90) days prior to the beginning of any RMTS applicable quarter as defined above. However, once the LEA has submitted a "Time Study Participant Roster Report" according to the DHCS SMAA manual guidelines and requirements, they may not terminate until the next quarter survey period. The LEA will be responsible for maintaining participation during these quarters. If the LEA terminates on or before July 1st of any fiscal school year, the LEA will be responsible for the LEC fees for the next averaged quarter. Written notice must be sent to LEC and the LEA agrees to pay all LEC fees for services provided by the LEC through the effective date of termination.

2. OPERATING PROCEDURES/SERVICES PROVIDED

LEC shall be responsible for supporting the processing of all those RMTS claims for services rendered by LEA and its employees or agents as incorporated in this agreement as Exhibit A.

- A. Services Provided: LEC will provide the following services to LEA's. The LEC shall:
- (1) Coordinate, schedule, and provide necessary training to representatives of each LEA according to the DHCS SMAA RMTS requirements.
 - (2) Review and code all SMAA RMTS "moments", reviewing the moments to

ensure they are complete and assist participating LEA's to finalize the "moments".

- (3) Process RMTS moments for invoicing.
- (4) Provide the required SMAA documents for operational plans and give direction to LEA's for gathering necessary audit materials for each claiming unit for each quarter.
- (5) Prepare invoices for submittal to the Department of Health Care Services for each participating LEA for each survey quarter.
- (6) Provide the LEA a "hard copy" RMTS methodology to capture the moments for those Time Survey Participants (TSP) who cannot access the SSP for completing the assigned moment.
- (7) Provide the "tape match percentage" from data submitted by LEA's.
- (8) Assist LEAs to prepare for Center for Medicare and Medicaid Services and Department of Health Care Services site reviews and audits.
- (9) Perform all aspects of the Random Moment Time Study (RMTS) methodology processing and provide all necessary support, programs and processes for LEA participation.
- (10) LEC reserves the right to not certify invoices that do not comply with LEC, State and Federal SMAA requirements.
- (11) LEC shall certify to DHCS the amount of LEA general funds or other funds allowed under Federal law and regulation expended on the allowable SMAA activities.
- (12) LEC shall be the exclusive service provider for all SMAA Claiming Activities within Region 3 LEC Service Region, including but not limited to the administration of the State-approved time survey methodology, participant training, invoice preparation, program monitoring and audit compliance.
- (13) LEC shall delegate certain administrative activities to vendors to assist with the administration of the program.
- (14) LEC shall certify to DHCS:
 - a. The availability and expenditure of funds for all non-Federal share costs of performing Program activities.
 - b. The expenditures of LEA that represent costs eligible for Federal financial participation in the fiscal year.
- (15) Issue reimbursement to District on claims approved and paid by DHCS within 30 days of receipt.
- (16) Maintain LEC SMAA Audit Binder, pursuant to the State-approved SMAA Claiming Plan.
- (17) LEC will act as the liaison between LEA and DHCS.

B. LEA shall provide the following and as incorporated in this agreement as Exhibit A.

- (1) Adhere to all timelines established by LEC and DHCS. Submit all forms, documentation, and fiscal data in a manner prescribed by LEC and as required for the successful preparation and submission of SMAA RMTS claims pursuant to California law.
- (2) Initially and for every quarter thereafter, provide a list of participants with job titles and standardized work hours or "shifts" as defined for the RMTS System

Software Platform (SSP) uploads and updates.

- (3) Yearly and quarterly, provide the LEC approved school calendars and notify the LEC of any changes in the approved school calendar throughout the school year.
- (4) Arrange for LEA Time Survey Participant (TSP) staff to have access to the SSP Vendor website for moment completion or provide a hard copy version to satisfy the moments.
- (5) Arrange for the LEA MAA Coordinator(s) or Designee to attend required training sessions related to the SSP and RMTS methodology and oversees the completion of the RMTS process.
- (6) Provide a contact person who shall serve as coordinator for all programmatic and fiscal LEA SMAA RMTS activities.
- (7) Notify LEC of any errors and/or omissions in information sent to LEC so that LEC may process a claim adjustment for submission to Medi-Cal.
- (8) During each time study quarter, the LEA will be required to maintain a minimum response rate of 85% of the moments assigned the LEA TSP's. If the LEA is unable to maintain a return rate of 85% of valid moments assigned, the LEA will have sanctions applied according to Section 11, SANCTIONS of this agreement.
- (9) Federal regulations require that a LEA maintain all records in support of allowable MAA activities for a minimum of five (5) fiscal years after the end of the quarter in which the LEC receives reimbursement from DHCS for the expenditures incurred. If an audit is in progress, or is identified as forthcoming, all records relevant to the audit must be retained throughout the audit's duration or final resolution of all audit exceptions, deferrals, and/or disallowances whichever is greater. All records retained must be stored ready-to-review in an Audit file: these files must be available to LEC, State, and Federal reviewers and auditors upon request in accordance with record retention requirements set forth under Title 42 of the Code of Federal Regulations (CFR), Section 433.32. Similarly, the documents that support the construction of a MAA claim must be kept five years after the last claim revision.
- (10) LEA will ensure that invoice claims conform to all DHCS requirements at the time such claims are processed.
- (11) In the event an LEA reimbursement is disallowed after disbursement, the LEA must repay the disallowed amount to DHCS via the LEC and develop a revised invoice for LEC's review and submittal to DHCS. LEC will submit the revised invoice and repayment to DHCS for reconsideration pursuant to California Welfare & Institutions Code Section 14132.47, subsection (k). Should LEC take action to collect disallowed costs not paid by the LEA, the LEA shall reimburse LEC for all costs associated with such action, including, but not limited to any attorney's fees.

3. FEE SCHEDULE

LEA shall pay the LEC a quarterly fee according to the following structure:

1. LEA shall pay to LEC, a fee equivalent to 9% of the SMAA RMTS quarterly invoices paid by the Department of Health Care Services (DHCS) to the LEA. This fee includes the DHCS Participation Fee and all the services outlined above in the agreement. LEA fees will be deducted by the LEC from the DHCS reimbursements prior to disbursement to the LEA.
2. The DHCS administrative fee, including the LEC obligation to DHCS, may be reviewed and/or adjusted on a yearly basis so that the fees collected cover both the LEC and DHCS obligations.
3. LEA acknowledges that, as a result of this fee arrangement, the LEA **will not be entitled** to recover any of the fees charged by the LEC as SMAA reimbursable costs on the LEA invoices.

4. OWNERSHIP OF PROGRAMS AND CONFIDENTIALITY OF REPORTS

All computer hardware supplied by LEC, operating system software, application software, programs, documentation, specifications, tapes, instruction manuals and similar material utilized and/or developed solely by LEC in connection with its systems and all patents, trade secrets, copyrights, trademarks, and other intellectual property rights are, as between LEC and LEA, the sole and exclusive property of LEC. LEA agrees to make no unauthorized use of these materials and systems and to preserve these materials and maintain the confidentiality of any and all of these materials in its possession. All such material developed jointly with LEC and LEA shall remain the property of LEC.

LEC is the licensee of certain software and billing tools including, but not limited to, a web-site from a third-party contractor ("SSP Vendor"). In an agreement with the Vendor ("SSP Vendor Agreement") LEC, as the licensee, has agreed not to interfere with SSP Vendor's proprietary rights, to maintain the confidentiality of certain information and to restrictions on use of the SSP Vendor's product. LEC shall allow the LEA to use the licensed software and/or tools on the condition that the LEA also agrees to be bound by and comply with the licensee's obligations as set forth in Section 8 of the SSP Vendor Agreement. Section 8 of the SSP Vendor Agreement is attached hereto and incorporated herein as Exhibit "C."

5. CONFIDENTIALITY OF DATA

The Parties agree that, because of the sensitive nature of data and in view of the proprietary nature of medical information, it is essential that all information, data and materials, whether transmitted in hard copy or in electronic media form, be maintained in each Party's confidence. Each Party agrees for itself, its employees, agents and independent contractors, that all information and/or data and/or materials received from the other Party shall be held in confidence to the extent held by law and each Party agrees not to reproduce, disclose, or relinquish any data, information or materials to any party other than an authorized representative of the other Party except as required by law.

The Parties agree that, because of the unique nature of the data and/or information and/or materials to be transmitted that money damages for breach of the foregoing provision shall be wholly inadequate to fully compensate the aggrieved Party and therefore the aggrieved Party shall be entitled to full temporary and/or permanent injunctive relief against any breach or threat of breach of the foregoing provisions.

6. INPUT DATA

Accurate, complete, and correct data necessary for LEC to perform its services hereunder shall be the sole responsibility of LEA. LEC shall not be responsible for any delays or failure to prepare a claim because of incomplete, inaccurate, or incorrect data provided by LEA.

LEC shall be responsible for the input of all information given to LEC by LEA in a reasonably accurate, complete and correct form provided same is provided to LEC by LEA. Any errors, mistakes or liability in connection with the failure of LEC to input such data, provided such data has been accurately, completely and correctly transmitted to LEC, shall be the sole responsibility of LEC and shall be corrected by LEC.

7. DESIGNATION AND RESPONSIBILITIES OF LEA FOR IT'S AUTHORIZED USERS.

LEA shall designate those employees and other personnel ("Users") who shall be given access to the LEC approved SSP web-site for completion of the RMTS moments. LEA shall ensure that its Users are familiar with and will comply with the terms and conditions for use of the web-site as set forth in this Agreement. LEA shall be responsible for any unauthorized use by its employees and other personnel. LEA agrees that unauthorized use of passwords issued by LEC or SSP vendor is prohibited. LEA understands that Users and the LEA may be held liable for any unauthorized use and distribution of passwords.

8. LIMITATION OF LIABILITY ARISING FROM DEFAULT IN SERVICES

LEC shall not be liable or deemed to be in default for any delays or failure in performance or non-performance or interruption of service under this agreement resulting from any cause beyond the reasonable control of LEC. LEC's liability, under this agreement, is limited to the amount paid by LEA for the services under this agreement. LEC shall not be liable for any indirect, consequential, or incidental damages arising out of this agreement.

9. WORKERS' COMPENSATION

For the purpose of workers' compensation coverage, LEC shall be the employer and shall bear the responsibility of providing workers' compensation insurance or coverage for any person providing services covered by this Agreement.

10. HOLD HARMLESS AND MUTUAL INDEMNIFICATION

LEC and LEA shall each defend, indemnify, and hold the other Parties and their officials, officers, employees, consultants, subcontractors, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, to the extent arising out or incident to any negligent acts, omissions, or willful misconduct of the indemnifying Party or its officials, officers, employees, consultants, subcontractors, volunteers, and agents arising out of or in connection with the performance of this Agreement, including without limitation, the payment of consequential damages and attorney's fees and other related costs and expenses.

11. SANCTIONS

The SMAA RMTS methodology requires that the overall pool of moments have at least an 85% return rate of valid moments. If the return rate of valid moments is less than 85%, then all non-returned moments will be coded as non-allowable (Code 1).

To ensure that enough moments are met for the entire pool of moments, the moments assigned each LEA must have a minimum of 85% compliance. If the LEA has non-returns greater than 15% of the total moments assigned for a quarter, the claiming unit will receive a warning letter. The LEA's Superintendent or equivalent will be copied on all warning letters sent to the LEA Coordinator. If the LEA is in default the next quarter after being warned, they will not be able to participate for the remainder of that fiscal year.

12. GENERAL

- A. **ENTIRE AGREEMENT** - This Agreement constitutes the entire Agreement between the Parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings of the Parties in connection therewith.
- B. **SUCCESSORS** - This Agreement shall be binding upon and inure to the benefit of the successors, assigns and legal representatives of the respective Parties hereto. Each Party agrees that there are no third party beneficiaries to this Agreement except to the extent provided herein. Neither Party may assign this Agreement in whole or in part, without the prior written consent of the non-assigning Party except in connection with the sale of all or substantially all of its assets or outstanding capital stock.
- C. **SEVERABILITY** - In the event that any term or provision of this Agreement is held to be illegal, invalid or unenforceable under the laws, regulations or ordinances of the federal, state or local government, such term or provision shall be deemed severed from this Agreement and the remaining terms and provisions shall remain unaffected thereby.
- D. **NOTICES** - Any notice sent pursuant to this Agreement shall be sent by certified mail to the Parties at their respective addresses.
- E. **STATE LAW** - This Agreement shall be governed by and construed in accordance with the laws of California.
- F. **ANTI-FRAUD AND ABUSE** - Notwithstanding anything to the contrary herein, this Agreement shall be subject to all applicable federal, state and local laws, regulations and directives concerning the Medicare and Medicaid and other medical reimbursement fraud and abuse limitations. To the extent anything contained herein purportedly or actually violates or is challenged as violating any of the above laws, statutes, regulations or interpretations, then the provision in question or this entire Agreement, if necessary, shall be automatically void and of no effect whatsoever.
- G. **DESCRIPTIVE HEADINGS** - The descriptive headings in this Agreement are for convenience and reference only and in no way affect or alter the intent or effect of this Agreement.

- H. **DEFINITIONS OF SUBRECIPIENTS AND VENDORS** – Pursuant to Department of Health Care Services, PPL No. 13-004, dated May 17, 2013, *Notification of Contractual Agreement Language changes to add the Catalog of Federal Domestic Assistance Number 93.778 and Definitions of Subrecipients and Vendors*, attached as Exhibit B and incorporated into this agreement.
- I. **INTEGRATION** – This agreement, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the Parties’ rights, duties and obligations with respect to the transaction discussed in the agreement and supersedes all prior Contracts, understandings and commitments, whether written or oral.

13. CONTRACTS WITH THIRD PARTY FOR SOFTWARE

- A. Pursuant to California Welfare & Institutions Code Section 14132.47, subdivision (d), the LEC may subcontract with one or more third-party vendors for the provision of administrative activities necessary for the proper and efficient administration of the Medi-Cal program. These services may include software and/or tools including, but not limited to, a web-site, which can be used by LEC and LEA for the collection of data, records and information, for the maintenance of the data, records and information, and for other SMAA RMTS services provided pursuant to this Agreement.
- B. LEA understands and acknowledges that the LEC has heretofore entered into a license agreement with a third-party vendor (“Vendor”) for the provision of software and/or tools including, but not limited to, a web-site, which may be utilized by both Parties to transmit and store information in connection with this Agreement. Notwithstanding the foregoing, LEC shall not be in breach of this Agreement in the event that the current Vendor Agreement is terminated for any reason.
- C. If LEC enters into another third-party contract for the provision of software and/or tools and that third-party contractor will have access to LEA’s student records or be required to maintain the student records of LEA, LEC shall include in the third-party contract the same provisions, or provisions substantially similar to those set forth in Exhibit “C” attached hereto and incorporated herein.

14. WARRANTY LIMITATION

LEC makes no representation or warranties expressed or implied, including, but not limited to, the warranties of merchantability and fitness for a particular purpose, arising by operation of law or otherwise, except as expressly stated herein.

15. LEA GOVERNING BOARD AUTHORIZATION

If applicable, the LEA affirms that this Agreement has been approved by the Governing Board of the LEA at its meeting of November 19, 2014 Board Mtg. and that the individual signing on behalf of the LEA below is authorized by the Governing Board to execute this Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals the day and year below written.

LEA:	SCHOOL DISTRICT	LEC:	SUTTER COUNTY SUPERINTENDENT OF SCHOOLS
By:	<u></u>	By:	_____
Name:	<u>David Grimes</u>	Name:	<u>Bill Cornelius</u>
Title:	<u>Director of Personnel</u>	Title:	<u>Superintendent</u>
Date:	<u>Oct. 27, 2014</u>	Date:	_____

EXHIBIT A – Medi-Cal Administrative Claiming Agreement

Task

Operating Procedures with LEC as Invoicing facilitator	LEC Coordinator	LEA Coordinator
1. Evaluate LEA MAA program to ensure appropriate participation	✓	✓
2. Develop and review audit files	✓	
3. Maintain audit files and store data required to support operational plan		✓
4. Review operational plan for quality assurance and compliance	✓	✓
5. Provide and/or ensure RMTS training for coordinators	✓	
6. Provide web-based RMTS Software System Platform (SSP) for RMTS moment completion	✓	
7. Provide 100% coding of moments and clarification of moments if necessary	✓	
8. Provide "Best Practices" - Hard Copy RMTS Moment (if applicable)	✓	✓
9. Provide LEC an Approved School Calendar annually and every quarter thereafter as changes occur or upon request. Certify calendar in system after it has been entered by LEC		✓
10. Input LEA Calendar into SSP, update periodically and certify	✓	
11. Rosters: First period of RMTS implementation: TSP roster, including staff schedules must be uploaded using a template.	✓	
12. Rosters: All subsequent quarters TSP roster/schedules must be updated quarterly		✓

13. LEA/LEC to certify Coding Report	✓	✓
14. Offer support both programmatically and fiscally	✓	
15. Supply RMTS results for invoice process	✓	
16. Generate/provide LEA Medi-Cal percentage (tape match)	✓	
17. Provide fiscal training, materials and forms	✓	
18. Review and provide all fiscal data necessary to process RMTS invoice	✓	
19. Review LEA fiscal data and prepare invoice for reimbursement	✓	
20. Prepare and submit invoice to DHCS for payment	✓	
21. Process DHCS invoice reimbursements send reimbursement payments to LEAs	✓	

EXHIBIT B – Medi-Cal Administrative Claiming Agreement

Revised Contractual Agreement Language for Subrecipients and Vendors in Accordance with the Catalog of Federal Domestic Assistance Number 93.778 for School Based Medi-Cal Administrative Activities Program and Definitions for Subrecipients and Vendors incorporated into the contract between Sutter County Superintendent of Schools and Department of Health Care Services.

Definitions

- A. The following definitions are applicable to this Contract.
- 1) “CFDA number” means the number assigned to a federal program in the Catalog of Federal Domestic Assistance (CFDA).
 - 2) “Federal award” means federal financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, under grants or contracts, used to buy goods or services from vendors.
 - 3) “Federal awarding agency” means the federal agency that provides an award directly to the recipient.
 - 4) “Federal program” means all federal awards to a non-federal entity assigned to a single number in the CFDA.
 - 5) “Pass-through entity” means a non-federal entity that provided a federal award to a subrecipient to carry out a federal program.
 - 6) “Recipient” means a non-federal entity that expends federal awards received directly from a federal awarding agency to carry out a federal program.
 - 7) “Subrecipient” means a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. Guidance on distinguishing between a subrecipient and a vendor is provided in OMB Circular A-133.
 - A. “Vendor” means a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program. These goods or services may be for an organization’s own use or for the use of beneficiaries of the federal program. Additional guidance on distinguishing between a subrecipient and a vendor is provided in OMB Circular A-133.

- B. The definitions in Section 8, Item 8.A. shall be included in all of Contractor's contracts with subrecipients and vendors.

EXHIBIT C – Medi-Cal Administrative Claiming Agreement

PROPRIETARY RIGHTS; PROTECTION OF CONFIDENTIAL INFORMATION; DATA STORAGE.

1.1. Ownership. LEA and LEC acknowledges that PCG owns the System Service, that the System Service is not generally published, and that the System Service embodies the Confidential Information of PCG. All right, title, and interest in and to the System Service, including, without limitation, all copyrights, trade secret rights, and other intellectual property rights pertaining in and to the System Service shall remain vested in PCG and its third-party licensors. PCG acknowledges that LEA and LEC owns all of the data inputted by each LEA and LEC User and any and all reports produced as a result of using the System Service. LEA and LEC acknowledge that PCG shall have the right to aggregate any data input by LEA and LEC Users for PCG's own purposes, but shall not use or disclose personal or individual identifying information.

1.2. Confidentiality Obligations. Each Party agrees that: (i) neither Party will disclose to any third party any of the other Party's Confidential Information except to the receiving Party's employees and contractors with a need to know and who have agreed in writing to confidentiality obligations substantially the same as those set forth herein; (ii) each Party will use the same degree of care it uses to maintain the confidentiality of its own information of similar importance in its possession or control, but in no event less than a reasonable degree of care; and (iii) neither Party will use or authorize the use of Confidential Information for any purpose other than to fulfill such Party's obligations hereunder. Each Party agrees that neither Party will disclose to any third party any of the terms of this Agreement, which will be treated as Confidential Information, except to the receiving Party's employees, contractors, and advisors with a need to know and who have agreed in writing to confidentiality obligations substantially the same as those set forth herein, and neither Party will use the terms of this Agreement for any purpose other than to fulfill such Party's obligations under this Agreement, except as either Party is otherwise required by law. The Parties may modify these obligations through express written agreements.

This section is referenced in Section 13.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Oak Hill Elementary

Date: 11/19/2014

Action Item XX

To: CJUSD Board of Trustees

Information Item

From: Dean Domach

Attached Pages 1

Principal's Initials: PS

SUBJECT:

Oak Hill 6th grade will be sending approximately 72 sixth grade students to attend science camp at Alliance Redwoods Education Center the week of February 2 – 6, 2015. The science camp at Alliance Redwoods aligns with the science standards set forth by the state for sixth grade. Three teachers will attend as well as parent volunteers. Student expenses for the trip will be the responsibility of their parents.

RECOMMENDATION:

Approval for 72 sixth grade students to attend science camp at Alliance Redwoods.

CONSENT AGENDA

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: October 28, 2014

To: CUSD Board of Trustees

From: Mike Jordan

Principal's Initials MJ

Action Item XX

Information Item

Attached Pages 1

SUBJECT:

CENTER HIGH SCHOOL FOOTBALL TO UNIVERSITY OF NEVADA, RENO

Digol J'Beily, CHS Head Varsity Football Coach is requesting approval to take members of the 2014 Varsity Football Team to a Division I football game at University of Nevada, Reno, on October 11, 2014.

The purpose of this trip is for team bonding and experiencing the culture and atmosphere of a division I football game. Maybe encourage our students to pursue a college degree. In addition to Mr. J'Beily, chaperones include coaches, Mark Peterson, Kelvin Sellers, Jeremy Figueroa, Art Jaimes, and Jeff Lemus.

Funding for this trip will be provided through fundraising. Transportation will be provided by a school bus.

RECOMMENDATION: Approve attendance at University of Nevada, Reno football game.

CONSENT AGENDA

Players attending:

Tianti Anderson
Tobias Marshall
Cameron Pierini
Sage Lucero
Brandon Cedor
Elias JBeily
Aaron Lewis
Nick Sanchez
Louie Bonds
Kurtis Meyer
Mark Filchinko
Darius Baza
Marcellus Roberts
Makai Bell
Jacob Bruno
Eli Moreno
Sunny Mastana
Alofa Afoa
Lorenzo Avaloz
Daniel Avalo
Corey Vincent
Joey Cowles
Caleb Benton
Frankie Ortega
Joe DeMartini
Mo Rashid

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Family Resource Center

Action Item X

To: Board of Trustees

Information Item _____

Date: Oct, 29, 2014

Attached Pages 1

From: Alyson Collier

Principal's Initials: 

SUBJECT

MOU with Accuracy & Integrity Advisors, Inc. (Formerly Practi-Cal) to complete the district Cost and Reimbursement Comparison Schedule required by the LEA Medi-Cal billing program.

It is more cost effective to contract the preparation of this report than to pay our staff to complete it.

RECOMMENDATION: Approve

CONSENT AGENDA

Accuracy and Integrity Advisors, Inc.
3130-C Inland Empire Blvd, Ontario, CA 91764
951-310-4976 www.myadvisorsinc.com



Please consider this a Memorandum of Understanding between the below signed school district and A&I Advisors, Inc. to provide preparation services related to the Department of Health Care Services 2012-2013 Cost and Reimbursement Comparison Schedule (CRCS).

The 2012-2013 CRCS report is required to be submitted to CDHCS no later than the current deadline as established by CDHCS (November 30th, 2014). Participants in the LEA Medi-Cal Billing Option (LBO) Program are required to annually certify, through the CRCS process, that the public funds expended to provide LBO Program services are eligible for federal financial participation. Therefore, continued enrollment in the LBO Program is contingent upon timely submission of the CRCS each fiscal year. Failure to meet this requirement may result in removal from the LBO Program.

A&I Advisors' responsibilities will be to contact and request from the District the state required data and will process this data according to the California DHCS guidelines. A&I Advisors will charge a nominal fee to the District only for the hours spent on requesting, facilitating and processing this data in the state required format and completion of the report. A&I Advisors will not be held responsible for the overpayment or underpayment outcome of the submitted CRCS report.

The District is responsible for providing timely and accurate financial and personnel data as requested by A&I Advisors to complete the form on the District's behalf. District shall account for all revenues and expenditures as required by the CRCS guidelines. Unless otherwise agreed, District shall use a CRCS Data Request form provided by A&I Advisors. District will also provide a timely review, certification and submission of the CRCS report once completed. This includes:

- Salary and Benefits
- Program Expenditures
- Practitioner Hours and FTE's
- Contractor Costs

A & I Advisors' fee will be billed as work is completed and at a rate of \$125.00/hour. The estimated processing time to complete the form on behalf of the District is 4-8 hours.

Sincerely,

For the District

For A&I Advisors

District Name: _____

By: _____ By: _____

Name: _____ Name: Chuck Muirhead

Title: _____ Title: CEO

Date: _____ Date: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above A&I Advisors, Inc	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) 3130-C Inland Empire Blvd	Requester's name and address (optional)
City, state, and ZIP code Ontario, CA 91764	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9">Social security number</th> </tr> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table>	Social security number																	
Social security number																			
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9">Employer identification number</th> </tr> <tr> <td style="width: 25px;">27</td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table>	Employer identification number									27								
Employer identification number																			
27																			

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	
Sign Here	Signature of U.S. person ▶ - CEO Date ▶ 1/26/12

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Family Resource Center

Action Item X

To: Board of Trustees

Information Item _____

Date: November 4, 2014

Attached Pages 3

From: Alyson Collier

Principal's Initials: _____

SUBJECT

MOU with Sacramento County of Education for Bullying Prevention grant through the Mental Health Services Act.

RECOMMENDATION: Approve

CONSENT AGENDA

MEMORANDUM OF UNDERSTANDING Agreement #4 CJUSD-BPP

This Memorandum of Understanding (MOU) is between the **Sacramento County Office of Education**, referred to as "SCOE" and the **Center Joint Unified School District** referred to as "District."

The purpose of this MOU is to outline the roles and responsibilities of SCOE and the District in regard to implementing the *Student Mental Health Wellness Education and Training Bullying Prevention Program (Program)*. The purpose of the Program is to maintain and/or further increase the capacity of districts to implement sustainable bullying prevention programs and strategies by providing training, demonstration sites, technical assistance and support.

Once signed by both parties, this MOU is in effect from **July 1, 2014 through June 30, 2015**

The SCOE agrees to:

- Provide a primary contact person for all work under this agreement. The primary contact will be:
Pamela Robinson, Director I
916.228.3906
probinso@scoe.net
- Provide funding in the amount of **\$10,885** to support the District's Bullying Prevention program.
 - Pay funds to District within 90 days of receipt of District invoice
- Convene meetings and provide consultation, professional development, technical assistance and support.
- Coordinate with District and demonstration site(s) to implement the Program evaluation plan and related tools.
- Maintain a website to provide bullying prevention resources and information for students, school personnel, parents and community members.

The District agrees to:

1. Identify a "District Lead" to act as the point of contact and coordinate activities of the Bullying Prevention Program.
2. Continue adherence to the eligibility requirements used to establish demonstration site(s) as outlined on page three (3)
3. **Maintain original** demonstration site(s) to continue implementation of an evidence-based, research validated bullying prevention program for 4th 5th and/or 6th graders.
4. **For original** demonstration site(s), participate in Program evaluation and reporting, including but not limited to, collecting attendance rates for demonstration site(s), documentation of student demographics, participate in surveys related to the Program, and administer Program related surveys to students, parents and staff.
5. **When feasible**, expand implementation to include additional grade levels and/or sites. Report the number of expansion sites/grade levels, curriculum used, and number of students served.
6. **For expansion demonstration site(s)**, submit a signed letter of support from the site administrator(s) and school staff indicating support of the Program.
7. Provide bullying prevention professional development opportunities and refresher trainings in the District for administrators, teachers, support staff, and parents.
8. Attend mandatory meetings, trainings and other events.
9. Disseminate electronic updates, information, and other resources, and promote usage of the BPP website to school community.
10. Submit a copy of the District Board Policy and Administrative Regulations related to Bullying/Bullying Prevention.

11. Submit a Program work-plan and budget that describes how the allocated funds will be used to implement the Bullying Prevention Program.
12. Submit quarterly reports of activities conducted by district personnel and demonstration site(s) by the 10th day of the month following the end of each quarter.
13. Invoice SCOE quarterly by the 15th day of the month following the end of each quarter.
14. Expend all funds by June 30, 2015. Submit final report and final invoice to SCOE no later than July 7, 2015.

Indemnity Statement and Agreements

Each party hereto agrees that they shall indemnify, defend and hold the other party and their governing body, officers, agents and employees, harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney fees and costs, incurred in connection with or in any manner arising out of the indemnifying party's performance of this Agreement. The indemnifying party, at the indemnifying party's own expense and risk shall defend any and all actions, suits, or other legal proceedings that may be brought or instituted against any other party, the members of their governing body, officers, agents, and employees for any such claims, damages, losses, demands, liabilities, costs or expenses incurred in connection with or in any manner arising out of the indemnifying party's performance of this Agreement. The indemnifying party shall not be liable for damage or injury occasioned by the sole negligence or willful misconduct of the non-indemnifying party and its officers, agents, or employees. This provision shall not be limited to the availability or collectability of insurance coverage.

It is understood no relationship of agency between SCOE and the District is created by this MOU. The SCOE and its employees and agents performing services related to this MOU are not agents or employees of the District and are not entitled to any of the rights and/or benefits of District employees. The District and its employees and agents performing services related to this MOU are not agents or employees of the SCOE and are not entitled to any of the rights and/or benefits of SCOE employees.

In the performance of this MOU, any persons employed by the District shall be entirely and exclusively under the direction, supervision, and control of the District. In the performance of this MOU, any persons employed by the SCOE shall be entirely and exclusively under the direction, supervision, and control of the SCOE.

Neither SCOE nor the District shall have any power, right or authority to bind the other to any agreement or obligation or waiver, compromise or settle any account or claim on behalf of the other, or in any manner or act on behalf of the other without written authorization to do so.

The SCOE and the District shall monitor this agreement to oversee implementation of project activities.

For the Sacramento County Office of Education:
 Mark Vigario, Assistant Superintendent
 Educational Services

For the Center Joint Unified School District:
 Scott A. Loehr, Superintendent *(or print name of Designee)*

Signature and Date

Signature of Superintendent (or Designee) and Date

Demonstration Sites Criteria

1. **Demonstrated Need** – the school site has need for a bullying prevention program; the district provides supporting evidence.
2. **Demonstrated Strengths** – the site has strengths and capacity that will support the successful implementation of a bullying prevention program; the district provides supporting evidence.
3. **Willingness and Agreement to Implement from Administration and Staff** – the district submits a signed letter of support from the site administrator(s) and school staff.
4. **Under-served Cultural Populations** – the site serves students and families of diverse cultural and ethnic backgrounds; district provides evidence.
5. **Students at Risk** – the student population or groups of students at the site are at risk for bullying; the district provides evidence.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

Date: November 19, 2014

Action Item X

To: Board of Trustees

Information Item _____

From: Craig Deason, Assist. Supt.

Attached Pages 5

Assist.Supt. Initials: CD

SUBJECT: Approval of Fourth Amendment to Agreement for the Purchase and Sale of Real Property and Escrow Instructions

The District is requesting approval of the Fourth Amendment to Agreement for the Purchase and Sale of Real Property and Escrow Instructions effective November 19, 2014.

RECOMMENDATION: That the Board of Trustees approves the Fourth Amendment to Agreement for the Purchase and Sale of Real Property and Escrow Instructions.

CONSENT AGENDA

**FOURTH AMENDMENT TO
AGREEMENT FOR THE PURCHASE AND SALE OF REAL PROPERTY
AND ESCROW INSTRUCTIONS**

This Amendment is the Fourth Amendment to the Agreement for the Purchase and Sale of Real Property and Escrow Instructions between SACRAMENTO MUNICIPAL UTILITY DISTRICT, a municipal utility district ("SMUD"), and CENTER UNIFIED SCHOOL DISTRICT, a public school district ("District"), dated March 21, 2003 ("Agreement"). The Agreement was amended on September 22, 2006, later amended effective December 22, 2006, and later amended effective January 16, 2008.

1. **Background:** Pursuant to Section 5.A, SMUD notified the District that SMUD desired to acquire the Option Site. Thereafter, the District provided written notification to SMUD that SMUD must identify an Alternative Similar Site. The purpose of this amendment is to extend SMUD's period for identifying the Alternative Similar Site.
2. **Effective Date:** This Fourth Amendment to the Agreement is effective as of November 19, 2014 ("Effective Date").
3. **Purpose:** SMUD desires to acquire property within the Riolo Vineyard Development ("Riolo Site"). Figure 3.1, a Land Use Diagram showing the Riolo Site as the site marked "Public or Quasi Public (Substation) ± 0.5 AC." located immediately north of the commercial 7.5 acre site, is attached hereto as Exhibit "A." The parties desire to establish a revised timeline for identification of the Riolo Site as the Alternative Similar Site.
4. **Amendment:**

The parties agree that Section 5.C. is amended to read:

SMUD shall have until June 1, 2015 to identify an Alternative Similar Site and notify the District of the price.
5. **Effect:** Except for the amendment agreed to herein, the Agreement dated March 21, 2003 as previously amended remains in full force and effect.
6. **Counterparts.** This Amendment may be signed in Counterparts.

IN WITNESS WHEREOF, the CENTER UNIFIED SCHOOL DISTRICT and the SACRAMENTO MUNICIPAL UTILITY DISTRICT have entered into this Fourth Amendment to the Agreement as of the Effective Date.

CENTER UNIFIED SCHOOL DISTRICT, a public entity

By: _____
Scott Loehr, Superintendent

Dated: _____, 2014

SACRAMENTO MUNICIPAL UTILITY DISTRICT, a municipal utility district

By: _____

Title: _____

Dated: _____, 2014

APPROVED AS TO FORM:

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

By: _____

David A. Soldani, Esq.

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Business Department

Date: 11/04/2014

Action Item

To: Board of Trustees

Information Item

From: Jeanne Bess

Attached Page1

SUBJECT:

**APPROVAL OF CENTER JOINT UNIFIED SCHOOL DISTRICT
PAYROLL ORDERS**

The Governing board is asked to approve the attached payroll Orders for July 2014 through October 2014.

RECOMMENDATION: That the CJUSD Board of Trustees approve the District Payroll Orders for July 2014 through October 2014.

CONSENT AGENDA

DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2015

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS
JULY	\$ 902,542.82	81406.56		\$ 983,949.38	290
AUG	\$ 2,266,235.09	\$ 91,685.94		\$ 2,357,921.03	740
SEPT	\$ 2,276,306.32	\$ 123,245.48		\$ 2,399,551.80	779
OCT	\$ 2,276,061.80	\$ 92,332.69		\$ 2,368,394.49	720
NOV				\$ -	
DEC				\$ -	
2-Jan				\$ -	
JAN				\$ -	
FEB				\$ -	
MARCH				\$ -	
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	

\$ 7,721,146.03	\$ 388,670.67	\$ -	\$ 8,109,816.70	2529
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Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Business Department	
Date:	October, 2014	Action Item
To:	Board of Trustees	Information Item
From:	Jeanne Bess	# Attached Pages <u>68</u>

<p>SUBJECT: Supplemental Agenda – Commercial Warrant Registers</p> <p>October 2, 2014 \$258,503.57, October 9, 2014 \$209,667.79, October 15, 2014 \$309,554.26, October 23, 2014 \$379,711.06 October 30, 2014 \$312,303.87</p> <p>The commercial warrant payments to vendors totals \$ 1,469,740.55</p> <p>RECOMMENDATION: That the CJUSD Board of Trustees approve the Supplemental Agenda – Vendor Warrants as presented</p>
--

CONSENT AGENDA

Batch status: A All

From batch: 0027

To batch: 0027

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
10-3-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0027 10-03-14
FUND : 01 GENERAL FUND

J7444 APY500 H.02.05 10/02/14 PAGE 1
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
015797/00	ACE SUPPLY HARDWARE NORTH						
41 PO-150027	10/03/2014	098228/2	1 01-8150-0-4300-106-0000-8110-007-000 NN P			80.77	80.77
41 PO-150027	10/03/2014	098227/2	1 01-8150-0-4300-106-0000-8110-007-000 NN P			59.99	59.99
			TOTAL PAYMENT AMOUNT	140.76 *			140.76
019433/00	ADI						
980 PO-150839	10/03/2014	VX0F3101	1 01-8150-0-4300-106-0000-8110-007-000 NN F			2,859.72	2,859.72
			TOTAL PAYMENT AMOUNT	2,859.72 *			2,859.72
011650/00	ADVANCE SOUND & ELECTRONICS						
950 PO-150820	10/03/2014	27105	1 01-0472-0-4300-472-1263-4200-014-000 NN F			1,249.00	1,249.00
			TOTAL PAYMENT AMOUNT	1,249.00 *			1,249.00
020082/00	ALLRED, MARIE						
959 PO-150826	10/03/2014	REIMB	1 01-3010-0-5200-371-0000-2700-012-000 NN F			88.87	88.87
			TOTAL PAYMENT AMOUNT	88.87 *			88.87
014006/00	ALTA CALIFORNIA REGIONAL CTR						
972 PO-150835	10/03/2014	REGIST-DAUBENMIRE	1 01-6512-0-5200-102-5001-2700-002-000 NN F			600.00	600.00
			TOTAL PAYMENT AMOUNT	600.00 *			600.00
018649/00	ASSOCIATION FOR SUPERVISION &						
966 PO-150831	10/03/2014	SCOTT LOEHR	1 01-0000-0-5300-101-0000-7150-002-000 NN F			89.00	89.00
			TOTAL PAYMENT AMOUNT	89.00 *			89.00
016805/00	BATES, CHERYL						
398 PO-150673	10/03/2014	SEPT. MILEAGE	1 01-6500-0-5210-102-5750-1130-003-000 NY P			56.96	56.96
			TOTAL PAYMENT AMOUNT	56.96 *			56.96

81 CENTER UNIFIED SCHOOL DIST.
10-3-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0027 10-03-14
FUND : 01 GENERAL FUND

J7444 APY500 H.02.05 10/02/14 PAGE 2
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		
021235/00	BECKER, LEE ANN						
787 PO-150678	10/03/2014	AUGUST MILEAGE	1	01-0000-0-5210-102-0000-3140-003-000	NN P	91.84	91.84
TOTAL PAYMENT AMOUNT				91.84 *			91.84
019453/00	BSN SPORTS INC						
767 PO-150659	10/03/2014	96337647	2	01-0000-0-4300-472-1110-1000-014-000	NN F	199.80	199.80
767 PO-150659	10/03/2014	96337647	1	01-0472-0-4300-472-1263-4200-014-000	NN F	226.98	226.98
TOTAL PAYMENT AMOUNT				426.78 *		426.78	426.78
010575/00	CAPITOL CLUTCH & BRAKE INC.						
80 PO-150180	10/03/2014	1323570	1	01-0000-0-4300-112-0000-3600-007-000	NN P	140.48	140.48
80 PO-150180	10/03/2014	1323594	1	01-0000-0-4300-112-0000-3600-007-000	NN P	76.05	76.05
TOTAL PAYMENT AMOUNT				216.53 *		216.53	216.53
010407/00	CENTER UNIFIED REVOLVING FUND						
976 PO-150836	10/03/2014	4122 TOWER OF YOUTH	1	01-7220-0-5800-472-1110-1000-014-000	NN F	500.00	500.00
TOTAL PAYMENT AMOUNT				500.00 *		500.00	500.00
015699/00	CLARK SECURITY PRODUCTS						
125 PO-150066	10/03/2014	22K-059805	2	01-8150-0-4300-106-0000-8110-007-000	NN P	269.78	269.78
125 PO-150066	10/03/2014	22K-058935	2	01-8150-0-4300-106-0000-8110-007-000	NN P	431.58	431.58
125 PO-150066	10/03/2014	22K-058487	2	01-8150-0-4300-106-0000-8110-007-000	NN P	314.82	314.82
TOTAL PAYMENT AMOUNT				1,016.18 *		1,016.18	1,016.18
016813/00	CORTELCO INC						
900 PO-150774	10/03/2014	11848-00	1	01-0000-0-4300-472-0000-2700-014-000	NN F	71.95	65.62
TOTAL PAYMENT AMOUNT				65.62 *		65.62	65.62
014087/00	DECKER EQUIPMENT						
877 PO-150753	10/03/2014	86173A	1	01-0000-0-4300-371-0000-2700-012-000	NN F	292.99	273.93
TOTAL PAYMENT AMOUNT				273.93 *		273.93	273.93

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL FUNC	RES DEP T9MP		

018951/00	DELL						
658 PO-150564	10/03/2014	XJJCWNJR8	1	01-8150-0-4400-106-0000-8110-007-000	NN F	2,493.91	2,464.64
851 PO-150723	10/03/2014	XJJF7NJJ2	1	01-6512-0-4400-102-5001-2700-002-000	NN F	1,940.00	1,914.73
TOTAL PAYMENT AMOUNT				4,379.37 *			4,379.37
019262/00	ENTERPRISE RENT A CAR						
990 PO-150848	10/03/2014	3430202	1	01-0000-0-5600-472-1110-4000-014-915	NN F	151.19	151.19
991 PO-150849	10/03/2014	3356287	1	01-0000-0-5600-472-1110-4000-014-915	NN F	151.19	151.19
TOTAL PAYMENT AMOUNT				302.38 *			302.38
016659/00	EVAN-MOOR						
786 PO-150677	10/03/2014	INV034112	1	01-6500-0-4200-102-5770-1110-002-000	NN F	50.24	50.51
TOTAL PAYMENT AMOUNT				50.51 *			50.51
017959/00	FIRST CHOICE COFFEE SERVICES						
996 PO-150853	10/03/2014	853545	2	01-8150-0-5600-106-0000-8110-007-927	NN F	100.00	100.00
TOTAL PAYMENT AMOUNT				100.00 *			100.00
022347/00	GIVE SOMETHING BACK						
856 PO-150735	10/03/2014	IN-0284838	1	01-6512-0-4300-102-5001-2700-002-000	NN P	490.34	490.34
856 PO-150735	10/03/2014	0285977	1	01-6512-0-4300-102-5001-2700-002-000	NN P	11.15	11.15
856 PO-150735	10/03/2014	0285211	1	01-6512-0-4300-102-5001-2700-002-000	NN P	0.85	0.85
902 PO-150785	10/03/2014	IN-0287675	1	01-6300-0-4300-240-1110-1000-011-000	NN F	34.35	34.67
TOTAL PAYMENT AMOUNT				537.01 *			537.01
010191/00	GRAINGER						
382 PO-150334	10/03/2014	9542708848	1	01-8150-0-4300-106-0000-8110-007-000	NN P	85.54	85.54
TOTAL PAYMENT AMOUNT				85.54 *			85.54
013988/00	HAJOCA CORPORATION						
43 PO-150029	10/03/2014	S008072305.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P	1,039.89	1,039.89
43 PO-150029	10/03/2014	S007099540.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P	104.58	104.58
TOTAL PAYMENT AMOUNT				1,144.47 *			1,144.47

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP			

017002/00	HOME DEPOT CREDIT SERVICES							
44	PO-150030	10/03/2014	6025205-6173087	1	01-8150-0-4300-106-0000-8110-007-000	NN P	14.26	14.26
44	PO-150030	10/03/2014	4282112	1	01-8150-0-4300-106-0000-8110-007-000	NN P	114.19	114.19
44	PO-150030	10/03/2014	4014614	1	01-8150-0-4300-106-0000-8110-007-000	NN P	32.35	32.35
44	PO-150030	10/03/2014	2014871	1	01-8150-0-4300-106-0000-8110-007-000	NN P	106.92	106.92
44	PO-150030	10/03/2014	3270189	1	01-8150-0-4300-106-0000-8110-007-000	NN P	81.46	81.46
44	PO-150030	10/03/2014	1282140	1	01-8150-0-4300-106-0000-8110-007-000	NN P	171.30	171.30
TOTAL PAYMENT AMOUNT							520.48 *	520.48
014507/00	HORIZON DISTRIBUTORS							
52	PO-150084	10/03/2014	2A080785	1	01-0000-0-4300-106-0000-8110-007-000	NN P	631.11	631.11
TOTAL PAYMENT AMOUNT							631.11 *	631.11
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO							
905	PO-150776	10/03/2014	27-S1966651.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P	14.54	14.54
905	PO-150776	10/03/2014	27-S1966057.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P	105.71	105.71
905	PO-150776	10/03/2014	27-S1966257-.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P	96.06	96.06
TOTAL PAYMENT AMOUNT							216.31 *	216.31
010609/00	KELLY MOORE PAINT CO							
350	PO-150304	10/03/2014	203-189186	1	01-8150-0-4300-106-0000-8110-007-000	NN P	270.92	270.92
TOTAL PAYMENT AMOUNT							270.92 *	270.92
020767/00	LAW, JENNIFER							
776	PO-150817	10/03/2014	REIMB	1	01-3010-0-5200-371-0000-2700-012-000	NN F	48.00	48.00
TOTAL PAYMENT AMOUNT							48.00 *	48.00
017726/00	LOS ANGELES FREIGHTLINER							
513	PO-150439	10/03/2014	BNS8025	1	01-0000-0-4300-112-0000-3600-007-000	NN P	328.87	328.87
513	PO-150439	10/03/2014	BNS9070-59116	1	01-0000-0-4300-112-0000-3600-007-000	NN P	29.45	29.45
513	PO-150439	10/03/2014	BNS9107-59069	1	01-0000-0-4300-112-0000-3600-007-000	NN P	46.65	46.65
513	PO-150439	10/03/2014	BNS9026	1	01-0000-0-4300-112-0000-3600-007-000	NN P	93.05	93.05
TOTAL PAYMENT AMOUNT							498.02 *	498.02

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		

017830/00	MACEK, LESLIE						
949 PO-150819	10/03/2014	REIMB	1	01-6300-0-4300-240-1110-1000-011-000	NN F	97.62	97.62
			TOTAL PAYMENT AMOUNT			97.62 *	97.62
022406/00	MAXIM HEALTHCARE SERVICES INC						
466 PO-150403	10/03/2014	2673550262	1	01-0000-0-5800-102-0000-3140-003-000	NN P	3,479.40	3,479.40
			TOTAL PAYMENT AMOUNT			3,479.40 *	3,479.40
021692/00	MONOPRICE INC						
850 PO-150734	10/03/2014	11021859	1	01-3010-0-4300-371-1110-1000-012-000	NN F	218.96	207.37
			TOTAL PAYMENT AMOUNT			207.37 *	207.37
017315/00	NAPA AUTO PARTS - GENUINE AUTO						
69 PO-150040	10/03/2014	970301	1	01-0000-0-4300-112-0000-3600-007-000	NN P	127.99	127.99
69 PO-150040	10/03/2014	970673	1	01-0000-0-4300-112-0000-3600-007-000	NN P	42.10	42.10
			TOTAL PAYMENT AMOUNT			170.09 *	170.09
015787/00	O'REILLY AUTO PARTS						
68 PO-150039	10/03/2014	3558-301256-301442	1	01-0000-0-4300-112-0000-3600-007-000	NN P	0.00	0.00
68 PO-150039	10/03/2014	301441-298107	1	01-0000-0-4300-112-0000-3600-007-000	NN P	39.12	39.12
68 PO-150039	10/03/2014	300070-297500	1	01-0000-0-4300-112-0000-3600-007-000	NN P	5.39	5.39
68 PO-150039	10/03/2014	300127-300216	1	01-0000-0-4300-112-0000-3600-007-000	NN P	12.86	12.86
68 PO-150039	10/03/2014	300351	1	01-0000-0-4300-112-0000-3600-007-000	NN P	39.40	39.40
68 PO-150039	10/03/2014	300067	1	01-0000-0-4300-112-0000-3600-007-000	NN P	70.19	70.19
68 PO-150039	10/03/2014	300222	1	01-0000-0-4300-112-0000-3600-007-000	NN P	97.43	97.43
68 PO-150039	10/03/2014	301565	1	01-0000-0-4300-112-0000-3600-007-000	NN P	24.98	24.98
68 PO-150039	10/03/2014	300069	1	01-0000-0-4300-112-0000-3600-007-000	NN P	24.31	24.31
68 PO-150039	10/03/2014	301098	1	01-0000-0-4300-112-0000-3600-007-000	NN P	30.75	30.75
			TOTAL PAYMENT AMOUNT			344.43 *	344.43
017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
187 PO-150221	10/03/2014	721279750002	1	01-0000-0-4300-234-1110-1000-008-000	NN P	10.24	10.24
187 PO-150221	10/03/2014	725642968001	1	01-0000-0-4300-234-1110-1000-008-000	NN P	23.76	23.76
187 PO-150221	10/03/2014	721279751001	1	01-0000-0-4300-234-1110-1000-008-000	NN P	16.49	16.49
187 PO-150221	10/03/2014	721279750001	1	01-0000-0-4300-234-1110-1000-008-000	NN F	1,489.01	1,497.50
205 PO-150225	10/03/2014	MULTIPLE	1	01-0000-0-4300-234-1110-1000-008-000	NN F	1,983.66	1,856.81

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		

017576	(CONTINUED)						
260	PO-150229	10/03/2014	721847511001	1	01-6300-0-4300-238-1110-1000-010-000 NN F	154.34	147.47
269	PO-150236	10/03/2014	721855268001	1	01-6300-0-4300-238-1110-1000-010-000 NN F	164.55	164.55
274	PO-150240	10/03/2014	721423283001	1	01-0000-0-4300-238-1110-1000-010-000 NN P	57.39	57.39
274	PO-150240	10/03/2014	721423284001	1	01-0000-0-4300-238-1110-1000-010-000 NN P	9.71	9.71
274	PO-150240	10/03/2014	721423283002	1	01-0000-0-4300-238-1110-1000-010-000 NN P	11.86	11.86
274	PO-150240	10/03/2014	721423285001	1	01-0000-0-4300-238-1110-1000-010-000 NN F	38.31	10.68
476	PO-150411	10/03/2014	705974892001-72897268	1	01-0000-0-4300-475-3200-1000-015-000 NN F	79.72	79.72
476	PO-150411	10/03/2014	705974889-705974891	2	01-0000-0-5800-475-3200-2700-015-000 NN F	15.11	15.11
555	PO-150476	10/03/2014	725461996001	1	01-6500-0-4300-102-5750-1110-002-000 NN P	124.32	124.32
555	PO-150476	10/03/2014	725461997001	1	01-6500-0-4300-102-5750-1110-002-000 NN F	114.01	20.53
557	PO-150485	10/03/2014	726759717001	1	01-0000-0-4300-234-1110-1000-008-000 NN P	30.18	30.18
557	PO-150485	10/03/2014	726759718001	1	01-0000-0-4300-234-1110-1000-008-000 NN F	28.87	7.59
906	PO-150777	10/03/2014	731681265001	1	01-0000-0-4300-238-1110-1000-010-000 NN P	6.40	6.40
906	PO-150777	10/03/2014	731681266001	1	01-0000-0-4300-238-1110-1000-010-000 NN F	51.10	51.09
	PV-151027	10/01/2014	722136928001		01-6300-0-4300-238-1110-1000-010-000 NN		16.50
TOTAL PAYMENT AMOUNT						4,157.90 *	4,157.90
021249/00	PERRY, HEATHER						
925	PO-150797	10/03/2014	MILEAGE	1	01-6500-0-5211-102-5001-2700-002-000 NN F	18.94	18.94
TOTAL PAYMENT AMOUNT						18.94 *	18.94
020169/00	PITZNER, JOSEPH						
981	PO-150844	10/03/2014	REIMB	1	01-8150-0-4300-106-0000-8110-007-000 NN F	405.00	405.00
TOTAL PAYMENT AMOUNT						405.00 *	405.00
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
133	PO-150070	10/03/2014	180194965	1	01-0000-0-5600-112-0000-3600-007-000 NN P	58.62	58.62
TOTAL PAYMENT AMOUNT						58.62 *	58.62
020634/00	PURDY, JANE						
926	PO-150803	10/03/2014	REIMB	1	01-0000-0-4300-472-1110-1000-014-000 NN F	77.00	77.00
TOTAL PAYMENT AMOUNT						77.00 *	77.00

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
011238/00	RELIABLE TIRE							
356 PO-150308	10/03/2014	118567		1 01-0000-0-4300-112-0000-3600-007-000 NN P			1,083.35	1,083.35
356 PO-150308	10/03/2014	118558-CREDIT		1 01-0000-0-4300-112-0000-3600-007-000 NN P			17.50	17.50
TOTAL PAYMENT AMOUNT								1,100.85 *

010266/00	SACRAMENTO COUNTY UTILITIES							
30 PO-150018	10/03/2014	50000918556		1 01-0000-0-5540-106-0000-8110-007-000 NN P			405.46	405.46
30 PO-150018	10/03/2014	918485		1 01-0000-0-5540-106-0000-8110-007-000 NN P			3,119.07	3,119.07
30 PO-150018	10/03/2014	918618		1 01-0000-0-5540-106-0000-8110-007-000 NN P			531.49	531.49
TOTAL PAYMENT AMOUNT								4,056.02 *

010041/00	SAN JUAN UNIFIED SCHOOL DIST							
989 PO-150847	10/03/2014	W/014115		1 01-0000-0-5800-112-0000-3600-007-000 NN F			150.00	150.00
TOTAL PAYMENT AMOUNT								150.00 *

021843/00	SCHOOL COUNSELOR RESOURCES							
853 PO-150731	10/03/2014	S129036		1 01-6512-0-4300-102-5001-2700-002-000 NN F			483.84	478.00
TOTAL PAYMENT AMOUNT								478.00 *

014786/00	SCHOOL SPECIALTY							
656 PO-150562	10/03/2014	308102080427		1 01-6500-0-4300-102-5750-1110-002-000 NN F			160.94	114.88
TOTAL PAYMENT AMOUNT								114.88 *

016043/00	SHELTONS UNLIMITED MECHANICAL							
932 PO-150800	10/03/2014	14-13921		1 01-8150-0-5600-106-0000-8110-007-000 NY F			570.60	570.60
933 PO-150801	10/03/2014	14-13975		1 01-8150-0-5600-106-0000-8110-007-000 NY F			158.40	158.40
934 PO-150802	10/03/2014	14-13961		1 01-8150-0-5600-106-0000-8110-007-000 NY F			258.59	258.59
942 PO-150811	10/03/2014	14-13916		1 01-8150-0-5600-106-0000-8110-007-000 NY F			643.04	643.04
943 PO-150812	10/03/2014	14-14213		1 01-8150-0-5600-106-0000-8110-007-000 NY F			158.40	158.40
TOTAL PAYMENT AMOUNT								1,789.03 *

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Req Reference	Date				FD RESO P	OBJE SIT GOAL FUNC RES DEP T9MP		
022154/00	SHERRY, ROBERTA							
954 PO-150823	10/03/2014	AUGUST MILEAGE		1 01-0000-0-5210-102-0000-3140-003-000 NN P			85.12	85.12
				TOTAL PAYMENT AMOUNT		85.12 *		85.12
010263/00	SMUD							
31 PO-150019	10/03/2014	7000000347		1 01-0000-0-5530-106-0000-8110-007-000 NN P			81,361.69	81,361.69
				TOTAL PAYMENT AMOUNT		81,361.69 *		81,361.69
020087/00	SOCCER PRO							
838 PO-150720	10/03/2014	CHS814.2		1 01-0472-0-4300-472-1263-4200-014-000 NN F			1,014.12	1,014.12
				TOTAL PAYMENT AMOUNT		1,014.12 *		1,014.12
020252/00	STAPLES ADVANTAGE							
289 PO-150247	10/03/2014	3239947944-127119769001001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			466.64	468.80
895 PO-150769	10/03/2014	3243246522		1 01-0000-0-4300-472-1260-1000-014-000 NN F			80.47	80.84
PV-151026	10/01/2014	INV3238269794		01-6500-0-4300-102-5770-1120-002-000 NN				41.82
				TOTAL PAYMENT AMOUNT		591.46 *		591.46
015591/00	TCI							
789 PO-150680	10/03/2014	5935		1 01-0037-0-4200-103-1110-1000-003-000 NN F			3,949.56	3,791.25
				TOTAL PAYMENT AMOUNT		3,791.25 *		3,791.25
014278/00	TOUCHBOARDS							
897 PO-150771	10/03/2014	0311990 -IN		1 01-0029-0-4400-472-1110-1000-014-000 NN F			665.77	617.77
				TOTAL PAYMENT AMOUNT		617.77 *		617.77
021143/00	US AIR CONDITIONING							
755 PO-150647	10/03/2014	9530952		1 01-8150-0-4300-106-0000-8110-007-000 NN P			844.62	844.62
				TOTAL PAYMENT AMOUNT		844.62 *		844.62

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
017593/00	W. ROSENAU MOTOR REWINDING								
940 PO-150809	10/03/2014	8875		1 01-8150-0-4300-106-0000-8110-007-000 NN P			466.55	466.55	
TOTAL PAYMENT AMOUNT								466.55 *	466.55
016252/00	WALTON ENGINEERING INC								
941 PO-150810	10/03/2014	92095		1 01-0000-0-5800-112-0000-3600-007-000 NN F			810.00	810.00	
TOTAL PAYMENT AMOUNT								810.00 *	810.00
010116/00	WESTERN PSYCHOLOGICAL SERVICES								
861 PO-150739	10/03/2014	WPS-063147		1 01-6512-0-4300-102-5001-2700-002-000 NN F			1,653.70	1,646.06	
TOTAL PAYMENT AMOUNT								1,646.06 *	1,646.06
017313/00	XEROX								
1 PO-150001	10/03/2014	701793624		1 01-3010-0-5612-240-1110-1000-011-000 NN P			19.96	19.96	
TOTAL PAYMENT AMOUNT								19.96 *	19.96
018924/00	YEE, MELVIN								
957 PO-150825	10/03/2014	REIMB		1 01-3010-0-5200-371-0000-2700-012-000 NN F			77.04	77.04	
TOTAL PAYMENT AMOUNT								77.04 *	77.04
TOTAL FUND PAYMENT								124,490.10 **	124,490.10

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Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MP		

017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
848 PO-150743	10/03/2014	730700125001	1	11-0030-0-4300-601-4130-1000-017-000	NN F	288.71	256.92
			TOTAL PAYMENT AMOUNT	256.92	*		256.92
			TOTAL FUND	PAYMENT	256.92	**	256.92

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BATCH: 0027 10-03-14
FUND : 12 CHILD DEVELOPMEN FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				

018143/00	CHILD DEVELOPMENT CENTERS INC						
947 PO-150818	10/03/2014	5030-JUL14	1 12-5025-0-5800-100-8500-1000-005-000 NN P			32,647.14	32,647.14
947 PO-150818	10/03/2014	5030-AUG14	1 12-5025-0-5800-100-8500-1000-005-000 NN P			21,073.75	21,073.75
947 PO-150818	10/03/2014	5030-JUL14	2 12-6105-0-5800-100-8500-1000-005-000 NN P			35,367.73	35,367.73
947 PO-150818	10/03/2014	5030-AUG14	2 12-6105-0-5800-100-8500-1000-005-000 NN P			22,829.90	22,829.90
TOTAL PAYMENT AMOUNT						111,918.52 *	111,918.52
TOTAL FUND PAYMENT						111,918.52 **	111,918.52

81 CENTER UNIFIED SCHOOL DIST.
10-3-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0027 10-03-14
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		

014156/00	COUNTY OF SACRAMENTO						
173 PO-150158	10/03/2014	AR0005361	1	13-5310-0-5800-108-0000-3700-007-000	NN P	533.00	533.00
173 PO-150158	10/03/2014	AR0058738	1	13-5310-0-5800-108-0000-3700-007-000	NN P	181.00	181.00
TOTAL PAYMENT AMOUNT				714.00 *			714.00
011602/00	DANIELSEN CO., THE						
155 PO-150141	10/03/2014	54471	2	13-5310-0-4300-108-0000-3700-007-000	NN P	46.88	46.88
155 PO-150141	10/03/2014	53670	2	13-5310-0-4300-108-0000-3700-007-000	NN P	122.32	122.32
155 PO-150141	10/03/2014	54471	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,276.34	2,276.34
155 PO-150141	10/03/2014	53670	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,282.30	2,282.30
TOTAL PAYMENT AMOUNT				4,727.84 *			4,727.84
016104/00	DORSEY, EDWAUNA						
969 PO-150843	10/03/2014	REFUND	1	13-5310-0-8634-000-0000-0000-000-000	NN F	80.40	80.40
TOTAL PAYMENT AMOUNT				80.40 *			80.40
021080/00	ED JONES FOOD SERVICE INC						
159 PO-150145	10/03/2014	172042	1	13-5310-0-4700-108-0000-3700-007-000	NN P	8,450.49	8,450.49
TOTAL PAYMENT AMOUNT				8,450.49 *			8,450.49
015933/00	NUCKLES, MELISSA						
982 PO-150845	10/03/2014	REFUND	1	13-5310-0-8634-000-0000-0000-000-000	NN F	20.00	20.00
TOTAL PAYMENT AMOUNT				20.00 *			20.00
016279/00	P&R PAPER SUPPLY						
175 PO-150159	10/03/2014	30005266-00	1	13-5310-0-4300-108-0000-3700-007-000	NN P	1,616.48	1,616.48
175 PO-150159	10/03/2014	30006767-00	1	13-5310-0-4300-108-0000-3700-007-000	NN P	1,944.00	1,944.00
TOTAL PAYMENT AMOUNT				3,560.48 *			3,560.48
016043/00	SHELTONS UNLIMITED MECHANICAL						
165 PO-150151	10/03/2014	14-10NUTRI	1	13-5310-0-5600-108-0000-3700-007-000	NY P	1,785.00	1,785.00
TOTAL PAYMENT AMOUNT				1,785.00 *			1,785.00
TOTAL FUND PAYMENT				19,338.21 **			19,338.21

81 CENTER UNIFIED SCHOOL DIST.
10-3-14

ACCOUNTS PAYABLE PRELIST J7444 APY500 H.02.05 10/02/14 PAGE 13
 BATCH: 0027 10-03-14 << Open >>
 FUND : 14 DEFERRED MAINTENANCE FUND

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					
016043/00	SHELTONS UNLIMITED MECHANICAL								
672 PO-150577	10/03/2014	14-13966		2 14-0024-0-4300-106-9607-8110-007-000	NY F		815.92	815.92	
672 PO-150577	10/03/2014	14-13966		1 14-0024-0-4400-106-9607-8110-007-000	NY F		1,206.90	1,206.90	
672 PO-150577	10/03/2014	14-13966		3 14-0024-0-5600-106-9607-8110-007-000	NY F		477.00	477.00	
TOTAL PAYMENT AMOUNT							2,499.82 *	2,499.82	
TOTAL FUND PAYMENT							2,499.82 **	2,499.82	
TOTAL BATCH PAYMENT							258,503.57 ***	0.00	258,503.57
TOTAL DISTRICT PAYMENT							258,503.57 ****	0.00	258,503.57
TOTAL FOR ALL DISTRICTS:							258,503.57 ****	0.00	258,503.57

Number of warrants to be printed: 65, not counting voids due to stub overflows.

Batch status: A All

From batch: 0030

To batch: 0030

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
10-09-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0030 10-10-14
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL FUNC	RES DEP T9MP		

015797/00	ACE SUPPLY	HARDWARE NORTH					
41 PO-150027	10/09/2014	098147/2	1	01-8150-0-4300-106-0000-8110-007-000	NN P	20.28	20.28
41 PO-150027	10/09/2014	98133/2	1	01-8150-0-4300-106-0000-8110-007-000	NN P	20.55	20.55
			TOTAL PAYMENT AMOUNT	40.83	*		40.83
010669/00	ALHAMBRA & SIERRA SPRINGS						
19 PO-150010	10/09/2014	4782453092514	1	01-8150-0-4300-106-0000-8110-007-000	NN P	152.64	152.64
59 PO-150036	10/09/2014	4781257092514	1	01-0000-0-4300-112-0000-3600-007-000	NN P	87.29	87.29
405 PO-150352	10/09/2014	27050334781839	1	01-0000-0-4300-475-3200-2700-015-000	NN P	25.96	25.96
408 PO-150396	10/09/2014	4780794092514	1	01-0000-0-4300-103-0000-7200-003-000	NN P	42.80	42.80
408 PO-150396	10/09/2014	4780794092514	2	01-6500-0-4300-102-5001-2700-002-000	NN P	42.80	42.80
			TOTAL PAYMENT AMOUNT	351.49	*		351.49
011617/00	AMADOR STAGE LINES						
935 PO-150804	10/09/2014	53026	1	01-0000-0-5810-472-1110-4000-014-915	NN F	1,174.14	1,174.14
938 PO-150807	10/09/2014	53086	1	01-0000-0-5810-472-1110-4000-014-915	NN F	1,104.45	1,104.45
939 PO-150808	10/09/2014	53087	1	01-0000-0-5810-472-1110-4000-014-915	NN F	1,243.83	1,243.83
			TOTAL PAYMENT AMOUNT	3,522.42	*		3,522.42
011675/00	AT&T MESSAGING						
22 PO-150013	10/09/2014	6977541	1	01-0000-0-5902-106-0000-8110-007-000	NN P	720.00	720.00
			TOTAL PAYMENT AMOUNT	720.00	*		720.00
019500/00	AVID CENTER						
955 PO-150824	10/09/2014	86521	1	01-3010-0-5800-371-1110-1000-012-000	NN F	525.00	525.00
			TOTAL PAYMENT AMOUNT	525.00	*		525.00
011697/00	C.A.S.H.						
1002 PO-150878	10/09/2014	2014-12-8	1	01-0000-0-5300-106-0000-8200-007-000	NN F	339.00	339.00
			TOTAL PAYMENT AMOUNT	339.00	*		339.00

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0030 10-10-14
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		
017639/00	CDT INC.						
810 PO-150694	10/09/2014	29173	1	01-0000-0-5800-110-0000-7200-004-000	NN P	89.00	89.00
TOTAL PAYMENT AMOUNT						89.00 *	89.00
020305/00	CDW GOVERNMENT INC.						
916 PO-150790	10/09/2014	PRO2579	1	01-0000-0-4300-472-0000-2700-014-000	NN F	62.68	62.68
TOTAL PAYMENT AMOUNT						62.68 *	62.68
016761/00	CFM EDUCATIONAL PROGRAM						
783 PO-150675	10/09/2014	1405593-IN	1	01-6300-0-4100-103-1110-1000-003-000	NN F	242.70	241.68
TOTAL PAYMENT AMOUNT						241.68 *	241.68
018951/00	DELL						
913 PO-150778	10/09/2014	XJJT13KD3	1	01-0000-0-4400-105-0000-7200-005-000	NN F	743.23	735.31
TOTAL PAYMENT AMOUNT						735.31 *	735.31
010336/00	ECOTECH PEST MANAGEMENT INC						
28 PO-150016	10/09/2014	5782	1	01-0000-0-5500-106-0000-8110-007-000	NN P	787.00	787.00
TOTAL PAYMENT AMOUNT						787.00 *	787.00
019523/00	FOLLETT SCHOOL SOLUTIONS INC						
849 PO-150729	10/09/2014	1733025A	1	01-6300-0-4100-103-1110-1000-003-000	NN F	1,093.50	1,194.75
TOTAL PAYMENT AMOUNT						1,194.75 *	1,194.75
015137/00	FRED PRYOR SEMINARS						
459 PO-150394	10/09/2014	15905006	1	01-0000-0-5200-112-0000-3600-007-000	NN P	49.00	49.00
459 PO-150394	10/09/2014	15905003	1	01-0000-0-5200-112-0000-3600-007-000	NN F	79.00	79.00
TOTAL PAYMENT AMOUNT						128.00 *	128.00

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0030 10-10-14
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
016159/00	GARLAND, LESLI							
1028	PO-150883	10/09/2014 MILEAGE		1	01-6500-0-5210-102-5001-2700-002-000	NN F	23.24	23.24
							TOTAL PAYMENT AMOUNT	23.24 *
022347/00	GIVE SOMETHING BACK							
936	PO-150805	10/09/2014 IN-0289212		1	01-0000-0-4300-472-0000-2700-014-000	NN F	64.74	64.72
							TOTAL PAYMENT AMOUNT	64.72 *
011818/00	GOODELL PORTER SANCHEZ &							
1024	PO-150876	10/09/2014 4126		1	01-0000-0-5800-105-0000-7190-005-000	NN F	13,350.00	13,350.00
							TOTAL PAYMENT AMOUNT	13,350.00 *
010992/00	HARBOR FREIGHT TOOLS USA INC							
988	PO-150842	10/09/2014 169241		1	01-0000-0-9320-000-0000-0000-000-000	NN F	96.60	96.60
							TOTAL PAYMENT AMOUNT	96.60 *
016995/00	LAW ADVISORY GROUP INC.							
511	PO-150436	10/09/2014 14-10015		1	01-0000-0-4200-472-0000-2700-014-000	NN F	95.35	95.35
							TOTAL PAYMENT AMOUNT	95.35 *
017726/00	LOS ANGELES FREIGHTLINER							
513	PO-150439	10/09/2014 BP110753		1	01-0000-0-4300-112-0000-3600-007-000	NN P	276.64	276.64
513	PO-150439	10/09/2014 BP110706		1	01-0000-0-4300-112-0000-3600-007-000	NN P	83.03	83.03
513	PO-150439	10/09/2014 BN59214		1	01-0000-0-4300-112-0000-3600-007-000	NN P	216.93	216.93
							TOTAL PAYMENT AMOUNT	576.60 *
021914/00	LOY MATTISON ENTERPRISES							
417	PO-150362	10/09/2014 090114093014		1	01-0000-0-5902-106-0000-8110-007-000	NY P	446.25	446.25
							TOTAL PAYMENT AMOUNT	446.25 *

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
MATCH: 0030 10-10-14
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
016170/00	MAR CO PRODUCTS						
854 PO-150732	10/09/2014	165295	1 01-6512-0-4300-102-5001-2700-002-000 YN F			61.51	56.95
			TOTAL PAYMENT AMOUNT	56.95 *			56.95
			TOTAL USE TAX AMOUNT	4.56			
022406/00	MAXIM HEALTHCARE SERVICES INC						
466 PO-150403	10/09/2014	2688590262	1 01-0000-0-5800-102-0000-3140-003-000 NN P			3,019.20	3,019.20
466 PO-150403	10/09/2014	2706190262	1 01-0000-0-5800-102-0000-3140-003-000 NN P			3,389.40	3,389.40
			TOTAL PAYMENT AMOUNT	6,408.60 *			6,408.60
018678/00	MCGRAW HILL SCHOOL EDUCATION						
441 PO-150382	10/09/2014	816562000001	1 01-6300-0-4100-103-1110-1000-003-000 NN F			141.41	129.41
			TOTAL PAYMENT AMOUNT	129.41 *			129.41
020119/00	MCGRAW HILL SCHOOL EDUCATION						
718 PO-150630	10/09/2014	82467363001	1 01-6300-0-4100-103-1110-1000-003-000 NN F			781.20	843.70
			TOTAL PAYMENT AMOUNT	843.70 *			843.70
010195/00	NCS PEARSON INC						
61 PO-150133	10/09/2014	4442418	1 01-6500-0-4300-102-5770-1191-002-000 NN F			96.40	96.40
			TOTAL PAYMENT AMOUNT	96.40 *			96.40
015787/00	O'REILLY AUTO PARTS						
68 PO-150039	10/09/2014	3558-301434	1 01-0000-0-4300-112-0000-3600-007-000 NN P			13.67	13.67
68 PO-150039	10/09/2014	302211	1 01-0000-0-4300-112-0000-3600-007-000 NN P			12.27	12.27
68 PO-150039	10/09/2014	302278	1 01-0000-0-4300-112-0000-3600-007-000 NN P			13.13	13.13
68 PO-150039	10/09/2014	302170	1 01-0000-0-4300-112-0000-3600-007-000 NN P			7.54	7.54
			TOTAL PAYMENT AMOUNT	46.61 *			46.61
017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
320 PO-150277	10/09/2014	721433408001	1 01-3010-0-4300-371-1110-1000-012-000 NN P			71.86	71.86
320 PO-150277	10/09/2014	721433406001	1 01-3010-0-4300-371-1110-1000-012-000 NN P			19.30	19.30
320 PO-150277	10/09/2014	721433405001	1 01-3010-0-4300-371-1110-1000-012-000 NN F			1,954.60	1,736.67
929 PO-150799	10/09/2014	732222435001	1 01-6500-0-4300-102-5770-1110-002-000 NN F			37.95	32.78

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ACCOUNTS PAYABLE PRELIST
BATCH: 0030 10-10-14
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL	FUNC RES DEP T9MP		

017576 (CONTINUED)							
952 PO-150822	10/09/2014	732851431001	1	01-0000-0-4300-238-1110-1000-010-000	NN F	99.94	97.24
968 PO-150832	10/09/2014	732919101001	1	01-6500-0-4300-102-5770-1110-002-000	NN F	67.72	67.72
TOTAL PAYMENT AMOUNT						2,025.57 *	2,025.57
022525/00 POST-IT LLC							
977 PO-150837	10/09/2014	JULY	1	01-0000-0-5800-110-0000-7200-004-000	NN P	140.00	140.00
977 PO-150837	10/09/2014	AUGUST	1	01-0000-0-5800-110-0000-7200-004-000	NN P	280.00	280.00
TOTAL PAYMENT AMOUNT						420.00 *	420.00
021401/00 PRACTI-CAL INC							
1029 PO-150886	10/09/2014	29696	1	01-5640-0-5800-103-0000-3140-003-000	NN P	155.07	155.07
1029 PO-150886	10/09/2014	29736	1	01-5640-0-5800-103-0000-3140-003-000	NN P	784.31	784.31
1029 PO-150886	10/09/2014	29825	1	01-5640-0-5800-103-0000-3140-003-000	NN P	210.29	210.29
1029 PO-150886	10/09/2014	29780	1	01-5640-0-5800-103-0000-3140-003-000	NN F	506.26	506.26
TOTAL PAYMENT AMOUNT						1,655.93 *	1,655.93
014231/00 RIVERA, IVAN							
1022 PO-150875	10/09/2014	SEPT	1	01-6500-0-5800-102-5770-3600-002-000	NN P	276.64	276.64
TOTAL PAYMENT AMOUNT						276.64 *	276.64
010627/00 RIVERVIEW INTERNATIONAL TRUCKS							
579 PO-150500	10/09/2014	841899	2	01-0000-0-4300-112-0000-3600-007-000	NN P	32.12	32.12
TOTAL PAYMENT AMOUNT						32.12 *	32.12
010242/00 ROTO-ROOTER PLUMBERS							
1014 PO-150869	10/09/2014	SA31760	1	01-8150-0-5800-106-0000-8110-007-000	NN F	235.00	235.00
1015 PO-150870	10/09/2014	SA42661	1	01-8150-0-5800-106-0000-8110-007-000	NN F	415.00	415.00
1016 PO-150871	10/09/2014	SA42438	1	01-8150-0-5800-106-0000-8110-007-000	NN F	458.62	458.62
TOTAL PAYMENT AMOUNT						1,108.62 *	1,108.62

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
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FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010552/00	SAC VAL JANITORIAL						
146 PO-150077	10/09/2014	10105028	1 01-0000-0-9320-000-0000-0000-000-000 NN P			1,334.10	1,334.10
146 PO-150077	10/09/2014	10105224	1 01-0000-0-9320-000-0000-0000-000-000 NN P			655.34	655.34
146 PO-150077	10/09/2014	10105451	1 01-0000-0-9320-000-0000-0000-000-000 NN P			141.43	141.43
1008 PO-150880	10/09/2014	10104418	2 01-0000-0-6400-111-0000-8200-007-000 NN F			1,215.00	1,215.00
1008 PO-150880	10/09/2014	10104418	1 01-0000-0-6400-238-0000-8200-010-000 NN F			1,215.00	1,215.00
			TOTAL PAYMENT AMOUNT	4,560.87 *			4,560.87
020981/00	SAVE MART SUPERMARKETS						
485 PO-150422	10/09/2014	2296008	1 01-6500-0-4300-102-5770-1110-002-000 NN P			60.09	60.09
			TOTAL PAYMENT AMOUNT	60.09 *			60.09
011500/00	SCHOOLS INSURANCE AUTHORITY						
PV-151029	10/08/2014	OCTOBER	01-0000-0-9552-000-0000-0000-000-000 NN			47,754.81	47,754.81
			TOTAL PAYMENT AMOUNT	47,754.81 *			47,754.81
017106/00	SCHOOLS INSURANCE AUTHORITY						
PV-151030	10/08/2014	OCTOBER	01-0000-0-9552-000-0000-0000-000-000 NN			6,682.64	6,682.64
			TOTAL PAYMENT AMOUNT	6,682.64 *			6,682.64
015240/00	SF CABLE INC						
839 PO-150721	10/09/2014	251802	1 01-9115-0-4300-115-0000-7700-007-000 NN F			425.06	423.24
			TOTAL PAYMENT AMOUNT	423.24 *			423.24
016043/00	SHELTONS UNLIMITED MECHANICAL						
992 PO-150850	10/09/2014	14-13995	1 01-8150-0-5600-106-0000-8110-007-000 NY F			682.92	682.92
993 PO-150851	10/09/2014	14-14140	1 01-8150-0-5800-106-0000-8110-007-000 NY F			385.48	385.48
			TOTAL PAYMENT AMOUNT	1,068.40 *			1,068.40
014558/00	SPURR						
34 PO-150022	10/09/2014	59891	1 01-0000-0-5520-106-0000-8110-007-000 NN P			1,373.26	1,373.26
			TOTAL PAYMENT AMOUNT	1,373.26 *			1,373.26

81 CENTER UNIFIED SCHOOL DIST.
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount

011554/00	TRACTOR SUPPLY CO							
489 PO-150419	10/09/2014	6035301203476674		1	01-8150-0-4300-106-0000-8110-007-000	NN P	100.67	100.67
487 PO-150423	10/09/2014	4245		2	01-0000-0-4300-106-0000-8110-007-000	NN P	69.98	69.98
698 PO-150603	10/09/2014	6035301203476674		1	01-0000-0-4300-111-0000-8200-007-000	NN P	84.44	84.44
923 PO-150795	10/09/2014	6035301203476674		1	01-0000-0-4300-472-0000-2700-014-000	NN F	21.59	19.99
TOTAL PAYMENT AMOUNT							275.08 *	275.08
010139/00	Troxell Communications Inc							
843 PO-150727	10/09/2014	799781		1	01-9115-0-4400-115-0000-7700-007-000	NN P	18,164.53	18,164.53
843 PO-150727	10/09/2014	799596		1	01-9115-0-4400-115-0000-7700-007-000	NN P	2,035.81	2,035.81
TOTAL PAYMENT AMOUNT							20,200.34 *	20,200.34
016370/00	Twin Rivers Unified Sch Dist							
1026 PO-150877	10/09/2014	150581		1	01-0000-0-5801-105-0000-8300-005-000	NN P	33,750.00	33,750.00
1026 PO-150877	10/09/2014	150582		1	01-0000-0-5801-105-0000-8300-005-000	NN P	11,250.00	11,250.00
TOTAL PAYMENT AMOUNT							45,000.00 *	45,000.00
022179/00	US Healthworks							
807 PO-150693	10/09/2014	2572712-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	140.00	140.00
807 PO-150693	10/09/2014	2569180-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	316.00	316.00
807 PO-150693	10/09/2014	2553088-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	408.00	408.00
807 PO-150693	10/09/2014	2566878-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	28.00	28.00
807 PO-150693	10/09/2014	2549211-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	99.00	99.00
TOTAL PAYMENT AMOUNT							991.00 *	991.00
TOTAL FUND PAYMENT							164,880.20 **	164,880.20
TOTAL USE TAX AMOUNT							4.56	

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0030 10-10-14
FUND : 09 CHARTER SCHOOLS

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
387 PO-150336	10/09/2014	4779099082614		2	09-0000-0-4300-501-1110-1000-016-000	NN P	32.68	32.68
387 PO-150336	10/09/2014	4779099082614		1	09-0700-0-4300-503-0000-2700-018-000	NN P	98.06	98.06
TOTAL PAYMENT AMOUNT							130.74 *	130.74

TOTAL FUND PAYMENT 130.74 ** 130.74

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0030 10-10-14
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P	OBJE SIT GOAL FUNC	RES DEP T9MP		

019834/00	BERKELEY FARMS INC							
161 PO-150147	10/09/2014	1098018		1	13-5310-0-4700-108-0000-3700-007-000	NN P	16,243.72	16,243.72
TOTAL PAYMENT AMOUNT							16,243.72 *	16,243.72
011602/00	DANIELSEN CO., THE							
155 PO-150141	10/09/2014	54723		1	13-5310-0-4700-108-0000-3700-007-000	NN P	3,000.42	3,000.42
155 PO-150141	10/09/2014	54723		1	13-5310-0-4700-108-0000-3700-007-000	NN P	94.40	94.40
TOTAL PAYMENT AMOUNT							3,094.82 *	3,094.82
011255/00	EARTHGRAINS BAKING CO INC							
156 PO-150142	10/09/2014	64-01890-0300-04		1	13-5310-0-4700-108-0000-3700-007-000	NN P	605.01	605.01
156 PO-150142	10/09/2014	64-01891-0300-04		1	13-5310-0-4700-108-0000-3700-007-000	NN P	886.51	886.51
156 PO-150142	10/09/2014	64-01893-0300-04		1	13-5310-0-4700-108-0000-3700-007-000	NN P	501.95	501.95
156 PO-150142	10/09/2014	64-01894-0300-04		1	13-5310-0-4700-108-0000-3700-007-000	NN P	264.91	264.91
156 PO-150142	10/09/2014	64-19052-0300-04		1	13-5310-0-4700-108-0000-3700-007-000	NN P	366.03	366.03
156 PO-150142	10/09/2014	64-19639-0300-04		1	13-5310-0-4700-108-0000-3700-007-000	NN P	268.50	268.50
156 PO-150142	10/09/2014	64-19664-0300-04		1	13-5310-0-4700-108-0000-3700-007-000	NN P	140.93	140.93
TOTAL PAYMENT AMOUNT							3,033.84 *	3,033.84
021080/00	ED JONES FOOD SERVICE INC							
159 PO-150145	10/09/2014	172371-172275		1	13-5310-0-4700-108-0000-3700-007-000	NN P	9,945.37	9,945.37
TOTAL PAYMENT AMOUNT							9,945.37 *	9,945.37
016279/00	P&R PAPER SUPPLY							
175 PO-150159	10/09/2014	30008259-00		1	13-5310-0-4300-108-0000-3700-007-000	NN P	2,400.90	2,400.90
TOTAL PAYMENT AMOUNT							2,400.90 *	2,400.90
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
163 PO-150149	10/09/2014	180195524		1	13-5310-0-5800-108-0000-3700-007-000	NN P	71.60	71.60
163 PO-150149	10/09/2014	180196083		1	13-5310-0-5800-108-0000-3700-007-000	NN P	71.60	71.60
163 PO-150149	10/09/2014	18094964		1	13-5310-0-5800-108-0000-3700-007-000	NN P	71.60	71.60
TOTAL PAYMENT AMOUNT							214.80 *	214.80

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0030 10-10-14
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL FUNC	RES DEP T9MP		

017334/00	SEVEN UP BOTTLING CO. OF S.F.						
162 PO-150148	10/09/2014	2190323249	1	13-5310-0-4700-108-0000-3700-007-000	NN P	440.90	440.90
162 PO-150148	10/09/2014	2190323129	1	13-5310-0-4700-108-0000-3700-007-000	NN P	401.60	401.60
TOTAL PAYMENT AMOUNT						842.50 *	842.50
011422/00	SYSCO OF SAN FRANCISCO						
158 PO-150144	10/09/2014	409020598	2	13-5310-0-4300-108-0000-3700-007-000	NN P	467.45	467.45
158 PO-150144	10/09/2014	409301820	2	13-5310-0-4300-108-0000-3700-007-000	NN P	81.20	81.20
158 PO-150144	10/09/2014	409161636	2	13-5310-0-4300-108-0000-3700-007-000	NN P	311.57	311.57
158 PO-150144	10/09/2014	409231827	2	13-5310-0-4300-108-0000-3700-007-000	NN P	81.20	81.20
158 PO-150144	10/09/2014	409020598	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,654.67	1,654.67
158 PO-150144	10/09/2014	409301820	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,711.99	1,711.99
158 PO-150144	10/09/2014	409231827	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,306.19	2,306.19
158 PO-150144	10/09/2014	409091841	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,364.59	1,364.59
158 PO-150144	10/09/2014	409161636	1	13-5310-0-4700-108-0000-3700-007-000	NN P	902.04	902.04
TOTAL PAYMENT AMOUNT						8,880.90 *	8,880.90
TOTAL FUND PAYMENT						44,656.85 **	44,656.85
TOTAL BATCH PAYMENT						209,667.79 ***	209,667.79
TOTAL USE TAX AMOUNT						4.56	
TOTAL DISTRICT PAYMENT						209,667.79 ****	209,667.79
TOTAL USE TAX AMOUNT						4.56	
TOTAL FOR ALL DISTRICTS:						209,667.79 ****	209,667.79
TOTAL USE TAX AMOUNT						4.56	

Number of warrants to be printed: 52, not counting voids due to stub overflows.

Batch status: A All

From batch: 0032

To batch: 0032

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
10-16-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0032 10-16-14
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010002/00	ALDAR ACADEMY						
491 PO-150424	10/16/2014	SEPT-2014	1 01-6500-0-5800-102-5750-1180-002-000 NN P			3,002.79	3,002.79
			TOTAL PAYMENT AMOUNT	3,002.79 *			3,002.79
010669/00	ALHAMBRA & SIERRA SPRINGS						
413 PO-150358	10/16/2014	4780818	1 01-0000-0-4300-105-0000-7200-005-000 NN P			27.94	27.94
			TOTAL PAYMENT AMOUNT	27.94 *			27.94
017075/00	AMERICAN RIVER SPEECH INC.						
206 PO-150724	10/16/2014	SEPT14	1 01-6500-0-5800-102-5750-1180-002-000 NN P			10,762.70	10,762.70
			TOTAL PAYMENT AMOUNT	10,762.70 *			10,762.70
021669/00	BAIONI, RON						
1045 PO-150897	10/16/2014	REIMB	1 01-3010-0-4300-371-1110-1000-012-000 NN F			57.21	57.21
			TOTAL PAYMENT AMOUNT	57.21 *			57.21
019075/00	BRIGHT FUTURES THERAPY						
216 PO-150190	10/16/2014	3175	1 01-6500-0-5800-102-5750-1180-002-000 NN P			19,040.00	19,040.00
			TOTAL PAYMENT AMOUNT	19,040.00 *			19,040.00
010340/00	CA DEPT OF JUSTICE						
811 PO-150695	10/16/2014	058559	1 01-0000-0-5800-110-0000-7200-004-000 NN P			608.00	608.00
			TOTAL PAYMENT AMOUNT	608.00 *			608.00
021678/00	CAPITOL ACADEMY						
217 PO-150725	10/16/2014	504	1 01-6500-0-5800-102-5750-1180-002-000 NN P			212.50	212.50
			TOTAL PAYMENT AMOUNT	212.50 *			212.50
010409/00	CAROLINA BIOLOGICAL SUPPLY CO						
695 PO-150600	10/16/2014	48894783R1	1 01-0029-0-4300-472-1110-1000-014-000 NN F			82.52	83.82
			TOTAL PAYMENT AMOUNT	83.82 *			83.82

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ACCOUNTS PAYABLE PRELIST
BATCH: 0032 10-16-14
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL FUNC	RES DEP T9MP		
016081/00	CARS+ -THE ORGANIZATION FOR						
1043 PO-150895	10/16/2014	REGISTRATION	1	01-6500-0-5200-102-5001-2700-002-000	NN F	765.00	765.00
TOTAL PAYMENT AMOUNT						765.00 *	765.00
020305/00	CDW GOVERNMENT INC.						
659 PO-150567	10/16/2014	PC87703	1	01-8150-0-4300-106-0000-8110-007-000	NN F	150.00	150.00
986 PO-150841	10/16/2014	PX35280	1	01-0000-0-4300-234-1110-1000-008-000	NN F	192.82	192.82
TOTAL PAYMENT AMOUNT						342.82 *	342.82
021175/00	CINTAS CORPORATION						
832 PO-150716	10/16/2014	8401581212	1	01-0000-0-5800-472-0000-2700-014-000	NN P	68.70	68.70
TOTAL PAYMENT AMOUNT						68.70 *	68.70
019478/00	CITY SIGNS						
837 PO-150726	10/16/2014	409	1	01-0000-0-5800-475-3200-1000-015-000	NY F	572.40	572.93
TOTAL PAYMENT AMOUNT						572.93 *	572.93
021813/00	CONSOLIDATED COMMUNICATIONS						
37 PO-150024	10/16/2014	604457-0001	1	01-0000-0-5902-106-0000-8110-007-000	NN P	468.00	468.00
TOTAL PAYMENT AMOUNT						468.00 *	468.00
016761/00	CFM EDUCATIONAL PROGRAM						
581 PO-150502	10/16/2014	1404971	1	01-6300-0-4100-103-1110-1000-003-000	NN P	972.43	972.43
581 PO-150502	10/16/2014	1404968	1	01-6300-0-4100-103-1110-1000-003-000	NN F	1,398.49	1,413.60
717 PO-150616	10/16/2014	1405377	1	01-6300-0-4100-103-1110-1000-003-000	NN F	420.15	418.39
TOTAL PAYMENT AMOUNT						2,804.42 *	2,804.42
014858/00	DEASON, CRAIG						
1064 PO-150917	10/16/2014	REIMB	1	01-8150-0-4300-106-0000-8110-007-000	NN F	108.00	108.00
TOTAL PAYMENT AMOUNT						108.00 *	108.00

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ACCOUNTS PAYABLE PRELIST
BATCH: 0032 10-16-14
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				

018951/00	DELL						
614 PO-150479	10/16/2014	KJJDJ7721	1 01-6512-0-4400-102-5001-2700-002-000 NN P			1,378.57	1,378.57
614 PO-150479	10/16/2014	XJJ98RK31	1 01-6512-0-4400-102-5001-2700-002-000 NN F			61.87	28.93
TOTAL PAYMENT AMOUNT							1,407.50 *
TOTAL USE TAX AMOUNT							1,407.50
010590/00	ELECTRONIX EXPRESS						
632 PO-150539	10/16/2014	456695	1 01-0029-0-4300-472-1110-1000-014-000 YN F			181.49	157.90
TOTAL PAYMENT AMOUNT							157.90 *
TOTAL USE TAX AMOUNT							12.63
018236/00	EXPLORE LEARNING						
764 PO-150656	10/16/2014	1339670	1 01-6300-0-5800-371-1110-1000-012-000 YN F			862.92	799.00
TOTAL PAYMENT AMOUNT							799.00 *
TOTAL USE TAX AMOUNT							63.92
022089/00	FISHER SCIENTIFIC CO LLC						
673 PO-150582	10/16/2014	8237046	1 01-0029-0-4300-472-1110-1000-014-000 NN P			68.69	68.69
673 PO-150582	10/16/2014	8125473	1 01-0029-0-4300-472-1110-1000-014-000 NN P			308.43	308.43
673 PO-150582	10/16/2014	9306780	1 01-0029-0-4300-472-1110-1000-014-000 NN F			58.69	47.95
TOTAL PAYMENT AMOUNT							425.07 *
TOTAL USE TAX AMOUNT							425.07
022347/00	GIVE SOMETHING BACK						
81 PO-150045	10/16/2014	IN-0266485	1 01-0000-0-4300-472-1110-1000-014-000 NN P			263.14	263.14
81 PO-150045	10/16/2014	IN-0267015	1 01-0000-0-4300-472-1110-1000-014-000 NN P			43.71	43.71
81 PO-150045	10/16/2014	IN-0266488	1 01-0000-0-4300-472-1110-1000-014-000 NN F			1,174.40	1,061.59
15 PO-150124	10/16/2014	0266484-CM014199	1 01-6500-0-4300-102-5770-1120-002-000 NN F			154.40	154.59
536 PO-150457	10/16/2014	IN0274143-CM014538	1 01-0000-0-4300-472-9769-1000-014-000 NN F			130.14	118.46
896 PO-150770	10/16/2014	IN-0287123	1 01-0000-0-4300-472-1208-1000-014-000 NN F			62.62	62.61
997 PO-150855	10/16/2014	IN-0291451	1 01-0000-0-4300-105-0000-7200-005-000 NN P			17.93	17.93
997 PO-150855	10/16/2014	IN-0292439	1 01-0000-0-4300-105-0000-7200-005-000 NN F			16.13	16.14
TOTAL PAYMENT AMOUNT							1,738.17 *
TOTAL USE TAX AMOUNT							1,738.17
017618/00	GOPHER SPORT						
700 PO-150605	10/16/2014	8661230-278466	1 01-0000-0-4300-240-1110-1000-011-000 NN P			7.92	7.92
700 PO-150605	10/16/2014	8855688-279871	1 01-0000-0-4300-240-1110-1000-011-000 NN F			408.29	142.54
914 PO-150789	10/16/2014	8868710	1 01-6300-0-4300-240-1110-1000-011-000 NN F			362.58	362.58

81 CENTER UNIFIED SCHOOL DIST.
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
-----			TOTAL PAYMENT AMOUNT		513.04 *		513.04	
019768/00	GTM SPORTSWEAR							
607 PO-150527	10/16/2014	04186251		1	01-0472-0-5800-472-1263-4200-014-000 NN F		1,166.40	1,166.40
			TOTAL PAYMENT AMOUNT		1,166.40 *		1,166.40	
017718/00	GUIDING HANDS INC.							
244 PO-150683	10/16/2014	2362		1	01-6500-0-5800-102-5750-1180-002-000 NN P		450.00	450.00
244 PO-150683	10/16/2014	2375		1	01-6500-0-5800-102-5750-1180-002-000 NN P		850.00	850.00
244 PO-150683	10/16/2014	2336		1	01-6500-0-5800-102-5750-1180-002-000 NN P		13,366.82	13,366.82
			TOTAL PAYMENT AMOUNT		14,666.82 *		14,666.82	
015923/00	INNOVATIVE ATHLETICS.COM							
643 PO-150551	10/16/2014	2853		1	01-0472-0-4300-472-1263-4200-014-000 NN F		599.27	599.27
			TOTAL PAYMENT AMOUNT		599.27 *		599.27	
018939/00	J'S COMMUNICATIONS INC							
696 PO-150601	10/16/2014	N14-1501		1	01-0000-0-4400-472-0000-2700-014-000 NN F		954.36	954.36
918 PO-150792	10/16/2014	N4-1465		1	01-0000-0-4300-472-0000-2700-014-000 NN F		17.10	17.10
			TOTAL PAYMENT AMOUNT		971.46 *		971.46	
020090/00	JORDAN, MICHAEL							
961 PO-150828	10/16/2014	REIMB		1	01-0000-0-5800-472-0000-2700-014-000 NN F		81.00	81.00
			TOTAL PAYMENT AMOUNT		81.00 *		81.00	
022172/00	MED TRANS							
245 PO-150409	10/16/2014	AUG-SEPT		1	01-6500-0-5800-102-5750-1180-002-000 NN P		1,046.25	1,046.25
			TOTAL PAYMENT AMOUNT		1,046.25 *		1,046.25	
021692/00	MONOPRICE INC							
826 PO-150710	10/16/2014	11002079		1	01-0000-0-4300-472-0000-2700-014-000 NN F		9.05	9.34
			TOTAL PAYMENT AMOUNT		9.34 *		9.34	

81 CENTER UNIFIED SCHOOL DIST.
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BATCH: 0032 10-16-14
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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP					

017315/00	NAPA AUTO PARTS - GENUINE AUTO								
69 PO-150040	10/16/2014	974257		1 01-0000-0-4300-112-0000-3600-007-000 NN P			13.07	13.07	
69 PO-150040	10/16/2014	977625		1 01-0000-0-4300-112-0000-3600-007-000 NN P			13.10	13.10	
69 PO-150040	10/16/2014	977678		1 01-0000-0-4300-112-0000-3600-007-000 NN P			2.29	2.29	
TOTAL PAYMENT AMOUNT								28.46 *	28.46
010253/00	NCS PEARSON INC								
7 PO-150120	10/16/2014	4478094		1 01-6500-0-4300-102-5770-1191-002-000 NN F			733.37	733.37	
58 PO-150131	10/16/2014	4441143		1 01-6500-0-4300-102-5770-1191-002-000 NN F			175.39	165.88	
TOTAL PAYMENT AMOUNT								899.25 *	899.25
017576/00	OFFICE DEPOT/BUS.SERVICES DIV								
234 PO-150199	10/16/2014	721180002001		1 01-8150-0-4300-106-0000-8110-007-000 NN P			81.02	81.02	
234 PO-150199	10/16/2014	721180004001		1 01-8150-0-4300-106-0000-8110-007-000 NN P			25.10	25.10	
234 PO-150199	10/16/2014	721180003002		1 01-8150-0-4300-106-0000-8110-007-000 NN P			19.93	19.93	
234 PO-150199	10/16/2014	721180003001		1 01-8150-0-4300-106-0000-8110-007-000 NN P			465.83	465.83	
234 PO-150199	10/16/2014	721180001001		1 01-8150-0-4300-106-0000-8110-007-000 NN F			194.15	161.98	
616 PO-150531	10/16/2014	727208753001		1 01-6500-0-4300-102-5770-1110-002-000 NN F			403.21	387.40	
924 PO-150796	10/16/2014	732165157001		1 01-6500-0-4300-102-5770-1110-002-000 NN P			54.48	54.48	
924 PO-150796	10/16/2014	732165158001		1 01-6500-0-4300-102-5770-1110-002-000 NN P			16.15	16.15	
924 PO-150796	10/16/2014	73216515		1 01-6500-0-4300-102-5770-1110-002-000 NN F			73.24	27.50	
984 PO-150840	10/16/2032	733134784001		1 01-0000-0-4300-234-1110-1000-008-000 NN P			19.57	19.57	
984 PO-150840	10/16/2014	733134782001		1 01-0000-0-4300-234-1110-1000-008-000 NN P			16.66	16.66	
984 PO-150840	10/16/2014	733134780001		1 01-0000-0-4300-234-1110-1000-008-000 NN P			19.86	19.86	
984 PO-150840	10/16/2014	733134779001		1 01-0000-0-4300-234-1110-1000-008-000 NN F			56.34	56.33	
TOTAL PAYMENT AMOUNT								1,351.81 *	1,351.81
019252/00	PEARSON								
927 PO-150798	10/16/2014	4531456		1 01-6512-0-4300-102-5001-2700-002-000 NN F			1,102.90	999.02	
TOTAL PAYMENT AMOUNT								999.02 *	999.02
011345/00	PLACER LEARNING CENTER								
247 PO-150481	10/16/2014	SEPT-14		1 01-6500-0-5800-102-5750-1180-002-000 NN P			6,482.80	6,482.80	
TOTAL PAYMENT AMOUNT								6,482.80 *	6,482.80

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		

017736/00	PRICE, KAREN						
1047 PO-150899	10/16/2014	REIMB	1	01-6500-0-4300-102-5770-1110-002-000	NN F	134.72	134.72
			TOTAL PAYMENT AMOUNT			134.72 *	134.72
020781/00	PTM DOCUMENT SYSTEMS						
845 PO-150722	10/16/2014	0030264	1	01-0000-0-4300-105-0000-7200-005-000	NN P	176.24	176.24
845 PO-150722	10/16/2014	0030324	1	01-0000-0-4300-105-0000-7200-005-000	NN F	17.18	39.42
			TOTAL PAYMENT AMOUNT			215.66 *	215.66
014245/00	RAY, CANDACE						
1038 PO-150893	10/16/2014	REIMB	1	01-6300-0-4300-371-1110-1000-012-000	NN F	22.03	22.03
			TOTAL PAYMENT AMOUNT			22.03 *	22.03
010552/00	SAC VAL JANITORIAL						
146 PO-150077	10/16/2014	10106300	1	01-0000-0-9320-000-0000-0000-000-000	NN P	48.80	48.80
			TOTAL PAYMENT AMOUNT			48.80 *	48.80
021289/00	SACRAMENTO COUNTY OFF. OF ED.						
1046 PO-150898	10/16/2014	150441	1	01-3010-0-5200-371-1110-1000-012-000	NN F	485.00	485.00
			TOTAL PAYMENT AMOUNT			485.00 *	485.00
010266/00	SACRAMENTO COUNTY UTILITIES						
30 PO-150018	10/16/2014	50000185866	1	01-0000-0-5540-106-0000-8110-007-000	NN P	746.43	746.43
			TOTAL PAYMENT AMOUNT			746.43 *	746.43
015962/00	SCHMIEDER, KRIS						
1053 PO-150914	10/16/2014	REIMB	1	01-0000-0-4300-240-1110-1000-011-000	NN F	26.82	26.82
			TOTAL PAYMENT AMOUNT			26.82 *	26.82

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BATCH: 0032 10-16-14
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
016887/00	SCHOOL SAFETY SOLUTIONS LLC							
374 PO-150323	10/16/2014	1570		1	01-8150-0-5800-106-0000-8110-007-000	NN P	562.50	562.50
					TOTAL PAYMENT AMOUNT	562.50 *		562.50
010373/00	SCHOOLS INSURANCE AUTHORITY							
1006 PO-150864	10/16/2014	WC2015-03		1	01-0000-0-9558-000-0000-0000-000-000	NN F	184,558.00	184,558.00
					TOTAL PAYMENT AMOUNT	184,558.00 *		184,558.00
017482/00	SECONDARY SOLUTIONS							
894 PO-150768	10/16/2014	19769		1	01-0000-0-4200-472-1224-1000-014-000	NN F	539.46	552.47
					TOTAL PAYMENT AMOUNT	552.47 *		552.47
016043/00	SHELTONS UNLIMITED MECHANICAL							
1052 PO-150913	10/16/2014	14-14106		1	01-0000-0-5600-240-0000-2700-011-000	NY F	583.91	583.91
					TOTAL PAYMENT AMOUNT	583.91 *		583.91
019771/00	SOCIAL THINKING							
978 PO-150838	10/16/2014	1016533		1	01-6512-0-4200-102-5001-2700-002-000	NN F	619.83	579.82
					TOTAL PAYMENT AMOUNT	579.82 *		579.82
020252/00	STAPLES ADVANTAGE							
960 PO-150827	10/16/2014	3244282072		1	01-6512-0-4300-102-5001-2700-002-000	NN F	259.59	258.39
					TOTAL PAYMENT AMOUNT	258.39 *		258.39
010137/00	STATE BOARD OF EQUALIZATION							
1071 PO-150922	10/16/2014	57-415168		1	01-0000-0-5800-112-0000-3600-007-000	NN P	58.92	58.92
					TOTAL PAYMENT AMOUNT	58.92 *		58.92
010503/00	TEXTBOOK WAREHOUSE							
445 PO-150384	10/16/2014	S10294955		1	01-6300-0-4100-103-1110-1000-003-000	NN P	3,549.74	3,549.74
445 PO-150384	10/16/2014	S10300757		1	01-6300-0-4100-103-1110-1000-003-000	NN F	1,532.85	1,532.84
					TOTAL PAYMENT AMOUNT	5,082.58 *		5,082.58

81 CENTER UNIFIED SCHOOL DIST.
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BATCH: 0032 10-16-14
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount

010963/00	THE MARKERBOARD PEOPLE							
824 PO-150708	10/16/2014	190150		1	01-0000-0-4300-472-1251-1000-014-000	NN F	1,371.69	1,270.08
					TOTAL PAYMENT AMOUNT		1,270.08 *	1,270.08
017756/00	TIGER DIRECT INC							
898 PO-150772	10/16/2014	L57627900102		1	01-0029-0-4300-472-1110-1000-014-000	NN F	281.37	111.00
898 PO-150772	10/16/2014	L57627900102, L58257100101		2	01-0029-0-4400-472-1110-1000-014-000	YN F	647.99	647.99
					TOTAL PAYMENT AMOUNT		758.99 *	758.99
					TOTAL USE TAX AMOUNT		51.84	
018015/00	TOMPKINS, SHELLEY							
967 PO-150907	10/16/2014	REIMB		1	01-5630-0-4300-601-1220-1000-017-000	NN F	87.31	87.31
					TOTAL PAYMENT AMOUNT		87.31 *	87.31
022179/00	US HEALTHWORKS							
807 PO-150693	10/16/2014	2576299-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	56.00	56.00
807 PO-150693	10/16/2014	2574833-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	99.00	99.00
807 PO-150693	10/16/2014	2580062-CA		1	01-0000-0-5800-110-0000-7200-004-000	NN P	84.00	84.00
					TOTAL PAYMENT AMOUNT		239.00 *	239.00
017909/00	WAYFAIR							
720 PO-150702	10/16/2014	1831129221		1	01-6500-0-4400-102-5001-2700-002-000	YN F	445.50	402.50
					TOTAL PAYMENT AMOUNT		402.50 *	402.50
					TOTAL USE TAX AMOUNT		32.20	
					TOTAL FUND PAYMENT		268,941.32 **	268,941.32
					TOTAL USE TAX AMOUNT		160.59	

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0032 10-16-14
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL	FUNC RES DEP T9MP		
020098/00	BIG TRAY						
164	PO-150150	10/16/2014	759802-CREDIT	1	13-5310-0-4400-108-0000-3700-007-000 NN P	328.52	328.52
					TOTAL PAYMENT AMOUNT		328.52
						328.52 *	328.52
020700/00	BUITRON, LETICIA						
1055	PO-150908	10/16/2014	REFUND	1	13-5310-0-8634-000-0000-0000-000-000 NN F	17.60	17.60
					TOTAL PAYMENT AMOUNT		17.60
						17.60 *	17.60
021080/00	ED JONES FOOD SERVICE INC						
159	PO-150145	10/16/2014	172643	1	13-5310-0-4700-108-0000-3700-007-000 NN P	6,963.81	6,963.81
					TOTAL PAYMENT AMOUNT		6,963.81
						6,963.81 *	6,963.81
022364/00	HEARTLAND SCHOOL SOLUTIONS						
170	PO-150156	10/16/2014	HSS0000020468	1	13-5310-0-5300-108-0000-3700-007-000 NN P	481.95	481.95
					TOTAL PAYMENT AMOUNT		481.95
						481.95 *	481.95
016279/00	P&R PAPER SUPPLY						
175	PO-150159	10/16/2014	30008259-01	1	13-5310-0-4300-108-0000-3700-007-000 NN P	796.31	796.31
					TOTAL PAYMENT AMOUNT		796.31
						796.31 *	796.31
019993/00	PROPACIFIC FRESH						
160	PO-150146	10/16/2014	61169 N.COUNTRY	1	13-5310-0-4700-108-0000-3700-007-000 NN P	1,629.92	1,629.92
160	PO-150146	10/16/2014	62230 WCR	1	13-5310-0-4700-108-0000-3700-007-000 NN P	2,808.57	2,808.57
160	PO-150146	10/16/2014	61188 OAKHILL	1	13-5310-0-4700-108-0000-3700-007-000 NN P	2,738.86	2,738.86
160	PO-150146	10/16/2014	60646 GLOBAL	1	13-5310-0-4700-108-0000-3700-007-000 NN P	1,424.56	1,424.56
160	PO-150146	10/16/2014	60507 DUDLEY	1	13-5310-0-4700-108-0000-3700-007-000 NN P	2,924.36	2,924.36
160	PO-150146	10/16/2014	61883 SPNELLI	1	13-5310-0-4700-108-0000-3700-007-000 NN P	1,030.84	1,030.84
160	PO-150146	10/16/2014	60270 CHS	1	13-5310-0-4700-108-0000-3700-007-000 NN P	7,546.04	7,546.04
					TOTAL PAYMENT AMOUNT		20,103.15
						20,103.15 *	20,103.15
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
163	PO-150149	10/16/2014	180196634	1	13-5310-0-5800-108-0000-3700-007-000 NN P	71.60	71.60
					TOTAL PAYMENT AMOUNT		71.60
						71.60 *	71.60

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL FUNC	RES DEP T9MP		
-----			TOTAL FUND	PAYMENT	28,762.94 **		28,762.94

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FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
015121/00	B.J. FLOORING INC						
141 PO-150072	10/16/2014	2009310	1 14-0024-0-5600-106-9611-8110-007-000 NN F			11,850.00	11,850.00
			TOTAL PAYMENT AMOUNT	11,850.00 *			11,850.00
			TOTAL FUND PAYMENT	11,850.00 **			11,850.00
			TOTAL BATCH PAYMENT	309,554.26 ***	0.00		309,554.26
			TOTAL USE TAX AMOUNT	160.59			
			TOTAL DISTRICT PAYMENT	309,554.26 ****	0.00		309,554.26
			TOTAL USE TAX AMOUNT	160.59			
			TOTAL FOR ALL DISTRICTS:	309,554.26 ****	0.00		309,554.26
			TOTAL USE TAX AMOUNT	160.59			

Number of warrants to be printed: 61, not counting voids due to stub overflows.

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL	FUNC RES DEP T9MP		
015797/00	ACE SUPPLY HARDWARE NORTH						
41 PO-150027	10/23/2014	098399/2	1	01-8150-0-4300-106-0000-8110-007-000	NN P	1.39	1.39
41 PO-150027	10/23/2014	098433/2	1	01-8150-0-4300-106-0000-8110-007-000	NN P	8.32	8.32
41 PO-150027	10/23/2014	098499/2	1	01-8150-0-4300-106-0000-8110-007-000	NN P	14.16	14.16
			TOTAL PAYMENT AMOUNT			23.87 *	23.87
019311/00	ALIGNMENT SPECIALTIES						
1137 PO-150965	10/23/2014	9458	1	01-0000-0-5600-112-0000-3600-007-000	NY F	1,283.61	1,283.61
			TOTAL PAYMENT AMOUNT			1,283.61 *	1,283.61
021235/00	BECKER, LEE ANN						
787 PO-150678	10/23/2014	SEPT	1	01-0000-0-5210-102-0000-3140-003-000	NN P	91.00	91.00
			TOTAL PAYMENT AMOUNT			91.00 *	91.00
014056/00	BENDER, LINDA						
1041 PO-150929	10/23/2014	REIMB	1	01-6520-0-4300-472-5770-1110-003-982	NN F	34.90	34.90
			TOTAL PAYMENT AMOUNT			34.90 *	34.90
016216/00	BORASAI, CHRIS						
1132 PO-150978	10/23/2014	REIMB	1	01-0000-0-4300-371-0000-2700-012-000	NN F	62.39	62.39
			TOTAL PAYMENT AMOUNT			62.39 *	62.39
011038/00	BUREAU OF EDUCATION & RESEARCH						
1042 PO-150894	10/23/2014	4553543	1	01-3010-0-5200-371-1110-1000-012-000	NN F	478.00	478.00
			TOTAL PAYMENT AMOUNT			478.00 *	478.00
021896/00	BUTLER, KIM						
1104 PO-150952	10/23/2014	REIMB	1	01-6500-0-4300-102-5750-1110-002-000	NN F	300.52	300.52
			TOTAL PAYMENT AMOUNT			300.52 *	300.52

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount

020540/00	CALIFORNIA AMERICAN WATER CO							
25 PO-150015	10/23/2014	1015-210021395847		1	01-0000-0-5540-106-0000-8110-007-000 NN P		6,838.23	6,838.23
25 PO-150015	10/23/2014	210020956980		1	01-0000-0-5540-106-0000-8110-007-000 NN P		5,114.87	5,114.87
25 PO-150015	10/23/2014	210021268822		1	01-0000-0-5540-106-0000-8110-007-000 NN P		2,163.39	2,163.39
25 PO-150015	10/23/2014	210020957327		1	01-0000-0-5540-106-0000-8110-007-000 NN P		1,379.53	1,379.53
25 PO-150015	10/23/2014	210020037810		1	01-0000-0-5540-106-0000-8110-007-000 NN P		689.05	689.05
25 PO-150015	10/23/2014	210021268303		1	01-0000-0-5540-106-0000-8110-007-000 NN P		303.34	303.34
25 PO-150015	10/23/2014	210020037919		1	01-0000-0-5540-106-0000-8110-007-000 NN P		1,472.91	1,472.91
25 PO-150015	10/23/2014	1015210018891530		1	01-0000-0-5540-106-0000-8110-007-000 NN P		223.14	223.14
25 PO-150015	10/23/2014	210019904460		1	01-0000-0-5540-106-0000-8110-007-000 NN P		2,972.70	2,972.70
25 PO-150015	10/23/2014	210020062960		1	01-0000-0-5540-106-0000-8110-007-000 NN P		4,031.06	4,031.06
25 PO-150015	10/23/2014	210019904293		1	01-0000-0-5540-106-0000-8110-007-000 NN P		4,019.74	4,019.74
25 PO-150015	10/23/2014	210020445299		1	01-0000-0-5540-106-0000-8110-007-000 NN P		4,795.11	4,795.11
25 PO-150015	10/23/2014	210019695896		1	01-0000-0-5540-106-0000-8110-007-000 NN P		76.59	76.59
25 PO-150015	10/23/2014	210019694541		1	01-0000-0-5540-106-0000-8110-007-000 NN P		180.61	180.61
TOTAL PAYMENT AMOUNT							34,260.27 *	34,260.27
019858/00	CAMFEL PRODUCTIONS INC							
1109 PO-150955	10/23/2014	12950		1	01-3010-0-5800-371-1110-1000-012-000 NN F		595.00	595.00
TOTAL PAYMENT AMOUNT							595.00 *	595.00
021036/00	CCHAT CENTER							
218 PO-150408	10/23/2014	CENTER9-14		1	01-6500-0-5800-102-5750-1180-002-000 NN P		2,504.80	2,504.80
218 PO-150408	10/23/2014	CENTE9-14		1	01-6500-0-5800-102-5750-1180-002-000 NN P		88.71	88.71
218 PO-150408	10/23/2014	CENTERMOSES		1	01-6500-0-5800-102-5750-1180-002-000 NN P		88.71	88.71
TOTAL PAYMENT AMOUNT							2,682.22 *	2,682.22
020305/00	CDW GOVERNMENT INC.							
1011 PO-150867	10/23/2014	QB90433		1	01-9115-0-4300-115-0000-7700-007-000 NN P		68.26	68.26
1011 PO-150867	10/23/2014	PZ72858		1	01-9115-0-4300-115-0000-7700-007-000 NN P		10,319.31	10,319.31
1011 PO-150867	10/23/2014	PZ13104		1	01-9115-0-4300-115-0000-7700-007-000 NN P		26,133.83	26,133.83
1004 PO-150879	10/23/2014	PZ58079		1	01-8150-0-4400-106-0000-8110-007-000 NN F		1,528.97	1,528.97
TOTAL PAYMENT AMOUNT							38,050.37 *	38,050.37
015699/00	CLARK SECURITY PRODUCTS							
125 PO-150066	10/23/2014	22K-060428		2	01-8150-0-4300-106-0000-8110-007-000 NN P		313.44	313.44
125 PO-150066	10/23/2014	22K-058934		2	01-8150-0-4300-106-0000-8110-007-000 NN F		395.75	379.55
TOTAL PAYMENT AMOUNT							692.99 *	692.99

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL	FUNC RES DEP T9MP			

016320/00	COLLIER, ALYSON							
1105 PO-150959	10/23/2014	REIMB		1 01-5630-0-5800-601-1220-1000-017-000	NN F		120.00	120.00
TOTAL PAYMENT AMOUNT							120.00 *	120.00
014357/00	COOK, KAREN							
1129 PO-150975	10/23/2014	REIMB		1 01-0000-0-4300-371-0000-2700-012-000	NN F		95.14	95.14
TOTAL PAYMENT AMOUNT							95.14 *	95.14
016069/00	CORRALEJO, BONNIE							
885 PO-150762	10/23/2014	TRIP 349		1 01-0000-0-5800-112-0000-3600-007-000	NN P		7.43	7.43
885 PO-150762	10/23/2014	TRIP 366		1 01-0000-0-5800-112-0000-3600-007-000	NN P		6.25	6.25
TOTAL PAYMENT AMOUNT							13.68 *	13.68
010236/00	CREATIVE BUS SALES							
396 PO-150345	10/23/2014	8008284		1 01-0000-0-4300-112-0000-3600-007-000	NN P		416.41	416.41
TOTAL PAYMENT AMOUNT							416.41 *	416.41
015718/00	CUSTOM BENEFIT ADMINISTRATORS							
PV-151032	10/23/2014	OCTOBER 31		01-0000-0-9552-000-0000-0000-000-000	NN			3,382.70
TOTAL PAYMENT AMOUNT							3,382.70 *	3,382.70
017676/00	DAWSON OIL COMPANY INC.							
1139 PO-150967	10/23/2014	10144197		1 01-0000-0-4300-112-0000-3600-007-000	NN F		1,527.06	1,527.06
TOTAL PAYMENT AMOUNT							1,527.06 *	1,527.06
014858/00	DEASON, CRAIG							
1142 PO-150970	10/23/2014	REIMB		1 01-8150-0-4300-106-0000-8110-007-000	NN F		65.99	65.99
TOTAL PAYMENT AMOUNT							65.99 *	65.99

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
018951/00	DELL						
1054 PO-150903	10/23/2014	XJK3FPW92	1 01-0000-0-4300-105-0000-7200-005-000 NN F			107.72	107.72
TOTAL PAYMENT AMOUNT						107.72 *	107.72
019071/00	DISCOUNT AUTOMATICS INC.						
1138 PO-150966	10/23/2014	6176	1 01-0000-0-5600-112-0000-3600-007-000 NN F			2,917.06	2,917.06
TOTAL PAYMENT AMOUNT						2,917.06 *	2,917.06
014521/00	DUNCAN, TINA						
1096 PO-150944	10/23/2014	REIMB	1 01-5640-0-4300-601-9728-1000-017-000 NN F			195.61	195.61
TOTAL PAYMENT AMOUNT						195.61 *	195.61
018277/00	EASTER SEAL SOCIETY OF CA. INC						
220 PO-150546	10/23/2014	SEPT-2014	1 01-6500-0-5800-102-5750-1180-002-000 NN P			1,995.00	1,995.00
TOTAL PAYMENT AMOUNT						1,995.00 *	1,995.00
019590/00	EDTECH TEAM INC						
1060 PO-150915	10/23/2014	0001598	1 01-7405-0-5200-240-0000-2140-011-000 NN F			219.00	219.00
1063 PO-150916	10/23/2014	0001598G	1 01-0029-0-5200-472-1110-1000-014-000 NN F			438.00	438.00
1072 PO-150923	10/23/2014	0001598F	1 01-9115-0-5200-115-0000-7700-007-000 NN F			3,723.00	3,723.00
1074 PO-150924	10/23/2014	0001598H	1 01-3010-0-5200-371-0000-2140-012-000 NN F			438.00	438.00
1079 PO-150926	10/23/2014	00015985	1 01-7405-0-5200-236-0000-2140-009-000 NN F			219.00	219.00
1101 PO-150945	10/23/2014	0001598K	1 01-0000-0-5200-238-1110-1000-010-000 NN F			219.00	219.00
1111 PO-150948	10/23/2014	0001598I	1 01-0000-0-5200-234-1110-1000-008-000 NN F			876.00	876.00
TOTAL PAYMENT AMOUNT						6,132.00 *	6,132.00
010592/00	EWING IRRIGATION PRODUCTS						
945 PO-150814	10/23/2014	8806458	1 01-0000-0-4300-106-0000-8110-007-000 NN P			29.12	29.12
TOTAL PAYMENT AMOUNT						29.12 *	29.12
019704/00	FRISCH, JOYCE						
1131 PO-150977	10/23/2014	REIMB	1 01-0000-0-4300-371-0000-2700-012-000 NN F			52.31	52.31
TOTAL PAYMENT AMOUNT						52.31 *	52.31

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				

022347/00	GIVE SOMETHING BACK						
815 PO-150703	10/23/2014	IN-0295325	1 01-0000-0-5800-105-0000-7200-005-000	NN	F	29.71	30.19
1001 PO-150858	10/23/2014	IN-0294701	1 01-6500-0-4300-102-5770-1110-002-000	NN	F	100.09	100.09
1018 PO-150873	10/23/2014	IN-0294700	1 01-6500-0-4300-102-5770-1110-002-000	NN	F	71.26	71.26
1075 PO-150925	10/23/2014	IN-0296342	1 01-6500-0-4300-102-5001-2700-002-000	NN	F	510.54	467.33
TOTAL PAYMENT AMOUNT						668.87 *	668.87
010191/00	GRAINGER						
382 PO-150334	10/23/2014	9561987570	1 01-8150-0-4300-106-0000-8110-007-000	NN	P	36.56	36.56
TOTAL PAYMENT AMOUNT						36.56 *	36.56
018992/00	GREEN ACRES NURSERY & SUPPLY						
1040 PO-150889	10/23/2014	01-008-2746	1 01-0000-0-4300-106-0000-8110-007-000	NN	P	226.51	226.51
TOTAL PAYMENT AMOUNT						226.51 *	226.51
018340/00	HARBOR FREIGHT TOOLS						
1134 PO-150963	10/23/2014	674615	1 01-8150-0-4300-106-0000-8110-007-000	NN	P	55.82	55.82
TOTAL PAYMENT AMOUNT						55.82 *	55.82
015636/00	HASTIE'S SAND AND GRAVEL						
432 PO-150378	10/23/2014	126904	1 01-0000-0-4300-106-0000-8110-007-000	NN	P	513.01	513.01
432 PO-150378	10/23/2014	127077	1 01-0000-0-4300-106-0000-8110-007-000	NN	P	103.20	103.20
TOTAL PAYMENT AMOUNT						616.21 *	616.21
015750/00	HAYWOOD, ROCHELE						
1127 PO-150961	10/23/2014	REIMB	1 01-6512-0-4300-102-5001-2700-002-000	NN	F	190.18	190.18
1116 PO-150973	10/23/2014	REIMB	1 01-6512-0-5200-102-5001-2700-002-000	NN	F	824.23	824.23
TOTAL PAYMENT AMOUNT						1,014.41 *	1,014.41
010830/00	HOLT OF CALIFORNIA						
946 PO-150815	10/23/2014	SW040077331	1 01-0000-0-5600-112-0000-3600-007-000	NN	P	1,144.08	1,144.08
TOTAL PAYMENT AMOUNT						1,144.08 *	1,144.08

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL FUNC RES DEP T9MP			

017002/00	HOME DEPOT CREDIT SERVICES						
44	PO-150030	10/23/2014	3010827	1	01-8150-0-4300-106-0000-8110-007-000 NN F	134.29	212.93
126	PO-150067	10/23/2014	9234879	1	01-0000-0-4300-106-0000-8110-007-000 NN P	13.98	13.98
1147	PO-150981	10/23/2014	3010835	1	01-8150-0-4300-106-0000-8110-007-000 NN P	246.35	246.35
1147	PO-150981	10/23/2014	8020264	1	01-8150-0-4300-106-0000-8110-007-000 NN P	61.40	61.40
1147	PO-150981	10/23/2014	0021185	1	01-8150-0-4300-106-0000-8110-007-000 NN P	84.09	84.09
1147	PO-150981	10/23/2014	7133139	1	01-8150-0-4300-106-0000-8110-007-000 NN P	125.65	125.65
1147	PO-150981	10/23/2014	5282201	1	01-8150-0-4300-106-0000-8110-007-000 NN P	29.39	29.39
1147	PO-150981	10/23/2014	9270399	1	01-8150-0-4300-106-0000-8110-007-000 NN P	88.11	88.11
1147	PO-150981	10/23/2014	2025692	1	01-8150-0-4300-106-0000-8110-007-000 NN P	143.64	143.64
1147	PO-150981	10/23/2014	7011547	1	01-8150-0-4300-106-0000-8110-007-000 NN P	24.63	24.63
1147	PO-150981	10/23/2014	7020369	1	01-8150-0-4300-106-0000-8110-007-000 NN P	38.79	38.79
1147	PO-150981	10/23/2014	0011124	1	01-8150-0-4300-106-0000-8110-007-000 NN P	67.25	67.25
				TOTAL PAYMENT AMOUNT		1,136.21 *	1,136.21
017912/00	J.J. KELLER & ASSOC. INC.						
1140	PO-150968	10/23/2014	9100334205	1	01-0000-0-4300-112-0000-3600-007-000 NN F	259.00	259.00
				TOTAL PAYMENT AMOUNT		259.00 *	259.00
010355/00	KAISER FOUNDATION HEALTH PLAN						
	PV-151033	10/23/2014	NOVEMBER		01-0000-0-9552-000-0000-0000-000-000 NN		149,373.20
				TOTAL PAYMENT AMOUNT		149,373.20 *	149,373.20
017961/00	KUTA SOFTWARE LLC						
1069	PO-150920	10/23/2014	9450	1	01-0000-0-4300-472-1251-1000-014-000 NN F	137.76	128.00
				TOTAL PAYMENT AMOUNT		128.00 *	128.00
021636/00	LAMINATOR.COM						
893	PO-150767	10/23/2014	LM10138510	1	01-0000-0-4400-472-0000-2700-014-000 YN F	464.39	429.99
				TOTAL PAYMENT AMOUNT		429.99 *	429.99
				TOTAL USE TAX AMOUNT		34.40	
022335/00	LOFTUS, MARK						
1090	PO-150940	10/23/2014	REIMB	1	01-0000-0-4300-472-1230-1000-014-000 NN F	32.12	32.12
				TOTAL PAYMENT AMOUNT		32.12 *	32.12

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Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		

017726/00	LOS ANGELES FREIGHTLINER						
513 PO-150439	10/23/2014	BN59654	1	01-0000-0-4300-112-0000-3600-007-000	NN P	164.87	164.87
513 PO-150439	10/23/2014	BN59723	1	01-0000-0-4300-112-0000-3600-007-000	NN P	70.36	70.36
TOTAL PAYMENT AMOUNT				235.23 *			235.23
022406/00	MAXIM HEALTHCARE SERVICES INC						
466 PO-150403	10/23/2014	2737460262	1	01-0000-0-5800-102-0000-3140-003-000	NN P	3,604.20	3,604.20
466 PO-150403	10/23/2014	2721480262	1	01-0000-0-5800-102-0000-3140-003-000	NN P	2,879.40	2,879.40
466 PO-150403	10/23/2014	2754940262	1	01-0000-0-5800-102-0000-3140-003-000	NN P	3,149.40	3,149.40
TOTAL PAYMENT AMOUNT				9,633.00 *			9,633.00
015917/00	MEFFERD, NATALIE						
1065 PO-150931	10/23/2014	MILEAGE-SEPT	1	01-5630-0-5800-601-1220-1000-017-000	NN F	284.59	284.59
TOTAL PAYMENT AMOUNT				284.59 *			284.59
019545/00	MICHAEL WRIGHT						
1089 PO-150939	10/23/2014	reimb	1	01-0000-0-4300-472-1275-1000-014-000	NN F	71.23	71.23
TOTAL PAYMENT AMOUNT				71.23 *			71.23
015747/00	MILES, PRESTINNA						
1143 PO-150971	10/23/2014	REIMBUSEMENT	1	01-0000-0-5210-110-0000-7200-004-000	NN F	35.28	35.28
TOTAL PAYMENT AMOUNT				35.28 *			35.28
019059/00	MILLENNIUM TERMITE & PEST						
29 PO-150017	10/23/2014	TR-71099	1	01-0000-0-5500-106-0000-8110-007-000	NN P	91.00	91.00
29 PO-150017	10/23/2014	TR-72628	1	01-0000-0-5500-106-0000-8110-007-000	NN P	57.00	57.00
29 PO-150017	10/23/2014	TR-72628	1	01-0000-0-5500-106-0000-8110-007-000	NN P	59.00	59.00
TOTAL PAYMENT AMOUNT				207.00 *			207.00
020461/00	MITCHELL, CYNDY						
879 PO-150754	10/23/2014	TRIP 336	1	01-0000-0-5800-112-0000-3600-007-000	NN P	6.98	6.98
TOTAL PAYMENT AMOUNT				6.98 *			6.98

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010207/00	MORALES, MANUEL							
1141 PO-150969	10/23/2014	REIMB		1	01-0000-0-5800-112-0000-3600-007-000	NN F	70.00	70.00
TOTAL PAYMENT AMOUNT							70.00 *	70.00
014585/00	NEAL, ANN							
1107 PO-150953	10/23/2014	REIMB		1	01-0000-0-5211-472-0000-2700-014-000	NN F	40.38	40.38
TOTAL PAYMENT AMOUNT							40.38 *	40.38
015787/00	O'REILLY AUTO PARTS							
68 PO-150039	10/23/2014	3558-304656		1	01-0000-0-4300-112-0000-3600-007-000	NN P	131.61	131.61
68 PO-150039	10/23/2014	303859		1	01-0000-0-4300-112-0000-3600-007-000	NN P	26.99	26.99
68 PO-150039	10/23/2014	303552		1	01-0000-0-4300-112-0000-3600-007-000	NN P	97.15	97.15
68 PO-150039	10/23/2014	302781		1	01-0000-0-4300-112-0000-3600-007-000	NN P	102.49	102.49
68 PO-150039	10/23/2014	302831		1	01-0000-0-4300-112-0000-3600-007-000	NN P	372.49	372.49
68 PO-150039	10/23/2014	302484		1	01-0000-0-4300-112-0000-3600-007-000	NN P	11.80	11.80
68 PO-150039	10/23/2014	303551		1	01-0000-0-4300-112-0000-3600-007-000	NN P	47.51	47.51
68 PO-150039	10/23/2014	304339		1	01-0000-0-4300-112-0000-3600-007-000	NN P	72.44	72.44
68 PO-150039	10/23/2014	304363		1	01-0000-0-4300-112-0000-3600-007-000	NN P	13.72	13.72
TOTAL PAYMENT AMOUNT							876.20 *	876.20
017576/00	OFFICE DEPOT/BUS.SERVICES DIV							
1050 PO-150902	10/23/2014	734741620001		1	01-0000-0-4300-371-1110-1000-012-000	NN F	154.43	153.71
PV-151031	10/22/2014	INV-722136926002			01-0000-0-4300-238-1110-1000-010-000	NN		12.95
TOTAL PAYMENT AMOUNT							166.66 *	166.66
011822/00	OLARIU, STEFAN							
884 PO-150761	10/23/2014	TRIP340		1	01-0000-0-5800-112-0000-3600-007-000	NN P	14.61	14.61
884 PO-150761	10/23/2014	TRIP 353		1	01-0000-0-5800-112-0000-3600-007-000	NN P	10.49	10.49
884 PO-150761	10/23/2014	369		1	01-0000-0-5800-112-0000-3600-007-000	NN P	9.44	9.44
TOTAL PAYMENT AMOUNT							34.54 *	34.54
021050/00	PACHECO, SHAWNA							
1086 PO-150937	10/23/2014	PARK-MILEAGE		1	01-6520-0-5210-472-5770-1110-003-982	NN F	45.13	45.13
1086 PO-150937	10/23/2014	REIMB		2	01-6520-0-5800-472-5770-1110-003-982	NN F	7.50	7.50
TOTAL PAYMENT AMOUNT							52.63 *	52.63

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014069/00	PLATT ELECTRIC SUPPLY INC						
46 PO-150032	10/23/2014	F275733	1 01-8150-0-4300-106-0000-8110-007-000	NN P	216.00	216.00	
46 PO-150032	10/23/2014	F246324	1 01-8150-0-4300-106-0000-8110-007-000	NN P	31.92	31.92	
TOTAL PAYMENT AMOUNT					247.92 *	247.92	
017822/00	PRO-ED INC						
670 PO-150575	10/23/2014	2224902	1 01-0000-0-4300-238-1110-1000-010-000	NN F	171.67	177.05	
TOTAL PAYMENT AMOUNT					177.05 *	177.05	
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
133 PO-150070	10/23/2014	180196084	1 01-0000-0-5600-112-0000-3600-007-000	NN P	58.62	58.62	
133 PO-150070	10/23/2014	180196635	1 01-0000-0-5600-112-0000-3600-007-000	NN P	58.62	58.62	
TOTAL PAYMENT AMOUNT					117.24 *	117.24	
011238/00	RELIABLE TIRE						
356 PO-150308	10/23/2014	119329	1 01-0000-0-4300-112-0000-3600-007-000	NN P	346.94	346.94	
356 PO-150308	10/23/2014	119328	1 01-0000-0-4300-112-0000-3600-007-000	NN P	1,091.32	1,091.32	
TOTAL PAYMENT AMOUNT					1,438.26 *	1,438.26	
013973/00	SAMBA SAFETY						
66 PO-150038	10/23/2014	6137-201409	1 01-0000-0-4300-112-0000-3600-007-000	NN P	52.82	52.82	
TOTAL PAYMENT AMOUNT					52.82 *	52.82	
018930/00	SCHOOL SPECIALTY/CLASSROOM DIR						
930 PO-150829	10/23/2014	308102095893	1 01-6500-0-4300-102-5750-1110-002-000	NN F	422.64	366.60	
TOTAL PAYMENT AMOUNT					366.60 *	366.60	
018099/00	SHANKLIN, RACHEL						
1095 PO-150943	10/23/2014	sept mileage	1 01-5630-0-5800-601-1220-1000-017-000	NN F	348.10	348.10	
TOTAL PAYMENT AMOUNT					348.10 *	348.10	

Vendor/Addr	Remit name	Tax ID num	Deposit	type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description		FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				

018967/00	SPRINT CUSTOMER SERVICE							
340 PO-150294	10/23/2014	81116315-154		1 01-0000-0-5903-101-0000-7150-002-000 NN P			92.54	92.54
743 PO-150637	10/23/2014	81116315-154		1 01-0000-0-5903-106-0000-8110-007-000 NN P			606.09	606.09
745 PO-150639	10/23/2014	81116315-154		1 01-0000-0-5903-112-0000-3600-007-000 NN P			61.83	61.83
751 PO-150655	10/23/2014	81116315-154		1 01-0000-0-5903-234-0000-2700-008-000 NN P			37.99	37.99
831 PO-150715	10/23/2014	81116315-154		1 01-0000-0-5903-472-0000-2700-014-000 NN P			37.99	37.99
889 PO-150756	10/23/2014	C&I		1 01-0000-0-5903-103-0000-2110-003-000 NN P			51.83	51.83
889 PO-150756	10/23/2014	SPEC. ED		1 01-0000-0-5903-103-0000-2110-003-000 NN P			92.11	92.11
TOTAL PAYMENT AMOUNT							980.38 *	980.38
018370/00	STANLEY CONVERGENT SECURITY							
35 PO-150081	10/23/2014	11791036		1 01-0000-0-5800-106-0000-8110-007-000 NN P			3,320.73	3,320.73
TOTAL PAYMENT AMOUNT							3,320.73 *	3,320.73
014398/00	TANNER, SUSAN							
1130 PO-150976	10/23/2014	REIMB		1 01-0000-0-4300-371-0000-2700-012-000 NN F			61.51	61.51
TOTAL PAYMENT AMOUNT							61.51 *	61.51
010139/00	Troxell Communications Inc							
843 PO-150727	10/23/2014	801987		1 01-9115-0-4400-115-0000-7700-007-000 NN F			63.70	63.73
TOTAL PAYMENT AMOUNT							63.73 *	63.73
015018/00	Verhovetchi, Veaceslav							
883 PO-150760	10/23/2014	347,358,352		1 01-0000-0-5800-112-0000-3600-007-000 NN P			47.87	47.87
TOTAL PAYMENT AMOUNT							47.87 *	47.87
015191/00	Wachob, Cynthia							
792 PO-150685	10/23/2014	SEPT MILEAGE		1 01-6500-0-5210-102-5060-2110-002-000 NN P			145.60	145.60
TOTAL PAYMENT AMOUNT							145.60 *	145.60
022221/00	Western Health Advantage							
PV-151034	10/23/2014	NOVEMBER		01-0000-0-9552-000-0000-0000-000-000 NN			98,501.99	98,501.99
TOTAL PAYMENT AMOUNT							98,501.99 *	98,501.99

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022348/00	WILSON, SHERRY						
882 PO-150755	10/23/2014	TRIP 406	1 01-0000-0-5800-112-0000-3600-007-000 NN P			14.49	14.49
			TOTAL PAYMENT AMOUNT			14.49 *	14.49
017008/00	WOLFE'S CAMERA SHOP						
1044 PO-150896	10/23/2014	699083	1 01-0000-0-4400-371-0000-2700-012-000 NN F			846.08	776.00
			TOTAL PAYMENT AMOUNT			776.00 *	776.00
017313/00	XEROX						
1103 PO-150951	10/23/2014	074773030	1 01-0000-0-5612-472-0000-2700-014-000 NN F			23.05	23.05
			TOTAL PAYMENT AMOUNT			23.05 *	23.05
			TOTAL FUND PAYMENT			369,122.98 **	369,122.98
			TOTAL USE TAX AMOUNT			34.40	

81 CENTER UNIFIED SCHOOL DIST.
10-23-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0033 10-23-14
FUND : 09 CHARTER SCHOOLS

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL FUNC	RES DEP T9MP		
014067/00		ACCREDITING COMMISSION FOR					
881 PO-150950	10/23/2014	71065	1	09-0700-0-5800-503-1110-1000-018-000	NN F	820.00	820.00
TOTAL PAYMENT AMOUNT						820.00 *	820.00
TOTAL FUND PAYMENT						820.00 **	820.00

81 CENTER UNIFIED SCHOOL DIST.
10-23-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0033 10-23-14
FUND : 11 ADULT EDUCATION FUND

J8120 APY500 H.02.05 10/23/14 PAGE 13
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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				

017576/00	OFFICE DEPOT/BUS.SERVICES DIV								
953 PO-150904	10/23/2014	735107091001		1	11-0030-0-4300-601-4130-1000-017-000	NN F	107.85	118.84	
TOTAL PAYMENT AMOUNT								118.84	
								118.84	
021816/00	STAYTON, PATRICIA E.								
1058 PO-150930	10/23/2014	REIMB		1	11-0030-0-4300-601-4130-1000-017-000	NN F	244.14	244.14	
1058 PO-150930	10/23/2014	REIMB		2	11-0030-0-4300-601-4130-1000-017-098	NN F	244.13	244.13	
1058 PO-150930	10/23/2014	REIMB		3	11-0030-0-5800-601-4130-1000-017-098	NN F	244.13	244.13	
TOTAL PAYMENT AMOUNT								732.40	
								732.40	
TOTAL FUND					PAYMENT		851.24	**	851.24

81 CENTER UNIFIED SCHOOL DIST.
10-23-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0033 10-23-14
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MP		
011256/00	BERNARD FOOD INDUSTRIES INC						
1099 PO-150949	10/23/2014	00698668	1	13-5310-0-4700-108-0000-3700-007-000	NN F	581.64	581.64
TOTAL PAYMENT AMOUNT						581.64 *	581.64
020098/00	BIG TRAY						
164 PO-150150	10/23/2014	76048901	1	13-5310-0-4400-108-0000-3700-007-000	NN P	142.34	142.34
TOTAL PAYMENT AMOUNT						142.34 *	142.34
011205/00	CULTURE SHOCK YOGURT						
176 PO-150160	10/23/2014	2145	1	13-5310-0-4700-108-0000-3700-007-000	NN P	142.80	142.80
TOTAL PAYMENT AMOUNT						142.80 *	142.80
011602/00	DANIELSEN CO., THE						
155 PO-150141	10/23/2014	56536	2	13-5310-0-4300-108-0000-3700-007-000	NN P	8.00	8.00
155 PO-150141	10/23/2014	56536	1	13-5310-0-4700-108-0000-3700-007-000	NN P	4,457.39	4,457.39
TOTAL PAYMENT AMOUNT						4,465.39 *	4,465.39
017051/00	DAVIS, LAURA						
179 PO-150163	10/23/2014	OCT	1	13-5310-0-5210-108-0000-3700-007-000	NN P	17.92	17.92
179 PO-150163	10/23/2014	JULY-SEPT	1	13-5310-0-5210-108-0000-3700-007-000	NN P	49.84	49.84
TOTAL PAYMENT AMOUNT						67.76 *	67.76
016279/00	P&R PAPER SUPPLY						
175 PO-150159	10/23/2014	30009288-00	1	13-5310-0-4300-108-0000-3700-007-000	NN P	1,869.95	1,869.95
TOTAL PAYMENT AMOUNT						1,869.95 *	1,869.95
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
163 PO-150149	10/23/2014	180197167	1	13-5310-0-5800-108-0000-3700-007-000	NN P	71.60	71.60
TOTAL PAYMENT AMOUNT						71.60 *	71.60

81 CENTER UNIFIED SCHOOL DIST.
10-23-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0033 10-23-14
FUND : 13 CAFETERIA FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD	RESO P	OBJE	SIT GOAL FUNC RES DEP T9MP		

015521/00	S.A. PRODUCTS CO.							
1010 PO-150947	10/23/2014	996170		1	13-5310-0-4300-108-0000-3700-007-000	NN F	505.20	505.20
			TOTAL PAYMENT AMOUNT					505.20
								505.20 *
017334/00	SEVEN UP BOTTLING CO. OF S.F.							
162 PO-150148	10/23/2014	2188724469		1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,070.16	1,070.16
			TOTAL PAYMENT AMOUNT					1,070.16
								1,070.16 *
			TOTAL FUND	PAYMENT				8,916.84
								8,916.84 **
			TOTAL BATCH PAYMENT					379,711.06
			TOTAL USE TAX AMOUNT				0.00	379,711.06
								34.40
			TOTAL DISTRICT PAYMENT					379,711.06
			TOTAL USE TAX AMOUNT				0.00	379,711.06
								34.40
			TOTAL FOR ALL DISTRICTS:					379,711.06
			TOTAL USE TAX AMOUNT				0.00	379,711.06
								34.40

Number of warrants to be printed: 81, not counting voids due to stub overflows.

Batch status: A All

From batch: 0000

To batch: 9999

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 01 GENERAL FUND

J8377 APY500 H.02.05 10/30/14 PAGE 1
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				

015797/00	ACE SUPPLY HARDWARE NORTH						
41 PO-150027	10/30/2014	098591/2	1 01-8150-0-4300-106-0000-8110-007-000 NN P			89.33	89.33
41 PO-150027	10/30/2014	098527/2	1 01-8150-0-4300-106-0000-8110-007-000 NN P			34.99	34.99
			TOTAL PAYMENT AMOUNT		124.32 *		124.32
019553/00	ACORN ARBORICULTURAL SERVICES						
828 PO-150712	10/30/2014	5887	1 01-0000-0-5800-106-0000-8110-007-000 NN F			780.00	780.00
			TOTAL PAYMENT AMOUNT		780.00 *		780.00
013985/00	ALL DIESEL ELECTRIC INC.						
134 PO-150107	10/30/2014	9850	1 01-0000-0-4300-112-0000-3600-007-000 NN P			1,033.56	1,033.56
			TOTAL PAYMENT AMOUNT		1,033.56 *		1,033.56
019769/00	AMERICAN EXPRESS						
1056 PO-150906	10/30/2014	0-03000	1 01-0000-0-5200-120-0000-7110-001-000 NN F			485.00	485.00
1126 PO-150960	10/30/2014	0-03000	1 01-0000-0-5200-103-0000-7200-003-000 NN F			850.00	850.00
			TOTAL PAYMENT AMOUNT		1,335.00 *		1,335.00
018533/00	ATKINSON ANDELSON LOYA RUDD						
617 PO-150516	10/30/2014	461334	1 01-0000-0-5804-105-0000-7200-005-000 NE P			7,369.69	7,369.69
			TOTAL PAYMENT AMOUNT		7,369.69 *		7,369.69
014789/00	BISHO, VERNON						
1200 PO-151023	10/30/2014	reimb	1 01-7220-0-5200-472-1110-1000-014-000 NN F			1,429.07	1,429.07
			TOTAL PAYMENT AMOUNT		1,429.07 *		1,429.07
014705/00	BMI EDUCATIONAL SERVICES						
1037 PO-150892	10/30/2014	616895	1 01-6300-0-4200-371-1110-1000-012-000 NN F			422.60	451.94
			TOTAL PAYMENT AMOUNT		451.94 *		451.94

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				

018430/00	C & R CONCEPTS						
1159 PO-150990	10/30/2014	123389	1 01-0000-0-4300-112-0000-3600-007-000 NN F			64.80	64.80
			TOTAL PAYMENT AMOUNT	64.80 *			64.80
020305/00	CDW GOVERNMENT INC.						
1011 PO-150867	10/30/2014	QD06686	1 01-9115-0-4300-115-0000-7700-007-000 NN P			1,130.26	1,130.26
1011 PO-150867	10/30/2014	QC46539	1 01-9115-0-4300-115-0000-7700-007-000 NN P			546.05	546.05
1108 PO-150954	10/30/2014	QGO1593	1 01-0000-0-4300-472-1284-1000-014-000 NN F			78.56	78.56
1108 PO-150954	10/30/2014	QGO1593	2 01-0000-0-4400-472-1284-1000-014-000 NN F			206.80	206.80
1115 PO-150957	10/30/2014	QG07064	1 01-6500-0-4400-102-5001-2700-002-000 NN F			1,398.12	1,368.84
			TOTAL PAYMENT AMOUNT	3,330.51 *			3,330.51
016261/00	CEBULA RN, GAIL						
795 PO-150688	10/30/2014	SEPT-MILEAGE	1 01-0000-0-5210-102-0000-3140-003-000 NN P			49.34	49.34
			TOTAL PAYMENT AMOUNT	49.34 *			49.34
010407/00	CENTER UNIFIED REVOLVING FUND						
1205 PO-151028	10/30/2014	QUALITEES	1 01-3010-0-5800-371-1110-1000-012-916 NN F			955.13	955.13
			TOTAL PAYMENT AMOUNT	955.13 *			955.13
015699/00	CLARK SECURITY PRODUCTS						
1168 PO-150997	10/30/2014	22K-063284	1 01-8150-0-4300-106-0000-8110-007-000 NN P			61.09	61.09
			TOTAL PAYMENT AMOUNT	61.09 *			61.09
021813/00	CONSOLIDATED COMMUNICATIONS						
36 PO-150023	10/30/2014	604800-001	1 01-0000-0-5902-106-0000-8110-007-000 NN P			204.54	204.54
			TOTAL PAYMENT AMOUNT	204.54 *			204.54
016069/00	CORRALEJO, BONNIE						
885 PO-150762	10/30/2014	TRIP 415	1 01-0000-0-5800-112-0000-3600-007-000 NN P			8.95	8.95
			TOTAL PAYMENT AMOUNT	8.95 *			8.95

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
021979/00	COUNTY OF SACRAMENTO						
1178 PO-151000	10/30/2014	SERIES B	1 01-0000-0-5800-100-0000-7200-005-000 NN P			257.71	257.71
1178 PO-151000	10/30/2014	SERIES C	1 01-0000-0-5800-100-0000-7200-005-000 NN P			257.71	257.71
1178 PO-151000	10/30/2014	SERIES 2001	1 01-0000-0-5800-100-0000-7200-005-000 NN P			257.71	257.71
1178 PO-151000	10/30/2014	SERIES 2007D	1 01-0000-0-5800-100-0000-7200-005-000 NN F			257.71	257.71
TOTAL PAYMENT AMOUNT				1,030.84 *			1,030.84
016761/00	CPM EDUCATIONAL PROGRAM						
917 PO-150791	10/30/2014	1405954-IN	1 01-0000-0-4300-472-1251-1000-014-000 YN F			108.00	100.00
TOTAL PAYMENT AMOUNT				100.00 *			100.00
TOTAL USE TAX AMOUNT				8.00			
018951/00	DELL						
1021 PO-150861	10/30/2014	XJK1XFXD2	1 01-6500-0-4400-102-5001-2700-002-000 NN F			888.92	877.16
TOTAL PAYMENT AMOUNT				877.16 *			877.16
015800/00	DISCOUNT SCHOOL SUPPLY						
1033 PO-150887	10/30/2014	D20086800101	1 01-6500-0-4400-102-5001-2700-002-000 NN F			401.74	402.81
1098 PO-150972	10/30/2014	D20136530101	1 01-5640-0-4300-601-9728-1000-017-000 NN F			80.46	81.46
TOTAL PAYMENT AMOUNT				484.27 *			484.27
015631/00	DISCOVERY EDUCATION						
708 PO-150701	10/30/2014	90105128	2 01-0000-0-5800-103-1110-1000-003-000 NN F			4,660.00	4,660.00
708 PO-150701	10/30/2014	90105128	1 01-9115-0-5800-115-0000-7700-007-000 NN F			4,660.00	4,660.00
TOTAL PAYMENT AMOUNT				9,320.00 *			9,320.00
019262/00	ENTERPRISE RENT A CAR						
1161 PO-150992	10/30/2014	8KWLGX	1 01-0000-0-5600-472-1110-4000-014-915 NN F			151.19	151.19
1162 PO-150993	10/30/2014	8KKYDK	1 01-0472-0-5712-472-1110-4000-014-915 NN F			151.19	151.19
1163 PO-150994	10/30/2014	8JVD31	1 01-0000-0-5600-472-1110-4000-014-915 NN F			151.19	151.19
TOTAL PAYMENT AMOUNT				453.57 *			453.57

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL	FUNC RES DEP T9MP		

010408/00	FERRELLGAS						
1146 PO-150980	10/30/2014	1084237683					
			1	01-0000-0-5800-112-0000-3600-007-000	NN F	141.16	141.16
			TOTAL PAYMENT AMOUNT			141.16 *	141.16
010604/00	FINE LINE TRIM & UPHOLSTERY						
1136 PO-150964	10/30/2014	2321					
			1	01-0000-0-5800-112-0000-3600-007-000	NN P	905.00	905.00
			TOTAL PAYMENT AMOUNT			905.00 *	905.00
022347/00	GIVE SOMETHING BACK						
1091 PO-150941	10/30/2014	IN-0296887	1	01-0000-0-4300-472-1251-1000-014-000	NN F	74.49	62.59
1114 PO-150956	10/30/2014	IN-0297853	2	01-0000-0-4300-101-0000-7150-002-000	NN F	157.98	157.97
1114 PO-150956	10/30/2014	IN-0297853	1	01-0000-0-4300-120-0000-7110-001-000	NN F	39.94	39.94
			TOTAL PAYMENT AMOUNT			260.50 *	260.50
013988/00	HAJOCA CORPORATION						
43 PO-150029	10/30/2014	S008105820.001	1	01-8150-0-4300-106-0000-8110-007-000	NN F	332.39	336.42
1169 PO-150998	10/30/2014	S008080270.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P	179.22	179.22
			TOTAL PAYMENT AMOUNT			515.64 *	515.64
017002/00	HOME DEPOT CREDIT SERVICES						
1147 PO-150981	10/30/2014	5282418	1	01-8150-0-4300-106-0000-8110-007-000	NN P	70.37	70.37
1147 PO-150981	10/30/2014	9022353	1	01-8150-0-4300-106-0000-8110-007-000	NN P	162.10	162.10
			TOTAL PAYMENT AMOUNT			232.47 *	232.47
018990/00	INTERSTATE BATTERY SYSTEM						
135 PO-150108	10/30/2014	10083680	1	01-0000-0-4300-112-0000-3600-007-000	NN P	940.25	940.25
			TOTAL PAYMENT AMOUNT			940.25 *	940.25
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO						
905 PO-150776	10/30/2014	27-S1971616	1	01-8150-0-4300-106-0000-8110-007-000	NN P	349.65	349.65
			TOTAL PAYMENT AMOUNT			349.65 *	349.65

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
017562/00	JONES, DESIREE						
1156 PO-150987	10/30/2014	TRIP339	1 01-0000-0-5800-112-0000-3600-007-000 NN P			11.89	11.89
1156 PO-150987	10/30/2014	341	1 01-0000-0-5800-112-0000-3600-007-000 NN P			9.62	9.62
1156 PO-150987	10/30/2014	399	1 01-0000-0-5800-112-0000-3600-007-000 NN P			7.00	7.00
TOTAL PAYMENT AMOUNT				28.51 *			28.51
020606/00	KLATT, BEN						
1195 PO-151018	10/30/2014	REIMB	1 01-0000-0-4300-472-1203-1000-014-000 NN F			621.22	621.22
TOTAL PAYMENT AMOUNT				621.22 *			621.22
017726/00	LOS ANGELES FREIGHTLINER						
513 PO-150439	10/30/2014	BN59945	1 01-0000-0-4300-112-0000-3600-007-000 NN P			74.42	74.42
TOTAL PAYMENT AMOUNT				74.42 *			74.42
022230/00	MANAGED HEALTH NETWORK						
190 PO-150169	10/30/2014	3200062427	1 01-0000-0-3401-100-1110-1000-000-000 NN P			1,197.90	1,197.90
TOTAL PAYMENT AMOUNT				1,197.90 *			1,197.90
020461/00	MITCHELL, CYNDY						
879 PO-150754	10/30/2014	TRIP399	1 01-0000-0-5800-112-0000-3600-007-000 NN P			7.00	7.00
TOTAL PAYMENT AMOUNT				7.00 *			7.00
021359/00	MPS						
686 PO-150598	10/30/2014	504598219	1 01-6300-0-4100-103-1110-1000-003-000 NN P			9.59	9.59
686 PO-150598	10/30/2014	52279448	1 01-6300-0-4100-103-1110-1000-003-000 NN F			8,306.41	8,318.13
TOTAL PAYMENT AMOUNT				8,327.72 *			8,327.72
016912/00	NATOMAS AUTOMOTIVE						
130 PO-150106	10/30/2014	16959	1 01-0000-0-5600-112-0000-3600-007-000 NN P			49.95	49.95
130 PO-150106	10/30/2014	16958	1 01-0000-0-5600-112-0000-3600-007-000 NN P			59.95	59.95
TOTAL PAYMENT AMOUNT				109.90 *			109.90

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
1049 PO-150901	10/30/2014	734742268001	1 01-0000-0-4300-371-0000-2700-012-000	NN P		435.35	435.35
1049 PO-150901	10/30/2014	734959124001	1 01-0000-0-4300-371-0000-2700-012-000	NN P		12.66	12.66
1049 PO-150901	10/30/2014	734742268002	1 01-0000-0-4300-371-0000-2700-012-000	NN F		0.25	6.55
1067 PO-150918	10/30/2014	735576201001	1 01-0000-0-4300-472-9769-1000-014-000	NN F		1,320.36	1,320.36
1083 PO-150927	10/30/2014	765577168001-CREDIT	1 01-0000-0-4300-472-0000-2700-014-000	NN F		130.59	114.44
1084 PO-150928	10/30/2014	735575461001	1 01-0000-0-4300-105-0000-7200-005-000	NN F		154.83	154.83
TOTAL PAYMENT AMOUNT							2,044.19
011822/00	OLARIU, STEFAN						
884 PO-150761	10/30/2014	TRIP 409	1 01-0000-0-5800-112-0000-3600-007-000	NN P		14.26	14.26
TOTAL PAYMENT AMOUNT							14.26
010254/00	PEARSON EDUCATION						
1094 PO-150942	10/30/2014	4023603623	1 01-6300-0-4200-472-1110-1000-014-000	NN F		66.53	63.99
TOTAL PAYMENT AMOUNT							63.99
018872/00	PEREZ, ANA						
1193 PO-151016	10/30/2014	REIMB	1 01-0000-0-5200-472-0000-2700-014-000	NN F		45.00	45.00
TOTAL PAYMENT AMOUNT							45.00
014069/00	PLATT ELECTRIC SUPPLY INC						
201 PO-150178	10/30/2014	F311660	1 01-9115-0-4300-115-0000-7700-007-000	NN P		143.43	143.43
201 PO-150178	10/30/2014	F327584	1 01-9115-0-4300-115-0000-7700-007-000	NN P		109.22	109.22
201 PO-150178	10/30/2014	F308792	1 01-9115-0-4300-115-0000-7700-007-000	NN P		153.85	153.85
201 PO-150178	10/30/2014	F2862359-F304658	1 01-9115-0-4300-115-0000-7700-007-000	NN P		1,866.00	1,866.00
TOTAL PAYMENT AMOUNT							2,272.50
019058/00	PRECISION CLEANING SYSTEMS						
1157 PO-150988	10/30/2014	010805	1 01-0000-0-5800-112-0000-3600-007-000	NN P		150.00	150.00
1157 PO-150988	10/30/2014	010223	1 01-0000-0-5800-112-0000-3600-007-000	NN F		10.00	8.68
TOTAL PAYMENT AMOUNT							158.68

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL FUNC RES DEP T9MP			
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
133 PO-150070	10/30/2014	180197168	1	01-0000-0-5600-112-0000-3600-007-000	NN P	58.12	58.12
TOTAL PAYMENT AMOUNT						58.12 *	58.12
010552/00	SAC VAL JANITORIAL						
146 PO-150077	10/30/2014	10106814	1	01-0000-0-9320-000-0000-0000-000-000	NN P	315.79	315.79
TOTAL PAYMENT AMOUNT						315.79 *	315.79
016821/00	SACRAMENTO COUNTY						
1179 PO-151001	10/30/2015	14212892	1	01-0000-0-5800-106-0000-8200-007-000	NN P	183.32	183.32
1179 PO-151001	10/30/2014	14212893	1	01-0000-0-5800-106-0000-8200-007-000	NN P	119.84	119.84
1179 PO-151001	10/30/2014	14212894	1	01-0000-0-5800-106-0000-8200-007-000	NN P	69.96	69.96
1179 PO-151001	10/30/2014	14212895	1	01-0000-0-5800-106-0000-8200-007-000	NN P	54.86	54.86
1179 PO-151001	10/30/2014	14212896	1	01-0000-0-5800-106-0000-8200-007-000	NN P	54.86	54.86
1179 PO-151001	10/30/2014	14212897	1	01-0000-0-5800-106-0000-8200-007-000	NN P	280.30	280.30
1179 PO-151001	10/30/2014	14212898	1	01-0000-0-5800-106-0000-8200-007-000	NN P	319.86	319.86
1179 PO-151001	10/30/2014	14212899	1	01-0000-0-5800-106-0000-8200-007-000	NN P	285.70	285.70
1179 PO-151001	10/30/2014	14212900	1	01-0000-0-5800-106-0000-8200-007-000	NN P	195.76	195.76
1179 PO-151001	10/30/2014	14212901	1	01-0000-0-5800-106-0000-8200-007-000	NN P	174.36	174.36
1179 PO-151001	10/30/2014	14212902	1	01-0000-0-5800-106-0000-8200-007-000	NN P	208.02	208.02
1179 PO-151001	10/30/2014	14212903	1	01-0000-0-5800-106-0000-8200-007-000	NN P	292.90	292.90
1179 PO-151001	10/30/2014	14212904	1	01-0000-0-5800-106-0000-8200-007-000	NN P	54.86	54.86
1179 PO-151001	10/30/2014	14212905	1	01-0000-0-5800-106-0000-8200-007-000	NN F	62.42	62.42
TOTAL PAYMENT AMOUNT						2,357.02 *	2,357.02
019466/00	SACRAMENTO COUNTY OFFICE OF ED						
920 PO-150794	10/30/2014	150467	1	01-6300-0-4300-472-1110-1000-014-000	NN F	475.00	475.00
TOTAL PAYMENT AMOUNT						475.00 *	475.00
010266/00	SACRAMENTO COUNTY UTILITIES						
30 PO-150018	10/30/2014	50000878546	1	01-0000-0-5540-106-0000-8110-007-000	NN P	675.11	675.11
30 PO-150018	10/30/2014	50000878608	1	01-0000-0-5540-106-0000-8110-007-000	NN P	335.11	335.11
30 PO-150018	10/30/2014	50006974207	1	01-0000-0-5540-106-0000-8110-007-000	NN P	1,619.38	1,619.38
TOTAL PAYMENT AMOUNT						2,629.60 *	2,629.60

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 01 GENERAL FUND

J8377 APY500 H.02.05 10/30/14 PAGE 8
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL FUNC RES DEP T9MP			
020981/00	SAVE MART SUPERMARKETS						
342 PO-150296	10/30/2014	2295660	1	01-0000-0-4300-101-0000-7150-002-000	NN P	40.39	40.39
342 PO-150296	10/30/2014	2295661	1	01-0000-0-4300-101-0000-7150-002-000	NN P	14.82	14.82
TOTAL PAYMENT AMOUNT				55.21 *			55.21
010373/00	SCHOOLS INSURANCE AUTHORITY						
1153 PO-150986	10/30/2014	2015 UST-KAM.07	1	01-0000-0-5800-112-0000-3600-007-000	NN P	150.00	150.00
TOTAL PAYMENT AMOUNT				150.00 *			150.00
017106/00	SCHOOLS INSURANCE AUTHORITY						
PV-151035	10/30/2014	NOVEMBER		01-0000-0-9552-000-0000-0000-000-000	NN		6,378.47
TOTAL PAYMENT AMOUNT				6,378.47 *			6,378.47
022066/00	STEVE ANDERSON'S PLUMBING INC						
1158 PO-150989	10/30/2014	194	1	01-0000-0-5600-106-0000-8110-007-000	NN F	2,431.14	2,431.14
TOTAL PAYMENT AMOUNT				2,431.14 *			2,431.14
021841/00	TOGO'S/BASKIN-ROBBINS						
1177 PO-150983	10/30/2014	274199	1	01-0000-0-4300-101-0000-7150-002-000	NN F	89.98	89.98
TOTAL PAYMENT AMOUNT				89.98 *			89.98
014432/00	TROPHY CASE						
775 PO-150666	10/30/2014	20334	1	01-7220-0-5800-472-1110-1000-014-000	NN F	1,195.80	1,190.26
TOTAL PAYMENT AMOUNT				1,190.26 *			1,190.26
010415/00	TURF STAR INC						
725 PO-150620	10/30/2014	594245-00	1	01-0000-0-6400-106-0000-8110-007-000	NN P	60,306.77	60,306.77
725 PO-150620	10/30/2014	594244-00	1	01-0000-0-6400-106-0000-8110-007-000	NN F	86,499.89	86,499.88
TOTAL PAYMENT AMOUNT				146,806.65 *			146,806.65

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 01 GENERAL FUND

J8377 APY500 H.02.05 10/30/14 PAGE 9
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
016370/00	TWIN RIVERS UNIFIED SCH DIST							
1026 PO-150877	10/30/2014	150674		1	01-0000-0-5801-105-0000-8300-005-000	NN P	11,250.00	11,250.00
TOTAL PAYMENT AMOUNT							11,250.00 *	11,250.00
015018/00	VERHOVETCHI, VEACESLAV							
883 PO-150760	10/30/2014	TRIP 400		1	01-0000-0-5800-112-0000-3600-007-000	NN P	11.87	11.87
TOTAL PAYMENT AMOUNT							11.87 *	11.87
020702/00	WALL-BUTLER, THELMA							
1207 PO-151030	10/30/2014	REIMB		1	01-6500-0-4300-102-5770-1191-002-000	NN F	271.70	271.70
TOTAL PAYMENT AMOUNT							271.70 *	271.70
010307/00	WARDS NATURAL SCIENCE							
99 PO-150052	10/30/2014	8059309745		1	01-6300-0-4300-472-1110-1000-014-000	NN P	194.21	194.21
TOTAL PAYMENT AMOUNT							194.21 *	194.21
016889/00	WATER RITE PRODUCTS INC.							
200 PO-150177	10/30/2014	566321		1	01-8150-0-4300-106-0000-8110-007-000	NN P	43.88	43.88
TOTAL PAYMENT AMOUNT							43.88 *	43.88
010843/00	WILCO SUPPLY							
1133 PO-150962	10/30/2014	14J2213001		1	01-8150-0-4300-106-0000-8110-007-000	NN P	446.39	446.39
TOTAL PAYMENT AMOUNT							446.39 *	446.39
017313/00	XEROX							
1 PO-150001	10/30/2014	076239975		1	01-3010-0-5612-240-1110-1000-011-000	NN P	27.70	27.70
419 PO-150364	10/30/2014	230007818		1	01-0000-0-5800-115-9790-8200-007-000	NN P	121.24	121.24
419 PO-150364	10/30/2014	230008287		1	01-0000-0-5800-115-9790-8200-007-000	NN P	934.52	934.52
622 PO-150534	10/30/2014	300211960		1	01-0000-0-5800-115-9790-8200-007-000	NN P	711.96	711.96
622 PO-150534	10/30/2014	300212100		1	01-0000-0-5800-115-9790-8200-007-000	NN P	47,164.95	47,164.95
746 PO-150640	10/30/2014	300212100		1	01-7220-0-5612-472-1110-1000-014-000	NN P	100.00	100.00
747 PO-150641	10/30/2014	300212100		1	01-3550-0-5612-472-1110-1000-014-000	NN P	100.00	100.00
749 PO-150643	10/30/2014	300212100		1	01-3010-0-5612-371-1110-1000-012-000	NN P	50.00	50.00
TOTAL PAYMENT AMOUNT							49,210.37 *	49,210.37

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P	OBJE SIT GOAL FUNC RES DEP T9MP			
TOTAL FUND PAYMENT							272,139.40 **	272,139.40
TOTAL USE TAX AMOUNT							8.00	

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 09 CHARTER SCHOOLS

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				

017313/00	XEROX						
744 PO-150638	10/30/2014	300212100	1 09-1100-0-5612-501-0000-2700-016-000	NN P		20.00	20.00
744 PO-150638	10/30/2014	300212100	2 09-1100-0-5612-501-1110-1000-016-000	NN P		80.00	80.00
TOTAL PAYMENT AMOUNT						100.00 *	100.00
TOTAL FUND PAYMENT						100.00 **	100.00

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
017313/00	XEROX		FD RESO P	OBJE SIT GOAL FUNC RES DEP T9MP			

748 PO-150642 10/30/2014 300212100

1 11-0030-0-5612-601-4130-1000-017-000 NN P 66.00 25.00
TOTAL PAYMENT AMOUNT 25.00 * 25.00

TOTAL FUND PAYMENT 25.00 ** 25.00

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				

019834/00	BERKELEY FARMS INC						
161 PO-150147	10/30/2014	1098018	1 13-5310-0-4700-108-0000-3700-007-000 NN P			8,819.29	8,819.29
			TOTAL PAYMENT AMOUNT	8,819.29 *			8,819.29
011602/00	DANIELSEN CO., THE						
155 PO-150141	10/30/2014	64.55-CREDIT	2 13-5310-0-4300-108-0000-3700-007-000 NN P			3.23	3.23
155 PO-150141	10/30/2014	57299	1 13-5310-0-4700-108-0000-3700-007-000 NN P			3,467.79	3,467.79
			TOTAL PAYMENT AMOUNT	3,471.02 *			3,471.02
021080/00	ED JONES FOOD SERVICE INC						
159 PO-150145	10/30/2014	173195	1 13-5310-0-4700-108-0000-3700-007-000 NN P			10,472.77	10,472.77
			TOTAL PAYMENT AMOUNT	10,472.77 *			10,472.77
016279/00	P&R PAPER SUPPLY						
175 PO-150159	10/30/2014	30011426-00	1 13-5310-0-4300-108-0000-3700-007-000 NN P			1,050.11	1,050.11
			TOTAL PAYMENT AMOUNT	1,050.11 *			1,050.11
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
163 PO-150149	10/30/2014	180197865	1 13-5310-0-5800-108-0000-3700-007-000 NN P			71.60	71.60
			TOTAL PAYMENT AMOUNT	71.60 *			71.60
020347/00	SILVA, LEANORE						
1150 PO-150985	10/30/2014	REFUND	1 13-5310-0-8634-000-0000-0000-000-000 NN F			80.00	80.00
			TOTAL PAYMENT AMOUNT	80.00 *			80.00
			TOTAL FUND PAYMENT	23,964.79 **			23,964.79

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0035 10-30-14
FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount

017002/00	HOME DEPOT CREDIT SERVICES							
1148 PO-150984	10/30/2014	3010868			1 14-0024-0-4300-106-9605-8110-007-000	NN F	206.68	206.68
					TOTAL PAYMENT AMOUNT			206.68
								206.68
020742/00	LEGACY ROOFING & WATERPROOFING							
1183 PO-151003	10/30/2014	7003320-WO			1 14-0024-0-5600-106-9605-8110-007-000	NN F	980.00	980.00
					TOTAL PAYMENT AMOUNT			980.00
								980.00
015530/00	MADSEN ROOFING &							
835 PO-150719	10/30/2014	142371			1 14-0024-0-5600-106-9605-8110-007-000	NN F	14,888.00	14,888.00
					TOTAL PAYMENT AMOUNT			14,888.00
								14,888.00
					TOTAL FUND PAYMENT			16,074.68
								16,074.68
					TOTAL BATCH PAYMENT			312,303.87
					TOTAL USE TAX AMOUNT	0.00		312,303.87
								8.00

81 CENTER UNIFIED SCHOOL DIST.
10-30-14

ACCOUNTS PAYABLE PRELIST
BATCH: 0036 0-BATCH
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010830/00		HOLT OF CALIFORNIA					
463 PO-150400	10/30/2014	CLOSE	1 01-8150-0-4400-106-0000-8110-007-000 NN C			3,270.00	0.00
		TOTAL PAYMENT AMOUNT		0.00 *			0.00
		TOTAL FUND PAYMENT		0.00 **			0.00
		TOTAL BATCH PAYMENT		0.00 ***	0.00		0.00
		TOTAL DISTRICT PAYMENT		312,303.87 ****	0.00		312,303.87
		TOTAL USE TAX AMOUNT		8.00			
		TOTAL FOR ALL DISTRICTS:		312,303.87 ****	0.00		312,303.87
		TOTAL USE TAX AMOUNT		8.00			

Number of warrants to be printed: 70, not counting voids due to stub overflows.

Sacramento Office of Education County

10474 Mather Boulevard
P.O. Box 269003
Sacramento, CA 95826-9003
(916) 228-2500

www.scoe.net

Memorandum

TO: District Superintendents

FROM: David W. Gordon, County Superintendent *Dave*

DATE: October 8, 2014

SUBJECT: ANNUAL ORGANIZATIONAL MEETING FOR GOVERNING BOARDS

Under the provisions of Education Code section 35143, your governing board is required to set an annual organizational meeting "within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar." (Board members are seated the *first Friday* of December following the November election [Education Code §5017])

**The 15-day period for 2014 is:
December 5 – 19**

The day and time of the annual meeting are to be selected by your governing board at its regular meeting held (in November) *immediately prior to the first day of such 15-day period*, and the board shall notify the County Superintendent of Schools of the day and time selected.

Following your regular meeting held immediately prior to December 6, please complete and return the enclosed form, notifying us of the date and time of your organizational meeting.

NOTE: Education Code section 35143 requires the County Superintendent of Schools to designate the date and time for the annual organizational meeting if your Board fails to do so. Therefore, it is important that we receive this form no later than 5:00 p.m. on November 20, 2014. If necessary, please send the form to us via fax at 916.228.2403.

After your organizational meeting has been held, please have the enclosed "Certificate of Election of Board President, Clerk and Board Representative" (**yellow form**) completed, signed, and forwarded to this office. If you have any questions, please call Carla Miller at 916.228.2410.

Enclosures

SCHEDULING OF ANNUAL ORGANIZATIONAL MEETING

TO: David W. Gordon, County Superintendent
Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003

FROM: _____ District

The annual organizational meeting of this district has been set for:

Date: _____

Time: _____

Place: _____

This action was taken during the regular meeting *immediately preceding* December 6, 2014.

I hereby certify that 15 days prior to this date, all members and members-elect will be notified in writing of the time and place of the annual organizational meeting.

Signed: _____

Title: _____

Date: _____

PLEASE NOTE: If this form is not received by the County Superintendent of Schools by 5:00 p.m. on November 20, 2014, the County Superintendent shall set the date and time of the annual organizational meeting as required by Education Code section 35143.

Education Code Section 35143

The governing board of each school district shall hold an annual **organizational meeting**. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office.

Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected. The clerk of the board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

If the board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall, prior to the first day of such 15-day period and after the regular meeting of the board held immediately prior to the first day of such 15-day period, designate the day and time of the annual meeting. The day designated shall be within the 15-day period. He shall notify in writing all members and members-elect of the date and time.

At the annual meeting the governing board of each high school district, union high school district, and joint union high school district shall organize by electing a president from its members and a clerk.

At the annual meeting each city board of education shall organize by electing a president from its members.

At the annual meeting the governing board of each other type of school district, except a community college district, shall elect one of its members clerk of the district.

As an alternative to the procedures set forth in this section, a city board of education whose members are elected in accordance with a city charter for terms of office commencing in December, may hold its annual organizational meeting required in this section between December 15 and January 14, inclusive, as provided in rules and regulations which shall be adopted by such board. At the annual meeting the city board of education shall organize by electing a president and vice president from its members who shall serve in such office during the period January 15 next to the following January 14, unless removed from such office by majority vote of all members of the city board of education.

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Superintendent's Office	Action Item <u> X </u>
To:	Board of Trustees	Information Item <u> </u>
Date:	November 19, 2014	# Attached Pages <u> 9 </u>
From:	Scott A. Loehr, Superintendent	
Principal/Administrator Initials:	<u> </u>	

SUBJECT: CSBA Delegate Assembly Nominations
<p>Nominations will be accepted until Monday, January 7, 2015. Any CSBA member board is eligible to nominate board members within their geographical region or subregion. Each board may nominate as many individuals as it chooses. The subregion for CJUSD is 6-B.</p>
RECOMMENDATION:



California School Boards Association

October 22, 2014

DEADLINE: Wednesday, January 7, 2015
BOARD ACTION REQUIRED
Please deliver to all governing board members.

MEMORANDUM

TO: All Board Presidents, Superintendents and CSBA Member Boards of Education

FROM: Josephine Lucey, President

RE: Call for Nominations for CSBA Delegate Assembly

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 structure and sets the general policy direction for the association. Working with local districts, county offices, 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, one on May 16-17, 2015 in Sacramento and one on December 2-3, 2015 preceding the CSBA Annual Education Conference and Trade show in San Diego.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Wednesday, January 7, 2015**. Nomination instructions are listed below:

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- All nominees must serve on CSBA member boards and give their approval prior to being nominated.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form. An optional one-page, one-sided résumé may also be submitted but cannot be substituted for the biographical sketch form.
- All nomination materials must be postmarked by the U.S.P.S. or faxed no later than **Wednesday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by this due date. Late submissions will not be accepted.
- Ballots will be mailed by Monday, February 2, 2015 and are due Monday, March 16, 2015. Elected Delegates serve a two-year term beginning April 1, 2015 through March 31, 2017.

The following nomination materials and information related to the election process are available to download at www.csba.org/About/Leadership. For more information about the Delegate Assembly, please contact Charlyn Tuter in the Leadership Services department at ctuter@csba.org or (800) 266-3382. Thank you.

- Nomination Form
- Candidate Biographical Sketch Form
- Important Dates
- List of all Delegates with expiration terms
- FAQ



Delegate Assembly Nomination Form

DUE: Wednesday, January 7, 2015

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

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 District)

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.
- The nominee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé will be sent by the deadline date.

Board Clerk or Board Secretary (signed)

Date

Board Clerk or Board Secretary (printed)

PLEASE NOTE: The nomination and candidate biographical sketch forms may be faxed to (916) 371-3407 or mailed to CSBA, Attn: Leadership Services, 3251 Beacon Blvd., West Sacramento, CA 95691 postmarked by the U.S.P.S. no later than **Wednesday, January 7, 2015**. *It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by the due date. Late submissions cannot be accepted.* If you have any questions, please contact Charlyn Tuter in the Leadership Services department at ctuter@csba.org or (800) 266-3382. Thank you.

Delegate Assembly Candidate Biographical Sketch Form



DUE: Wednesday, January 7, 2015

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by January 7 postmarked by the U.S.P.S. Late submissions will not be accepted. If you have any questions, please contact Charlyn Tuter in Leadership Services at ctuter@csba.org or (800) 266-3281.

Name: _____	CSBA Region: _____
District or COE: _____	Years on board: _____
Contact Number: _____	E-mail: _____
Are you a continuing Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____

Date: _____



IMPORTANT DELEGATE NOMINATION AND ELECTION DEADLINES

Important 2015 Dates:

- Wednesday, January 7: U.S.P.S. or fax deadline for *required* Nomination and Candidate Biographical Sketch Forms
- By Monday, February 2: Ballots mailed to Member Boards
- February 2 – March 16: Boards vote for Delegates
- Monday, March 16: Deadline for the ballots to be returned to CSBA (U.S.P.S. ONLY)
- By Tuesday, March 31: Ballots to be tallied
- By Wednesday, April 1: Election results, except for run-offs, posted on CSBA's Web site
- Thursday, April 30: Deadline for run-off ballots (U.S.P.S. ONLY)

Delegate Assembly Meeting Dates in 2015

- Saturday, May 16 – Sunday, May 17: Delegate Assembly meeting in Sacramento.
- Wednesday, December 2 – Thursday, December 3: Delegate Assembly meeting in San Diego.



LIST OF ALL DELEGATES WITH EXPIRATION TERMS

Nomination and biographical sketch forms are due January 7, 2015

Only highlighted Delegates are up for re-election or re-appointment in 2015. Please contact Delegates and confirm if they wish to continue serving on the Delegate Assembly before nominating them. If you have any questions, please contact Charlyn Tuter in Leadership Services at ctuter@csba.org or (800) 266-3382.

REGION 1 – 4 Delegates (4 elected)

Subregion 1-A (Counties: Del Norte, Humboldt)

Frances Costello (Del Norte County & USD), 2015

Susan Johnson (Eureka City SD), 2016

Subregion 1-B (Counties: Lake, Mendocino)

Taja Odom (Kelseyville USD), 2016

County Delegate

David Browning (Lake COE), 2015

REGION 2 – 4 Delegates (4 elected)

Subregion 2-A (Counties: Modoc, Siskiyou, Trinity)

Gregg Gunkel (Siskiyou Union HSD), 2015

Subregion 2-B (County: Shasta)

James Schwerdt (Shasta Union HSD), 2015

Subregion 2-C (Counties: Lassen, Plumas)

Christopher Russell (Plumas County & USD), 2016

County Delegate

Brenda Duchii (Siskiyou COE), 2016

REGION 3 – 8 Delegates (8 elected)

Subregion 3-A (County: Sonoma)

Ron Abler (Forestville Union ESD), 2015

Ed Gilardi (Cotati-Rohnert Park USD), 2016

Subregion 3-B (County: Napa)

Indira Lopez (Calistoga Joint USD), 2015

Subregion 3-C (County: Solano)

David McCallum (Vacaville USD), 2015

Raymond V. Mommsen (Vallejo City USD), 2015

Patricia Shamansky (Fairfield-Suisun USD), 2016

Subregion 3-D (County: Marin)

Linda M. Jackson (San Rafael City Schools), 2016

County Delegate

Jennifer Kresge (Napa COE), 2015

REGION 4 – 8 Delegates (8 elected)

Subregion 4-A (Counties: Glenn, Tehama)

Barbara McIver (Red Bluff Jt. Union HSD), 2016

Subregion 4-B (Butte)

Mary Ellen Garrahy (Oroville City ESD), 2015

Subregion 4-C (Counties: Colusa, Sutter, Yuba)

Sharman Kobayashi (Yuba City USD), 2015

Jim Flurry (Marysville Joint USD), 2016

Subregion 4-D (Counties: Nevada, Placer, Sierra)

Trish Gerving (Nevada City SD), 2015

James Brian Vlahos (Roseville City SD), 2015

Renee Nash (Eureka Union SD), 2016

Region 4 County Delegate

Suzanne Jones (Placer COE), 2016

REGION 5 – 10 Delegates (7 elected/3 appointed)

Subregion 5-A (County: San Francisco)

Matt Haney (San Francisco County & USD), 2016

Emily Murase (San Francisco County & USD), 2015

Rachel Norton (San Francisco County & USD), 2015

Subregion 5-B (County: San Mateo)

Maria Diaz-Slocum (Redwood City ESD), 2015

Carrie Du Bols (Sequoia Union HSD), 2015

Kevin Martinez (San Bruno Park ESD), 2015

Marc Friedman (San Mateo Union HSD), 2016

Alisa MacAvoy (Redwood City ESD), 2016

Kalimah Salahuddin (Jefferson Union HSD), 2016

County Delegate

Beverly Gerard (San Mateo COE), 2015

REGION 6 – 19 Delegates (12 elected/7 appointed)

Subregion 6-A (County: Yolo)

Susan Lovenburg (Davis Joint USD), 2016

Subregion 6-B (County: Sacramento)

Jeannette Amavisca (Elk Grove USD), 2015

Michael Baker (Twin Rivers USD), 2015

Pam Costa (San Juan USD), 2015

Priscilla Cox (Elk Grove USD), 2015

John Gordon (Galt Joint Union ESD), 2015

Jay Hansen (Sacramento City USD), 2015

Susan Heredia (Natomas USD), 2015

Lisa Kaplan (Natomas USD), 2015

Edward Short (Folsom-Cordova USD), 2015

Craig DeLuz (Robla ESD), 2016

Lucinda E. Luttggen (San Juan USD), 2016

Bobbie Singh-Allen (Elk Grove USD), 2016

Teresa Stanley (Folsom-Cordova USD), 2016

Darrel H. Woo (Sacramento City USD), 2016

VACANT, 2016

Subregion 6-C (Counties: Alpine, El Dorado, Mono)

Suzanna George (Rescue Union ESD), 2015

Misty DiVittorio (Placerville Union USD), 2016

County Delegate

Bill Owens (Yolo COE), 2016

REGION 7 – 19 Delegates (15 elected/4 appointed)

Subregion 7-A (County: Contra Costa)

Teresa Gerringer (Lafayette ESD), 2015

Linda Mayo (Mt. Diablo USD), 2015

Yolanda Pena Mendrek (Liberty Union HSD), 2015

Charles Ramsey (West Contra Costa USD), 2015

Laura Canciamilla (Pittsburg USD), 2016

Kathi McLaughlin (Martinez USD), 2016

Raymond Valverde (Liberty Union HSD), 2016

Only highlighted Delegates are up for re-election or re-appointment in 2015. Please contact Delegates and confirm if they wish to continue serving on the Delegate Assembly before nominating them. If you have any questions, please contact Charlyn Tuter in Leadership Services at ctuter@csba.org or (800) 266-3382.

Subregion 7-B (County: Alameda)

Ann Crosbie (Fremont USD), 2015 ♦
Jody London (Oakland USD), 2015 ♦
Michael McMahon (Alameda USD), 2015
Lily K. Mei (Fremont USD), 2015
Diana J. Prola (San Leandro USD), 2015
Joaquin J. Rivera (Alameda COE), 2015
Valerie Arkin (Pleasanton USD), 2016
Rosie Torres (Oakland USD), 2016 ♦
Jamie Hintzke (Pleasanton USD), 2016
Amy Miller (Dublin USD), 2016
Nancy Thomas (Newark USD), 2016
County Delegate
Richard Asadoorian (Contra Costa COE), 2015

REGION 8 – 14 Delegates (12 elected/2 appointed)♦

Subregion 8-A (County: San Joaquin)

Matthew Balzarini (Lammersville Joint USD), 2015
Kathleen Garcia (Stockton USD), 2015 ♦
George Neely (Lodi USD), 2015
Gloria J. Allen (Stockton USD), 2016 ♦
Sam Fant (Manteca USD), 2016
Van-Ha To-Cowell (Lincoln USD), 2016
Ralph M. Womack (Lodi USD), 2016
Subregion 8-B (Counties: Amador, Calaveras, Tuolumne)
Zerrall McDaniel (Calaveras USD), 2015
Subregion 8-C (County: Stanislaus)
Eileen Hamilton (Turlock USD), 2015
Cynthia Lindsey (Sylvan Union ESD), 2015
Faye Lane (Ceres USD), 2016
Subregion 8-D (County: Merced)
Adam Cox (Merced City ESD), 2015
Ida Johnson (Merced Union HSD), 2016
County Delegate
VACANT, 2016

REGION 9 – 8 Delegates (8 elected)

Subregion 9-A (Counties: San Benito, Santa Cruz)

George Wylie (San Lorenzo Valley USD), 2015
Cynthia Hawthorne (Santa Cruz City Schools), 2016
Phil Rodriguez (Soquel Union ESD), 2016
Subregion 9-B (Monterey)
Lila Cann (Salinas Union HSD), 2015
Bettye Lusk (Monterey Peninsula USD), 2016
Subregion 9-C (San Luis Obispo)
Vicki Meagher (Lucia Mar USD), 2015
Mark Buchman (San Luis Coastal USD), 2016
County Delegate
John McPherson (Monterey COE), 2015

REGION 10 – 13 Delegates (10 elected/3 appointed)♦

Subregion 10-A (Counties: Madera, Mariposa)

Barbara Bigelow (Chawanakee USD), 2015
Subregion 10-B (County: Fresno)
Daniel Babshoff (Kerman USD), 2015
Valerie F. Davis (Fresno USD), 2015 ♦
Brian Heryford (Clovis USD), 2015 ♦
James Karle (Sanger USD), 2015
Kathy Spate (Caruthers USD), 2015
Randel M. Yano (Clay Joint ESD), 2015
Gilbert F. Coelho (Firebaugh-Las Deltas USD), 2016
Carol Mills (Fresno USD), 2016 ♦
Elizabeth J. Sandoval (Clovis USD), 2016
Norman Saude (Sierra USD), 2016
Subregion 10-C (County: Kings)
Karen Frey (Corcoran Joint USD) 2016
County Delegate
Barbara Thomas (Fresno COE), 2016

REGION 11 – 9 Delegates (9 elected)

Subregion 11-A (County: Santa Barbara)

Janet Zilli (Orcutt Union ESD), 2015
Jack Garvin (Santa Maria Joint Union HSD), 2016
Subregion 11-B (County: Ventura)
Christina Urias (Santa Paula Union HSD), 2015
John Walker (Ventura USD), 2015
Gregory Barker (Moorpark USD), 2016
Darlene A. Bruno (Hueneme ESD), 2016
Rob Collins (Simi Valley USD), 2016
Ana Del Rio-Barba (Oxnard ESD), 2016
County Delegate
Mark Lisagor (Ventura COE), 2015

REGION 12 – 13 Delegates (11 elected/2 appointed)♦

Subregion 12-A (County: Tulare)

Cathy Mederos (Tulare Joint Union HSD), 2015
Dean Sutton (Exeter Union ESD), 2015
Donna Martin (Visalia USD), 2016
Pete Lara (Porterville USD), 2016
Subregion 12-B (County: Kern)
Linda Brenner (Panama-Buena Vista Union SD), 2015
Martha Miller (Kern Union HSD), 2015 ♦
Deanna Rodriguez-Root (Richland SD), 2015
Jeff Stone (Norris SD), 2015
Lillian Tafoya (Bakersfield City ESD), 2015
William (Bill) H. Farris (Sierra Sands USD), 2016
Scott Starkey (Southern Kern USD), 2016
Mike Williams (Kern Union HSD), 2016 ♦
County Delegate
Donald Cowan (Kern COE), 2016

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REGION 15 – County: Orange

24 Delegates (18 elected/6 appointed) ◇

Ginny Aitkens (Saddleback Valley USD), 2015 ◇
Bonnie Castrey (Huntington Beach Union HSD), 2015
Judith Edwards (Fountain Valley ESD), 2015
Karin Freeman (Placentia-Yorba Linda USD), 2015
Celia Jaffe (Huntington Beach City ESD), 2015
Jose F. Moreno (Anaheim City SD), 2015
Bao Nguyen (Garden Grove USD), 2015 ◇
Rob Richardson (Santa Ana USD), 2015 ◇
Robert A. Singer (Fullerton Joint Union HSD), 2015
Suzie R. Swartz (Saddleback Valley USD), 2015
Lynn Thornley (Fullerton SD), 2015
VACANT, 2015
Dana Black (Newport-Mesa USD), 2016
Lauren Brooks (Irvine USD), 2016
Meg Cutuli (Los Alamitos USD), 2016
Judy Franco (Newport-Mesa USD), 2016
Cecilia Inglesias (Santa Ana USD), 2016 ◇
Lan Q. Nguyen (Garden Grove USD), 2016 ◇
Annemarie Randle-Trejo (Anaheim Union HSD), 2016 ◇
Rosemary Saylor (Huntington Beach City ESD), 2016
Francine Scinto (Tustin USD), 2016
Don Sedgwick (Saddleback Valley USD), 2016
Michael Simons (Huntington Beach Union HSD), 2016
County Delegate
John (Jack) Bedell (Orange COE), 2015

REGION 16 – 20 Delegate (15 elected/5 appointed) ◇

Subregion 16-A (County: Inyo)
Susan Patton (Lone Pine USD), 2015
Subregion 16-B (County: San Bernardino)
Christina Cameron-Otero (Needles USD), 2015
Chuck Christie (Yucaipa-Calimesa Joint USD), 2015
Lorena Corona (Fontana USD), 2015 ◇
Tom Courtney (Lucerne Valley USD), 2015
Karen Gray (Silver Valley USD), 2015
Sylvia Orozco (Chino Valley USD), 2015 ◇
Sharon Perong (San Bernardino City USD), 2015 ◇
Kathy A. Thompson (Central ESD), 2015
Charles Uhalley (Chaffey Joint Union HSD), 2015
Aynna Blackmon-Balogun (Fontana USD), 2016 ◇
Barbara J. Dew (Victor Valley Union HSD), 2016
Cathline Fort (Etiwanda ESD), 2016
Karen S. Morgan (Victor ESD), 2016
Caryn Payzant (Alta Loma ESD), 2016
Lynda Savage (San Bernardino City USD), 2016 ◇
Barbara Schneider (Helendale SD), 2016
Jane D. Smith (Yucaipa-Calimesa Jt. USD), 2016
Donna West (Redlands USD), 2016

As of 11/6/2014

Region 16 County Delegate

Mark Sumpter (San Bernardino COE), 2016

REGION 17 – County: San Diego

23 Delegates (17 elected/6 appointed) ◇

Kevin Beiser (San Diego USD), 2015 ◇
Marne Foster (San Diego USD), 2015 ◇
Twila Godley (Lakeside Union SD), 2015
Sharon C. Jones (San Diego COE), 2015
Janet W. Mulder (Jamul-Dulzura Union ESD), 2015
Dawn Perfect (Ramona USD), 2015
Penny Ranftle (Poway USD), 2015 ◇
Barbara Ryan (Santee ESD), 2015
Priscilla Schreiber (Grossmont Union HSD), 2015
Emma Turner (La Mesa-Spring Valley SD), 2015
VACANT (Sweetwater Union HSD), 2015 ◇
Elvia Aguilar (South Bay Union ESD) 2016
Barbara Avalos (National SD), 2016
Scott Barnett (San Diego USD), 2016 ◇
Marissa A. Bejarano (Chula Vista ESD), 2016
Katie Dexter (Lemon Grove SD), 2016
Barbara Groth (San Dieguito Union HSD), 2016
Adrienne Hakes (Oceanside USD), 2016
Elizabeth Jaka (Vista USD), 2016
Jay Petrek (San Marcos USD), 2016
Richard Smith (Bonsall Union ESD), 2016
VACANT (Sweetwater Union HSD), 2016 ◇
County Delegate
Susan Hartley (San Diego COE), 2015

REGION 18 – 21 Delegates (16 elected/5 appointed) ◇

Subregion 18-A (Riverside)
Alejandro Cassadas (Banning USD), 2015
Gayle A. Cloud (Riverside USD), 2015 ◇
Robin J. Crist (Murrieta Valley USD), 2015
Bruce N. Dennis (Riverside COE), 2015
Memo Mendez (Jurupa USD), 2015
Bill Newberry (Corona-Norco USD), 2015 ◇
John I. Norman (San Jacinto USD), 2015
Sandra Tusan (Romoland ESD), 2015
Tracey B. Vackar (Moreno Valley USD), 2015 ◇
Stanley Crippen (Lake Elsinore USD), 2016
Tom Elliott (Perris ESD), 2016
Tom R. Hunt (Riverside USD), 2016 ◇
Ben Johnson, II (Alvord USD), 2016
Marla Kirkland (Val Verde USD), 2016
Elizabeth Romero (Riverside COE), 2016
Cathy L. Sciortino (Corona-Norco USD), 2016 ◇
Susan Scott (Lake Elsinore USD), res 2016

LIST OF ALL DELEGATES WITH EXPIRATION TERMS
Nomination and biographical sketch forms are due January 7, 2015

Only highlighted Delegates are up for re-election or re-appointment in 2015. Please contact Delegates and confirm if they wish to continue serving on the Delegate Assembly before nominating them. If you have any questions, please contact Charlyn Tuter in Leadership Services at ctuter@csba.org or (800) 266-3382.

Subregion 18-B (Imperial)

Ralph Fernandez (Brawley Union HSD), 2015
Diahna Garcia-Ruiz (Heber ESD), 2015
Frances Terrazas (El Centro ESD), 2016
Region 18 County Delegate
Jay Hoffman (Riverside COE), 2016

REGION 20 – County: Santa Clara
12 Delegates (11 elected/1 appointed) ◇

Danielle Cohen (Campbell Union ESD), 2015
Richard M. Garcia (San Jose USD), 2015 ◇
Albert Gonzalez (Santa Clara USD), 2015
Anjali Kausar (Cupertino Union SD), 2015
Nancy A. Newton (Fremont Union HSD), 2015
George Sanchez (Franklin-McKinley ESD), 2015
Robert Benevento (Morgan Hill USD), 2016
Frank Biehl (East Side Union HSD), 2016
Cynthia Chang (Los Gatos-Saratoga Joint Union HSD), 2016
Judy Hannemann (Mountain View-Los Altos Union HSD), 2016
Pamela Parker (Campbell Union HSD), 2016
County Delegate
Darcie Green (Santa Clara COE), 2016

REGION 21 – County: Los Angeles
7 Delegates (7 appointed) ◇

Tamar Galatzan (Los Angeles USD), 2015 ◇
Monica Garcia (Los Angeles USD), 2017 ◇
George McKenna (Los Angeles USD), 2015 ◇
Monica Ratliff (Los Angeles USD), 2017 ◇
Richard Vladovic (Los Angeles USD), 2015 ◇
Steven Zimmer (Los Angeles USD), 2017 ◇
County Delegate
Douglas Boyd (Los Angeles COE), 2016 ◇

REGION 22 – North Los Angeles – Los Angeles County
6 Delegates (6 elected)

John K. Curiel (Westside Union ESD), 2015
R. Michael Dutton (Antelope Valley Union SD), 2015
Steven M. Sturgeon (William S. Hart Union HSD), 2015
Gwendolyn Farrell (Westside Union ESD), 2016
Christy Smith (Newhall SD), 2016
Donita J. Winn (Antelope Valley Union HSD), 2016

REGION 23 – San Gabriel Valley and East Los Angeles County
16 Delegates (13 elected/3 appointed) ◇

Subregion 23-A

Robert Gin (Alhambra USD), 2015
Richard A. Sonner (South Pasadena USD), 2015
Bob Bruesch (Garvey ESD), 2016
Gary Scott (San Gabriel USD), 2016
Alexandra Zucco (Monrovia USD), 2016

Subregion 23-B

Hector Chacon (Montebello USD), 2015 ◇
Heidi L. Gallegos (Rowland USD), 2015
Helen Hall (Walnut Valley USD), 2015
Benjamin Cardenas, (Montebello USD), 2016 ◇
Anthony Duarte (Hacienda La Puente USD), 2016

Subregion 23-C

Christina Lucero (Baldwin Park USD), 2015
Eileen Miranda Jimenez (West Covina USD), 2015
Roberta A. Perlman (Pomona USD), 2015 ◇
Xilonin Cruz-Gonzalez (Azusa USD), 2016
Camie Poulos (West Covina USD), 2016
Paul Solano (Bassett USD), 2016

REGION 24 – Southwest Crescent – Los Angeles County
16 Delegates (14 elected/2 appointed) ◇

Maynard G. Law (ABC USD), 2015
Mark Morris (Downey USD), 2015
Sharon Stys (South Whittier ESD), 2015
Sophia M. Tse (ABC USD), 2015
Ana Valencia (Norwalk-La Mirada USD), 2015
Felton Williams (Long Beach USD), 2015 ◇
VACANT, 2015
Leighton Anderson (Whittier Union HSD), 2016
Paul Gardiner (East Whittier City ESD), 2016
Eugene M. Krank (Hawthorne SD), 2016
Sylvia V. Macias (South Whittier ESD), 2016
John McGinnis (Long Beach USD), 2016 ◇
Karen Morrison (Norwalk-La Mirada USD 2016
Ann Phillips (Lawndale ESD), 2016
Margarita Rios (Norwalk-La Mirada USD), 2016
Emma Sharif (Compton USD), 2016



Frequently Asked Questions regarding Delegate Assembly Nominations and Elections

Who is eligible to serve on Delegate Assembly? To be eligible to serve on CSBA's Delegate Assembly, a board member must:

- Be a trustee of a district or county office of education that is a current member of CSBA; and
- Be a trustee of a district or county office of education within the geographic region or subregion which the Delegate will represent.

What is the term of office to serve on Delegate Assembly? The term of office for each Delegate is two years beginning April 1, 2015 through March 31, 2017. Within each region, approximately half of the Delegates are elected in even-numbered years and half in odd-numbered years.

How is a board member nominated to serve on the Delegate Assembly? A board member must be formally nominated by a board in the region or subregion and may be nominated by his or her own district or county office. The nomination is an action that is taken in a public board meeting and requires a majority vote. A board may nominate as many individuals as it wishes, however, it is the responsibility of the nominating board to obtain permission from the nominee prior to submitting his or her name.

What does a nomination consist of? A nomination consists of a completed signed nomination and a one-page candidate biographical sketch form. In addition, an optional, one-page, single-sided, résumé may also be submitted, (résumé cannot be substituted for the candidate biographical sketch form). The biographical sketch will be copied exactly as submitted and included with the ballots.

When are the nomination and biographical sketch forms due? It is critical that nominations and candidate biographical sketch forms be delivered to the CSBA office, by fax or postmarked by the U.S.P.S. on or before **Wednesday, January 7, 2015**. *It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department.*

How are nominees elected to serve on Delegate Assembly? Ballots are mailed by February 2 to each district or county board within the region or subregion that has a vacancy. Ballots must be delivered to CSBA via U.S.P.S. by Monday, March, 16 in order to be accepted. Ballots may not be faxed.

Voting for Delegates is an action of the entire board rather than individual board members; therefore, it is done at a public meeting and requires a majority vote. Each board may vote for as many persons as there are positions to be filled within the region or subregion. All districts and candidates are notified of the results no later than March 31. If there is a tie vote, a run-off election will be held.

What are the required Delegate Assembly meeting dates? There are two Delegate Assembly meetings each year, one in May 16-17, 2015 in Sacramento and one on December 2-3, 2015 preceding the CSBA Annual Education Conference and Trade Show in San Diego.

Does CSBA cover expenses for Delegates to attend the Delegate Assembly meetings? No, CSBA is not able to cover expenses.

For additional information, please contact the Leadership Services department at (800) 266-3382.

Center Joint Unified School District

Dept./Site: Superintendent's Office	AGENDA REQUEST FOR:
To: Board of Trustees	Action Item <u> X </u>
Date: November 29, 2014	Information Item <u> </u>
From: Scott A. Loehr, Superintendent	# Attached Pages <u> </u>
Principal/Administrator Initials: _____	

SUBJECT: Second Reading: Board Policies/Regulations/Exhibits

- Replace BP 0200 Goals for the School District
- Replace BP/AR 3260 Fees and Charges
- Replace BP 3280 Sale or Lease of District-Owned Real Property
- Replace AR 3460 Financial Reports and Accountability
- Replace BP 3513.3 Tobacco-Free Schools
- Replace E 4112.9/4212.9/4312.9 Employee Notifications
- Replace AR 4117.14/4317.14 Postretirement Employment
- Replace AR 4117.7/4317.7 Employment Status Reports
- Replace BP 5131.62 Tobacco
- Replace BP/AR 5144 Discipline
- Replace BP/AR 5144.1 Suspension and Expulsion/Due Process
- Replace E 5145.6 Parental Notifications
- Replace BP 6141.5 Advanced Placement
- Replace BP 6142.92 Mathematics Instruction
- Replace BP 6151 Class Size
- Delete AR 6151 Class Size
- Replace BP 6162.5 Student Assessment
- Replace BP 6162.54 Test Integrity/Test Preparation
- Replace BP/AR 6184 Continuation Education
- Replace BB 9324 Minutes and Recordings
- Replace AR/E 1312.4 Williams Uniform Complaint Procedures
- Replace BP 1330 Use of School Facilities
- Replace BP/AR 4112.2 Certification
- Replace BP/AR 4112.21 Interns
- Replace BP/AR 4115 Evaluation/Supervision
- Replace BP 4117.3 Personnel Reduction
- Delete BP 4131.1 Beginning Teacher Support/Induction
- Add BP/AR 4131.1 Teacher Support and Guidance
- Delete BP/AR 4138 Mentor Teachers
- Replace BP 4315 Evaluation/Supervision
- Delete BP 4315.1 Staff Evaluating Teachers
- Replace E 4319.21 Professional Standards
- Replace BP 5147 Dropout Prevention
- Delete BP 5149 At-Risk Students
- Replace AR 6146.2 Certificate of Proficiency/High School Equivalency
- Replace BP/AR 6172 Gifted and Talented Student Program
- Replace E 9323.2 Actions by the Board
- Replace AR 3554 Other Food Sales
- Replace AR 4112.42/4212.42/4312.42 Drug and Alcohol Testing for School Bus Drivers
- Replace BP 6142.94 History-Social Science Instruction
- Replace AR 6159.4 Behavioral Interventions for Special Education Students
- Replace BB 9223 Filling Vacancies
- Replace BB 9230 Orientation
- Replace BP/AR/E 5131.2 Bullying Prevention

RECOMMENDATION: CJUSD Board of Trustees approve the second reading of presented policies/regulations/exhibits.

GOALS FOR THE SCHOOL DISTRICT

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

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 9000 - Role of the Board)

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

Note: Education Code 52060-52077, as added by AB 97 (Ch. 47, Statutes of 2013), require the Governing Board to adopt a three-year local control and accountability plan (LCAP) by July 1, 2014, and to update the LCAP on or before July 1 of each subsequent year; see BP/AR 0460 - Local Control and Accountability Plan. Pursuant to Education Code 52060, the LCAP must include annual goals, aligned with eight specified state priorities and any local priorities established by the Board, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52052, a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when there are at least 30 students in the subgroup (or at least 15 foster youth) 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 with approval by the State Board of Education.

5 CCR 15497, as added by Register 2014, No. 6, provides a template that the district must use to detail its actions and expenditures to support student outcomes and overall performance. Pursuant to this template, the district may organize its goals for the eight state priorities into three categories: (1) conditions of learning, including Williams compliance (teacher qualifications, access to instructional materials, and facilities in good repair), implementation of Common Core State Standards, and student access to a broad course of study; (2) student outcomes, including student achievement as measured by specified indicators and student outcomes in the course of study; and (3) engagement, including parent involvement, student engagement, and school climate. A district goal may address multiple priorities, and the district also may identify school sites and student subgroups that have the same goals and may group and describe those goals together.

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6159 - Individualized Education Program)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

GOALS FOR THE SCHOOL DISTRICT (continued)

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

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

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0440 - District Technology Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

Legal Reference: (see next page)

GOALS FOR THE SCHOOL DISTRICT (continued)

Legal Reference:

EDUCATION CODE

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

42238.01-42238.07 *Local control funding formula*

44258.9 *County superintendent review of teacher assignment*

51002 *Local development of programs based on stated philosophy and goals*

51020 *Definition of goal*

51021 *Definition of objective*

51041 *Evaluation of the educational program*

51210 *Course of study for grades 1-6*

51220 *Course of study for grades 7-12*

52050-52059 *Public Schools Accountability Act, especially:*

52052 *Academic Performance Index; numerically significant student subgroups*

52060-52077 *Local control and accountability plan*

60119 *Sufficiency of textbooks and instructional materials; hearing and resolution*

64000-64001 *Consolidated application process*

CODE OF REGULATIONS, TITLE 5

15497 *Local control and accountability plan template*

UNITED STATES CODE, TITLE 20

6311 *Accountability, adequate yearly progress*

6312 *Local educational agency plan*

Management Resources:

CSBA PUBLICATIONS

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

WEB SITES

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

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

Center USD

Board Policy

Goals For The School District

BP 0200

Philosophy, Goals, Objectives and Comprehensive Plans

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement and needs of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities and shall be limited in number so as to be reasonably achievable within established timelines.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 9000 - Role of the Board)

When developing the district's goals, the Board shall consider the following areas:

1. Developing curriculum, assessments, and instructional materials that are aligned with the state's content standards, frameworks, and assessments

(cf. 6141 - Curriculum Development and Evaluation)

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

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

2. Maintaining safe and orderly campuses which promote learning

(cf. 0450 - Comprehensive Safety Plan)

3. Ensuring that all students achieve proficiency in essential areas of skill and knowledge and attain the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6178 - Career Technical Education)

4. Providing for the specialized needs of identified groups of students, including providing necessary support and intervention programs and closing the gap between low-achieving and high-achieving students

- (cf. 5149 - At-Risk Students)
- (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
- (cf. 6164.6 - Identification and Education Under Section 504)
- (cf. 6172 - Gifted and Talented Student Program)
- (cf. 6174 - Education for English Language Learners)
- (cf. 6179 - Supplemental Instruction)

5. Providing a system of shared accountability for student achievement with clear performance standards and consequences

- (cf. 0510 - School Accountability Report Card)
- (cf. 2140 - Evaluation of the Superintendent)
- (cf. 4115 - Evaluation/Supervision)
- (cf. 4215 - Evaluation/Supervision)
- (cf. 4315 - Evaluation/Supervision)
- (cf. 9400 - Board Self-Evaluation)

6. Promoting student health, nutrition, and physical activity in order to enhance learning

- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 5030 - Student Wellness)
- (cf. 6142.7 - Physical Education)
- (cf. 6142.8 - Comprehensive Health Education)

7. Developing each student's self-respect, respect for others, appreciation for diversity, and sense of personal responsibility

- (cf. 5137 - Positive School Climate)
- (cf. 6141.6 - Multicultural Education)
- (cf. 6142.3 - Civic Education)

8. Allocating time and resources for staff collaboration, planning, and professional development activities aligned with the district's goals

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

9. Maintaining fiscal integrity for the district and aligning resources to instructional needs and priorities for student achievement

- (cf. 3100 - Budget)
- (cf. 3400 - Management of District Assets/Accounts)
- (cf. 3460 - Financial Reports and Accountability)

10. Improving the organization, management, and decision-making structure and capabilities of the district to better support the education of students

(cf. 0420.5 - School-Based Decision Making)

(cf. 2000 - Concepts and Roles)

11. Employing technology in ways that enhance learning, teaching, and noninstructional operations

(cf. 0440 - District Technology Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 6163.4 - Student Use of Technology)

12. Providing and maintaining facilities to meet the needs of present and future students

(cf. 7000 - Concepts and Roles)

(cf. 7110 - Facilities Master Plan)

13. Maintaining positive relations with parents/guardians and the community, emphasizing communication and inviting participation in the schools

(cf. 1100 - Communication with the Public)

(cf. 1113 - District and School Web Sites)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1240 - Volunteer Assistance)

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

(cf. 6020 - Parent Involvement)

14. Collaborating with other public agencies and private organizations to ensure that children's physical, social, and emotional needs are met

(cf. 1020 - Youth Services)

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

Each goal shall include measurable standards, performance indicators, and benchmarks that can be used to determine the district's progress toward meeting that goal.

The Superintendent or designee shall, with the involvement of district and school site staff, develop a strategic plan containing short-term objectives, actions, and timelines designed to enable the district to achieve its long-term goals. The Superintendent or designee shall also ensure that district improvement plans and reform efforts are aligned with the district's goals.

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 0520.4 - Quality Education Investment Schools)
(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that these goals are communicated to staff, parents/guardians, students, and the community and that those groups are given an opportunity to provide feedback to the district about the goals.

Monitoring and Evaluation

The Board shall regularly monitor the progress of the district's efforts in achieving the goals. To that end, the Superintendent or designee shall provide the Board with the necessary data and analysis to help the Board evaluate the effectiveness of the district's efforts. These data shall include an analysis of the progress based on the performance indicators and benchmarks for each goal, as well as other measures of student achievement, such as the Academic Performance Index, Adequate Yearly Progress, student attendance, and graduation rates.

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)
(cf. 9322 - Agenda/Meeting Materials)

If the Board determines that sufficient progress is not being made toward a particular goal, the Board and Superintendent shall determine what types of additional district resources and support should be provided so that progress in increasing student achievement can be made. District goals shall be revised as necessary.

Legal Reference:

EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability

33400-33407 CDE evaluation of district programs

44660-44665 Evaluation of certificated employees

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

51021 Definition of objective

51041 Evaluation of the educational program

52050-52059 Public Schools Accountability Act

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

15440-15463 Standards and criteria for fiscal accountability

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress

6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2006

Maximizing School Board Governance: Vision, 1996

WEB SITES

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

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

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

FEES AND CHARGES

Note: Pursuant to Education Code 49011, a district is prohibited from requiring students to pay a fee, deposit, or other charge in order to participate in an educational activity as defined in Education Code 49010. A district is also required to provide the supplies, materials, and equipment needed by students to participate in educational activities. Additionally, Education Code 49011 clarifies that an otherwise impermissible fee would not be made permissible by the provision of a waiver for some students. However, pursuant to 5 CCR 350, a district is permitted, in certain circumstances, to impose fees that are specifically authorized by law. See the accompanying administrative regulation for a list of permissible fees.

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

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

(cf. 3100 - Budget)

(cf. 6145 - Extracurricular and Cocurricular Activities)

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

(cf. 3250 - Transportation Fees)

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

Note: The following optional paragraph may be revised to reflect district practice. The prohibition against student fees pursuant to Education Code 49011 does not restrict districts from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such fundraising activities.

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

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3290 - Gifts, Grants and Bequests)

FEES AND CHARGES (continued)

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

Note: Pursuant to Education Code 49013, a district is mandated to adopt a policy which allows complaints to be filed using the uniform complaint procedures when the district is alleged to have violated the prohibition against requiring unauthorized student fees. See BP/AR 1312.3 - Uniform Complaint Procedures for language implementing this mandate.

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

(cf. 1312.3 - Uniform Complaint Procedures)

Note: Education Code 49013 provides for districts found in violation of the prohibition against requiring student fees to design a remedy which may include reasonable efforts to fully identify and reimburse all affected individuals as specified in 5 CCR 4600, as amended by Register 2013, No. 38.

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

Note: Education Code 49013 requires the district to include information about the prohibition against requiring unauthorized student fees in the annual notification required pursuant to 5 CCR 4622.

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

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

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

The Superintendent or designee may provide additional information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

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

Legal Reference: (see next page)

FEES AND CHARGES (continued)

Legal Reference:

EDUCATION CODE

- 8239 Preschool and wraparound child care services*
- 8250 Child care and development services for children with disabilities*
- 8263 Child care eligibility*
- 8482.6 After School Education and Safety programs*
- 8760-8774 Outdoor science and conservation programs*
- 17453.1 District sale or lease of Internet appliances or personal computers to students or parents*
- 17551 Property fabricated by students*
- 19910-19911 Offenses against libraries*
- 32033 Eye protective devices*
- 32221 Insurance for athletic team member*
- 32390 Fingerprinting program*
- 35330-35332 Excursions and field trips*
- 35335 School camp programs*
- 38080-38086 Cafeteria establishment and use*
- 38120 Use of school band equipment on excursions to foreign countries*
- 39801.5 Transportation for adults*
- 39807.5 Payment of transportation costs*
- 39837 Transportation of students to places of summer employment*
- 48050 Residents of adjoining states*
- 48052 Tuition for foreign residents*
- 48904 Liability of parent or guardian*
- 49010-49013 Student fees*
- 49065 Charge for copies*
- 49066 Grades, effect of physical education class apparel*
- 49091.14 Prospectus of school curriculum*
- 51810-51815 Community service classes*
- 52612 Tuition for adult classes*
- 52613 Nonimmigrant aliens*
- 56504 School records; students with disabilities*
- 60410 Students in classes for adults*

GOVERNMENT CODE

- 6253 Request for copy; fee*

CALIFORNIA CONSTITUTION

- Article 9, Section 5 Common school system*

CODE OF REGULATIONS, TITLE 5

- 350 Fees not permitted*
- 4600-4687 Uniform complaint procedures*

UNITED STATES CODE, TITLE 8

- 1184 Foreign students*

Legal Reference continued: (see next page)

FEES AND CHARGES (continued)

Legal Reference: (continued)

COURT DECISIONS

Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

WEB SITES

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

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

Center USD

Board Policy

Fees And Charges

BP 3260

Business and Noninstructional Operations

The Governing Board desires to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3100 - Budget)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges, the district shall consider students' and parents/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.

(cf. 3250 - Transportation Fees)

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall include information in the annual notification required by 5 CCR 4622 to be provided to all district students, parents/guardians, employees, and other interested parties about the requirements relating to the prohibition against districts requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures. (Education Code 49013)

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

The Superintendent or designee shall provide professional development opportunities to administrators, teachers, and other personnel to learn about permissible fees.

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

Legal Reference:

EDUCATION CODE

8239 *Preschool and wraparound child care services*
8263 *Child care eligibility*
8760-8773 *Outdoor science and conservation programs*
17551 *Property fabricated by students*
19910-19911 *Offenses against libraries*
32033 *Eye protective devices*
32221 *Insurance for athletic team member*
32390 *Fingerprinting program*
35330-35332 *Excursions and field trips*
35335 *School camp programs*
38080-38085 *Cafeteria establishment and use*
38120 *Use of school band equipment on excursions to foreign countries*
39807.5 *Payment of transportation costs*
39837 *Transportation of students to places of summer employment*
48050 *Residents of adjoining states*
48052 *Tuition for foreign residents*
48904 *Liability of parent or guardian*
49010-49013 *Student fees*
49065 *Charge for copies*
49066 *Grades, effect of physical education class apparel*
49091.14 *Prospectus of school curriculum*
51810-51815 *Community service classes*
52612 *Tuition for adult classes*
52613 *Nonimmigrant aliens*
60410 *Students in classes for adults*

GOVERNMENT CODE

6253 *Request for copy; fee*

CALIFORNIA CONSTITUTION

Article 9, Section 5 *Common school system*

CODE OF REGULATIONS, TITLE 5

350 *Fees not permitted*

4622 *Notice*

UNITED STATES CODE, TITLE 8

1184 *Foreign students*

COURT DECISIONS

Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources: (see next page)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

1030.97 Fiscal Management Advisory 97-02: Fees, Deposits and Other Charges

WEB SITES

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

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

FEES AND CHARGES

Note: Pursuant to 5 CCR 350, districts may charge fees only when specifically authorized by law. The following list specifies fees currently authorized by law. Other permissible fees may exist and be identified in the future.

Pursuant to Education Code 49011, a district is prohibited from requiring a student to pay fees or charges in order to participate in an educational activity. A complaint alleging the unauthorized charging of student fees may be filed in accordance with the uniform complaint procedures; see the accompanying Board policy and BP/AR 1312.3 - Uniform Complaint Procedures. Districts with questions as to whether a particular fee may be charged should consult with legal counsel.

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

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

(cf. 5143 - Insurance)

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

(cf. 6153 - School-Sponsored Trips)

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

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

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

(cf. 6142.5 - Environmental Education)

Note: Education Code 17551 permits the district to sell to a student any nonperishable property of the district which has been fabricated by the student, as provided in item #6 below. California Department of Education (CDE) Fiscal Management Advisory 12-02 clarifies that this cost applies to materials the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects.

FEES AND CHARGES (continued)

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

(cf. 3250 - Transportation Fees)

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)
9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

<p>Note: Education Code 17453.1 permits the district to sell or lease Internet appliances or personal computers to students as provided in item #10 below. CDE Fiscal Management Advisory 12-02 defines "Internet appliance" as a technological product that allows connection or access to an online educational network and clarifies that Internet appliances and personal computers are deemed supplemental and not an essential part of a district's educational program.</p>
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10. Sale or lease of Internet appliances or personal computers for the purpose of providing access to the district's educational computer network, at no more than cost, as long as the district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 - District Technology Plan)
(cf. 6163.4 - Student Use of Technology)

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

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

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

(cf. 3514.1 - Hazardous Substances)
(cf. 5142 - Safety)

FEES AND CHARGES (continued)

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

(cf. 5125 - Student Records)

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

(cf. 1340 - Access to District Records)

(cf. 5020 - Parent Rights and Responsibilities)

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

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

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

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

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

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

(cf. 5111.2 - Nonresident Foreign Students)

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

(cf. 6200 - Adult Education)

FEES AND CHARGES (continued)

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

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

20. After School Education and Safety Programs, as long as no eligible student is denied the ability to participate because of inability to pay the fee (Education Code 8482.6)

Note: In Fiscal Management Advisory 12-02, the CDE lists item #21 below as permissible. Districts with questions concerning this item should consult legal counsel.

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.5 - Advanced Placement)

Note: In its Addendum to Fiscal Management Advisory 12-02 issued in October 2013, the CDE clarifies that a district that requires its students to wear a cap and gown as a condition for their participation in the high school graduation ceremony may not require such students to purchase the cap and gown. CDE recommends that such districts provide the graduates with a cap and gown for their use at the graduation ceremony and inform them that those interested may purchase a cap and gown from a vendor.

Center USD

Administrative Regulation

Fees And Charges

AR 3260

Business and Noninstructional Operations

The district shall not require any district student to pay any fees, deposits, or charges except as specifically authorized by law. (Education Code 49011; 5 CCR 350)

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption for financial hardship (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program (Education Code 32390)

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

5. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district (Education Code 17551)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and as long as exemptions are made for indigent and disabled students (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

8. Transportation to and from summer employment programs for youth (Education Code 39837)
9. Deposit for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120) AR 3260(b)
10. Fees for community service classes (Education Code 51815)

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

11. Eye safety devices, at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 5142 - Safety)

12. Actual cost of furnishing copies of any student's records except, if he/she is a former student, up to two transcripts or two verifications of his/her various records (Education Code 49065)

(cf. 5125 - Student Records)

13. Actual costs of duplication for copies of public records (Government Code 6253)

(cf. 1340 - Access to District Records)

14. Actual costs of duplication for reproduction of the prospectus of school curriculum (Education Code 49091.14)

(cf. 5020 - Parent Rights and Responsibilities)

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

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

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

16. Fines or reimbursements for lost or damaged district property or damage to library property (Education Code 19910-19911, 48904)

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

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

(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, and classes as specified in law (Education Code 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services (Education Code 8239, 8263)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

20. Physical education uniforms

(cf. 6142.7 - Physical Education and Activity)

21. Rental or lease of personal property needed for district purposes, such as caps and gowns used by seniors in graduation ceremonies (Education Code 38119)

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.

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 in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

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

Note: Pursuant to Education Code 17388, 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 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").

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

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

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. 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.

Upon determination that district property is no longer needed, or may not be needed until some future time, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease. Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in applicable law. (Education Code 17230, 17387-17391, 17457.5, 17464, 17485-17500; Government Code 54222, 65402)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

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, 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 school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

Resolution of Intention to Sell or Lease

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

(cf. 9320 - Meetings and Notices)

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

(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)

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

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

Note: Pursuant to Education Code 17462, the proceeds derived from the sale or lease of surplus property must be used for capital outlay or maintenance. 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. 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 Superintendent or designee shall ensure that the proceeds from the sale, or lease with an option to purchase, of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

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.

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

(cf. 7214 - General Obligation Bonds)

- c. The real property is not suitable to meet projected school construction needs for the next 10 years.
2. The Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district.

Legal Reference: (see next page)

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

Legal Reference:

EDUCATION CODE

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

17230-17234 *Surplus property*

17385 *Conveyances to and from school districts*

17387-17391 *Advisory committees for use of excess school facilities*

17400-17429 *Leasing property*

17430-17447 *Leasing facilities*

17453 *Lease of surplus district property*

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

17457.5 *Offer to charter school*

17462.3 *State Allocation Board program to reclaim funds*

17463.7 *Proceeds for general fund purposes*

17485-17500 *Surplus school playground (Naylor Act)*

17515-17526 *Joint occupancy*

17527-17535 *Joint use of district facilities*

33050 *Request for waiver*

38130-38139 *Civic Center Act*

GOVERNMENT CODE

54220-54232 *Surplus land, especially:*

54222 *Offer to sell or lease property*

54950-54963 *Brown Act, especially:*

54952 *Legislative body, definition*

PUBLIC RESOURCES CODE

21000-21177 *California Environmental Quality Act*

CODE OF REGULATIONS, TITLE 2

1700 *Definitions related to surplus property*

COURT DECISIONS

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, May 2008

WEB SITES

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

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

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

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

Center USD

Board Policy

Sale Or Lease Of District-Owned Real Property

BP 3280

Business and Noninstructional Operations

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space and 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)

Upon determination that district property is no longer needed or may not be needed until some future time, the Board may offer to sell or lease district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, Education Code 17230, 17464, 17485-17500, and Government Code 54222.

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

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

- (cf. 1220 - Citizen Advisory Committees)

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 regular, 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. 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)

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 in accordance with Education Code 17470.

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 any written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

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

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

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

(cf. 1431 - Waivers)
(cf. 9320 - Meetings and Notices)

Use of Proceeds

The Superintendent or designee shall ensure that proceeds from the sale or lease with an

option to purchase of district surplus property are used in accordance with law.
(Education Code 17462; 2 CCR 1700)

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

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

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

(cf. 3111 - Deferred Maintenance Funds)

2. 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)

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

Prior to exercising this authority, 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. (Education Code 17463.7)

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:

17463.7 Proceeds for general fund purposes

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy
17527-17535 Joint use of district facilities
33050 Request for waiver
38130-38139 Civic Center Act

GOVERNMENT CODE

54220-54232 Surplus land, especially:
54222 Offer to sell or lease property
54950-54963 Brown Act, especially:
54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

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

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, September 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, May 2008

WEB SITES

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

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

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

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

FINANCIAL REPORTS AND ACCOUNTABILITY

Interim Reports

Note: Education Code 42130 requires that the district issue two interim fiscal reports; see the accompanying Board policy for information about the use of these reports to certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years.

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

Note: Interim reports must be based on the criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are specified in 5 CCR 15453-15464, as amended by Register 2013, No. 49, and address the areas listed below. As amended, 5 CCR 15453 and 15460 replace the standard for revenue limits with a standard for LCFF revenue beginning in the 2014-15 fiscal year. 5 CCR 15460 provides that projected LCFF revenue for the current fiscal year or any of the two subsequent fiscal years should not have changed by more than two percent since budget adoption.

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

(cf. 3100 - Budget)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

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

(cf. 3110 - Transfer of Funds)

Audit Report

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Note: Pursuant to Education Code 41020, each year the district is required to arrange for an independent audit of all the district's funds. The audit must be approved by the Governing Board and submitted to the County Superintendent of Schools, California Department of Education (CDE), and State Controller within specified timelines. See the accompanying Board policy.

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

Note: The following paragraph is **optional**. Governmental Accounting Standards Board (GASB) Statement 34 contains requirements for the contents of the district's annual audited financial reports.

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

Note: Pursuant to Education Code 41020, the audit must include an audit of income and expenditures for all district funds, as provided below. Additionally, AB 97 (Ch. 47, Statutes of 2013) amended Education Code 41020 to require that the audit include a determination of whether funds were expended in accordance with the district's local control and accountability plan (LCAP). Pursuant to Education Code 52061, as added by AB 97 and amended by SB 97 (Ch. 357, Statutes of 2013), the annual update to the LCAP must list expenditures for specific actions to be taken to achieve the goals in the LCAP, including expenditures for services to English learners, foster youth, and students eligible for free and reduced-price meals. See BP/AR 0460 - Local Control and Accountability Plan for requirements pertaining to the LCAP.

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

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3430 - Investing)
(cf. 3451 - Petty Cash Funds)
(cf. 3452 - Student Activity Funds)
(cf. 3551 - Food Service Operations/Cafeteria Fund)

Note: The following **optional** paragraph is for use by districts that elect to participate in the school district of choice program (Education Code 48300-48316); see BP/AR 5117 - Interdistrict Attendance. Pursuant to Education Code 48301, any district that elects to participate in the school district of choice program must ensure that its annual financial audit includes a review of the district's compliance with program requirements to establish a random, unbiased process for student admittance and to provide appropriate and factually accurate parent/guardian communications. A summary of any audit exceptions found by the auditor must be included in reports to each geographically adjacent school district, the county office of education, CDE, and Department of Finance as required by Education Code 48313.

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

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

(cf. 5117 - Interdistrict Attendance)

Note: Pursuant to 31 USC 7502, Office of Management and Budget (OMB) Circular A-133, and subsequent compliance supplements, whenever the district expends \$500,000 or more in federal funds during a fiscal year, its audit of federal funds must be submitted to the federal audit clearinghouse designated by the OMB within the timelines specified below. Although submission of the report is often done by the auditor, it is the district's responsibility to ensure that it is submitted on time.

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

Note: Pursuant to Education Code 41344 and 41344.1, the district may appeal to the Education Audit Appeals Panel (EAAP) when an audit finding requires the district to repay an apportionment or pay a penalty. If the EAAP finds that there has been substantial compliance with the law, it may waive or reduce repayments or order other remedial measures to induce future compliance.

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

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

Fund Balance

Note: The following optional section reflects GASB Statement 54, which addresses the manner in which fund balances in the general fund must be reported in external financial reports. Pursuant to GASB 54, the Board has sole authority to specify purposes of committed funds (item #3 below) and also must express, or delegate the authority to express, intended purposes of resources resulting in the assigned fund balance (item #4 below); see BP 3100 - Budget.

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

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Note: When applicable, Education Code 42127.5 requires districts to report the reasons for a negative unrestricted fund balance or negative cash balance. "Unrestricted funds" are any funds that are not constrained by law to be spent on specific purposes and which therefore may be spent as the Board deems appropriate. Such funds may be reported in the committed fund balance, assigned fund balance, or unassigned fund balance as provided in items #3-5 in the section "Fund Balance" above.

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

Non-Voter-Approved Debt Report

Note: The following section addresses notices regarding the issuance of revenue bonds, certificates of participation, and other non-voter-approved debts. Pursuant to Education Code 17150 and 17150.1, the County Superintendent and county auditor may, within 15 days of receiving these notices from the district, comment publicly to the Board regarding the capability of the district to repay the debt obligation.

Pursuant to Education Code 42133, a district that has a qualified or negative certification in any fiscal year cannot issue non-voter-approved debt in that fiscal year or in the next fiscal year unless the County Superintendent determines that the district's repayment of the debt is probable.

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

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

(cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

Note: GASB Statement 45 contains reporting requirements pertaining to "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). Under GASB 45, the district must report OPEBs as a current expense during the working years of an employee, calculated by an actuary using one of six specified actuarial cost methods. In addition, to the extent that the OPEBs are not prefunded in a designated fund or irrevocable trust, they must be reported as a liability on the district's financial statements. The decision of whether to prefund the benefits, and by how much, is at the Board's discretion; see BP 3100 - Budget.

The SBE's criteria and standards for budget adoption (5 CCR 15440-15451) require districts to estimate unfunded OPEBs as well as the unfunded portion of any self-insured benefits program. Changes to the unfunded liabilities are disclosed at interim reporting periods pursuant to 5 CCR 15453 and 15464. These reports are included in the state's standardized account code structure software used to develop budget and interim reports.

CSBA's GASB 45 Solutions program provides access to qualified actuaries and consultants and a GASB 45-compliant trust to prefund future obligations. See CSBA's web site for further information.

The following optional section may be revised to reflect district practice and should be deleted by districts that do not provide OPEBs.

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

(cf. 4154/4254/4354 - Health and Welfare Benefits)

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

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Note: Pursuant to GASB 45, the district must arrange for an actuary to update the valuation of its OPEB obligations either every two years (for OPEB plans with a total membership of 200 or more) or every three years (for OPEB plans with fewer than 200 members). CDE correspondence dated February 26, 2007 indicates that districts with fewer than 100 plan members may use an alternative method that does not require the services of an actuary. The district may revise the following paragraph to reflect the district's circumstances.

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

Note: The following optional section is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See BP 3100 - Budget for provisions related to funding the estimated accrued cost of workers' compensation claims.

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Center USD

Administrative Regulation

Financial Reports And Accountability

AR 3460

Business and Noninstructional Operations

Interim Reports

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. The report shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. (Education Code 33128.3, 42130; 5 CCR 15453-15464)

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

(cf. 3100 - Budget)

(cf. 3111 - Deferred Maintenance Funds)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

Audit Report

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

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

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

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

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

(cf. 5117 - Interdistrict Attendance)

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

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

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

Fund Balance

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

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

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

Negative Balance Report

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

Non-Voter-Approved Debt Report

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

(cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and County Auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the County Auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

TOBACCO-FREE SCHOOLS

Note: Health and Safety Code 104420 mandates districts receiving Tobacco-Use Prevention Education (TUPE) funds to adopt a tobacco-free schools policy that prohibits the use of tobacco anytime, anywhere in district-owned or leased buildings, on district property, and in district vehicles. Such districts must certify compliance with this requirement by submitting a California Department of Education (CDE) certification form and supporting documentation to the county office of education's TUPE coordinator by July 1 in order to apply for TUPE funding for that fiscal year. The certification process also requires submission of the district's written policy and enforcement procedures; see the accompanying administrative regulation for enforcement procedures.

At their discretion, districts that do not receive TUPE funds may modify this policy to limit the prohibition against smoking to only enclosed spaces, pursuant to Labor Code 6404.5 and 20 USC 6083.

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

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

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

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

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

Note: State law does not define "tobacco products" for purposes of the district's tobacco-free schools policy. The CDE's web site recommends that a district's policy define "tobacco products" to include products containing tobacco or nicotine, including nicotine delivery devices such as electronic cigarettes, electronic hookah, and other vapor-emitting devices.

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

TOBACCO-FREE SCHOOLS (continued)

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

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

Legal Reference: (see next page)

TOBACCO-FREE SCHOOLS (continued)

Legal Reference:

EDUCATION CODE

48900 *Grounds for suspension/expulsion*

48901 *Prohibition against tobacco use by students*

HEALTH AND SAFETY CODE

39002 *Control of air pollution from nonvehicular sources*

104350-104495 *Tobacco use prevention, especially:*

104495 *Prohibition of smoking and tobacco waste on playgrounds*

119405 *Unlawful to sell or furnish electronic cigarettes to minors*

LABOR CODE

3300 *Employer, definition*

6304 *Safe and healthful workplace*

6404.5 *Occupational safety and health; use of tobacco products*

UNITED STATES CODE, TITLE 20

6083 *Nonsmoking policy for children's services*

7100-7117 *Safe and Drug Free Schools and Communities Act*

CODE OF FEDERAL REGULATIONS, TITLE 21

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

PERB RULINGS

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

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

Management Resources:

WEB SITES

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

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

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

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

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

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

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

Center USD

Board Policy

Tobacco-Free Schools

BP 3513.3

Business and Noninstructional Operations

The Governing Board recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5030 - Student Wellness)

(cf. 5131.62 - Tobacco)

(cf. 5141.23 - Asthma Management)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

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

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

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

- 48900 Grounds for suspension/expulsion
- 48901 Prohibition against tobacco use by students

HEALTH AND SAFETY CODE

- 39002 Control of air pollution from nonvehicular sources
- 104350-104495 Tobacco use prevention, especially:
 - 104495 Prohibition of smoking and tobacco waste on playgrounds
 - 119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

- 3300 Employer, definition
- 6304 Safe and healthful workplace
- 6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

- 6083 Nonsmoking policy for children's services
- 7100-7117 Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

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

PERB RULINGS

- Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)
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California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board:

<http://www.dir.ca.gov/OSHSB/oshsb.html>

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

All PersonnelE 4112.9(a)
4212.9
4312.9**EMPLOYEE NOTIFICATIONS**

Note: The following exhibit lists notices which the law requires be provided to employees. Unless otherwise indicated, code numbers below refer to Education Code sections.

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

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EMPLOYEE NOTIFICATIONS (continued)

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

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EMPLOYEE NOTIFICATIONS (continued)

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

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EMPLOYEE NOTIFICATIONS (continued)

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

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EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To teachers when school is identified for Title I program improvement restructuring	20 USC 6316	AR 0520.2	School identified for restructuring; opportunity to comment and participate
III. To Classified Employees			
To classified employee charged with mandatory leave of absence offense, in merit system district	44940.5	AR 4218	Notice of intent to dismiss in 30 days
When classified employee is subject to disciplinary action for cause, in nonmerit district	45113	AR 4218	Notice of charges, procedures, and employee rights
To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring at end of school year	45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees upon employment and upon each change in classification	45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.601	BP 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy

E 4112.9(f)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. To Administrative/Supervisory Personnel			
To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	35031	BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
V. To Individual Employees Under Special Circumstances			
Prior to placing derogatory information in personnel file	44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
Notice or training to employee with access to confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one day of work-related injury or victimization of crime at workplace	Labor Code 3553, 5401	BP 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
Within five days of employee's request for family care and medical leave	2 CCR 11049; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Whether or not employee is eligible for FMLA leave
To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter	8 CCR 3204, 5193	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

E 4112.9(g)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

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

Center USD

Exhibit

Employee Notifications

E 4112.9, 4212.9, 4312.9
Personnel

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	231.5, Government Code 12950, 2 CCR 7288.0	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees	17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	37616	AR 6112	Public hearing on year-round program
To all employees, prior to implementing block schedule	46162	AR 6112	Public hearing on block schedule
Annually to all employees	49013; 5 CCR 4622	AR 1312.3 BP 3260	Uniform complaint procedures, available appeals, civil law remedies, identity of coordinator, complaints about student fees
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of public employees
To all employees	Government Code 8355; 41 USC 8102	BP 4020 BP 4159 4259 4359	District's drug- and alcohol- free workplace; actions to be taken if violated; available employee assistance programs
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees	Health and Safety 120875, 120880	AR 4119.43 4219.43 4319.43	AIDS and hepatitis B, methods to prevent exposure
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
Upon employment or by end of first pay period	Labor Code 3551	BP 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees via employee handbook, or to each new employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act
To all employees and job applicants	34 CFR 104.8, 106.9	BP 0410 BP 4030	District's policy on nondiscrimination and related complaint procedures
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	22461	AR 4117.14 4317.14	Postretirement compensation limitation
To certificated employees	35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation	44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district elects to issue reemployment notices to certificated employees	44842	AR 4112.1	Request to notify district of intent to remain in service for the following school year; copy of law
To certificated employees upon employment	44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment	44929.21	AR 4117.6	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause	44934	AR 4117.4 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct	44938	AR 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	44940.5	AR 4118	Notice of intent to dismiss 30 days from notice

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To probationary employees 30 days prior to dismissal, or not later than March 15 for second-year probationary employees	44948.3	AR 4117.4	Reasons for dismissal and opportunity to appeal
To probationary employees in districts with less than 250 ADA, before notice of nonreelection but no later than March 15, with final notice by May 15	44948.5	AR 4117.4	Recommendation of nonreelection notice for reason other than personnel reduction; statement of reasons upon request
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when student engages in or is reasonably suspected of specified acts	49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct	5 CCR 80303	AR 4117.7	Contents of state regulation re: report to Commission on Teacher Credentialing
III. To Classified Employees			
To classified employee charged with mandatory leave of absence offense, in merit system district	44940.5	AR 4218	Notice of intent to dismiss in 30 days
When classified employee is subject to disciplinary action for cause, in nonmerit district	45113	AR 4218	Notice of charges, procedures, and employee rights
To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring at end of school year	45117	AR 4217.3	Notice of layoff and reemployment rights

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
To classified employees upon employment and upon each change in classification	45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3514	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.601	BP 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
IV. To Administrative/Supervisory Personnel			
To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	35031	BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
V. To Individual Employees Under Special Circumstances			
Prior to placing derogatory information in personnel file	44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
Notice or training to employee with access to confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
Within one working day of work-related injury or victimization of crime at workplace	Labor Code 3553, 5401	BP 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter	8 CCR 3204, 5193	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for family care and medical leave	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Whether or not employee is eligible for FMLA leave, rights and obligations; consequences of failure to meet obligations

POSTRETIREMENT EMPLOYMENT

Note: The following optional administrative regulation addresses postretirement employment restrictions and benefits which are applicable by law when retired members of the California State Teachers' Retirement System (CalSTRS) are hired by the district after their retirement.

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

(cf. 3600 - Consultants)

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

(cf. 4112 - Appointment and Conditions of Employment)

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

Note: Pursuant to Education Code 24214.5, retired CalSTRS members may be hired to perform work that would normally accrue service credit in CalSTRS (creditable service) as long as the work commences more than 180 days after the member's retirement. Such retired individuals are allowed to receive compensation for services rendered without reduction in their retirement allowance if the compensation does not exceed the CalSTRS earnings limit. However, a retired CalSTRS member may be exempted from the 180-day waiting period if he/she has attained the normal retirement age and certain other conditions are met, as listed in items #1-6 below. Even if a retired individual is exempted from the 180-day waiting period, he/she shall still be subject to the postretirement compensation limitation specified in Education Code 24214.

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

POSTRETIREMENT EMPLOYMENT (continued)

1. A statement expressing the Board's intent to seek an exemption to the 180-day waiting period
2. A description of the nature of the employment of the retiree
3. A finding that the retiree has reached the normal retirement age
4. A finding that the appointment of the retiree is necessary to fill a critically needed position before the 180-day waiting period has passed

Note: Education Code 24214.5 requires a finding that the retired individual did not receive additional service credit or a financial inducement to retire, as provided in item #5 below. Pursuant to Education Code 24214.5, as amended by AB 1381 (Ch. 559, Statutes of 2013), "financial inducement to retire" is defined broadly and includes any form of compensation or other payment paid to a retired member directly or indirectly by "any public employer," not just the district needing to employ the retired member.

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

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

(cf. 9320 - Meetings and Notices)

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

Note: Special rules apply to the hiring of an individual receiving a CalSTRS disability allowance and the district should consult CalSTRS and legal counsel prior to employing any such disability allowance recipient.

Postretirement Compensation Limitation, Notice, and Report

POSTRETIREMENT EMPLOYMENT (continued)

Note: Pursuant to Education Code 22461, as amended by AB 1379 (Ch. 558, Statutes of 2013), a district is required to notify retired individuals of the employment restrictions and the CalSTRS postretirement compensation limitation as specified in the following section. However, the statute expressly states that it does not impose liability upon the district for any amount paid in excess of the limitation or for failing to inform the retired individual that continuation of service would exceed the limitation.

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

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

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

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

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

Note: Pursuant to 5 CCR 27000-27009, CalSTRS has the authority to impose penalties on employers for late reporting of retired members' contributions. However, since retirees no longer contribute to CalSTRS, the penalties may be inapplicable.

Legal Reference: (see next page)

POSTRETIREMENT EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

22119.5 *Creditable service, definition*

22131 *Employer; employing agency, definition*

22164.5 *Retired member activities, definition*

22461 *Notice of earnings limitation*

22714 *Encouragement of retirement*

22715 *Additional service credit*

22716 *Unpaid services*

24214 *Creditable service by retiree*

24214.5 *Postretirement compensation limit; members below normal retirement age*

26113 *Creditable service, definition*

35046 *Consultancy contracts*

44830 *Employment of certificated employees*

44830.3 *Employment of district interns*

44929 *Service credit under STRS; additional two years*

44929.1 *2+2 service and year credit option under STRS*

45134 *Age limits*

CODE OF REGULATIONS, TITLE 5

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

Management Resources:

WEB SITES

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

Center USD

Administrative Regulation

Postretirement Employment

AR 4117.14 4317.14
Personnel

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

When necessary, the district may, subject to specific legal requirements, hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform specialized work or service for the district, as an employee, the employee of a third party, or an independent contractor/consultant.

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

Any retired certificated individual who is a member of the defined benefit program of the State Teachers' Retirement System (STRS) and who is hired by the district to perform any service pursuant to Education Code 22119.5 or 26113 shall be paid at a rate commensurate with that of other district employees performing comparable duties. However, such a retired individual shall not make contributions to the retirement fund or accrue service credits based on compensation earned from that service. (Education Code 24214)

No retired certificated individual who is a member of STRS shall be hired by the district for at least six calendar months after his/her retirement from service unless he/she has attained the normal retirement age. Such hiring shall only be made with Governing Board approval in a public meeting, as reflected in a resolution that shall include information about the nature of the appointment and the following findings: (Education Code 24214.5)

1. The appointment is necessary to fill a critically needed position before 180 days have passed.

2. The retired individual is eligible for this exemption because he/she did not receive additional service credit pursuant to Education Code 22714 or 22715 or a financial inducement to retire.
3. The retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual.

(cf. 9320 - Meetings and Notices)

Postretirement Compensation Limitation

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

1. Advise the retired individual of the postretirement compensation limitation set forth in Education Code 24214 or 24214.5 or any other applicable law
2. Maintain accurate records of the retired individual's compensation and report it monthly to STRS and the individual, regardless of the method of payment or the fund from which the payments are made

When employing a retired individual who is eligible for any exemption from the postretirement compensation limitation, the Superintendent or designee shall submit to STRS all required documentation to substantiate eligibility for the exemption. (Education Code 24214, 24214.5)

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22461 Notice of earnings limitation

22714 Encouragement of retirement

22715 Additional service credit

22716 Unpaid services

24116 Service at California State University

24214 Creditable service by retiree

24214.5 Postretirement compensation limit; members below normal retirement age

24215 Service at California State University

26113 Creditable service, definition

35046 Consultancy contracts

41320.1 Appointment of trustee

42120-42129 Budget completion

44830 Employment of certificated employees

44830.3 Employment of district interns

44929 Service credit under STRS; additional two years

44929.1 2+2 service and year credit option under STRS

52055.57-52055.60 Local Educational Agency Intervention program

Management Resources:

WEB SITES

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

Regulation
approved: November 20, 2013

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

EMPLOYMENT STATUS REPORTS

Note: Education Code 44030.5 and 44242.5, as added and amended by AB 449 (Ch. 232, Statutes of 2013), and 5 CCR 80303, as amended by Register 2014, No. 14, require the Superintendent to make a report to the Commission on Teacher Credentialing (CTC) when the employment status of a certificated employee has been changed as a result of alleged misconduct or while an allegation of misconduct is pending. Upon notification by the district or other specified agencies, the CTC may conduct a review and take an adverse action against the certificated employee, including, but not limited to, suspension or revocation of the credential.

Pursuant to 5 CCR 80303, the report must be made regardless of any proposed or actual agreement, settlement, or stipulation between the district and the employee not to make such a report. The report must also be made if the allegations are withdrawn in consideration of the employee's resignation, retirement, or other failure to contest the truth of the allegations.

Pursuant to Education Code 44030.5 and 5 CCR 80303, as amended, the Superintendent's failure to make the report of the change in employment status or to notify the affected employee of the contents of 5 CCR 80303 would be considered unprofessional conduct and, if it is determined that the Superintendent refused or willfully neglected to make the report, he/she may be found guilty of a misdemeanor and fined.

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

1. Is dismissed or nonreelected

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

2. Resigns

(cf. 4117.2 - Resignation)

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

(cf. 4118 - Suspension/Disciplinary Action)

4. Retires

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

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

EMPLOYMENT STATUS REPORTS (continued)

Note: Pursuant to Education Code 44030.5 and 44242.5, as added and amended by AB 449 (Ch. 232, Statutes of 2013), a change in employment status due solely to unsatisfactory performance or a reduction in force does not require a report to the CTC.

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

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

Note: Education Code 44030.5 requires the Superintendent to submit the report to the CTC within 30 days of the change in employment status. 5 CCR 80303, as amended by Register 2014, No. 14, requires the CTC to acknowledge receipt of the report within 30 days of receipt.

5 CCR 80303, as amended, describes the contents that must be included in the report. The report should be made using a notification form available on the CTC's web site and attaching relevant documents, evidence, and materials related to the district's investigation of the misconduct.

When required, the report of a change in employment status shall be submitted not later than 30 days after the employment action. The report shall be made using a form provided by the CTC and shall include all known information about each alleged act of misconduct by the employee. The report shall contain the name and current address of the certificated employee, name of the district, last school or district assignment, an explanation of the allegation of misconduct or pending allegation of misconduct, current contact information for all persons who may have information relating to the alleged misconduct, and any and all documentation related to the case. (Education Code 44030.5; 5 CCR 80303)

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

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

Additional Reports of Employee Misconduct

Note: Notification forms for the reports specified in items #1-2 below are available on the CTC's web site.

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

Note: Pursuant to Education Code 44940, the district must notify the CTC when an employee has been charged in court with a "mandatory leave of absence offense," defined as a sex or drug offense specified in Education Code 44940. Also see BP/AR 4118 - Suspension/Disciplinary Action. Upon receiving notification from the district regarding any such offense, the CTC will automatically suspend the employee's credential. Education Code 44423.5 also requires the CTC to suspend an individual's credential upon receiving notice that another state has taken final action to revoke the individual's credential.

EMPLOYMENT STATUS REPORTS (continued)

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

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

Note: According to the CTC's notification form, submission of this notification to the CTC does not relieve the district of the obligation to also submit an employment status report of the same misconduct when the district takes disciplinary action resulting in a change in employment status.

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

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

Note: Education Code 44242.5 gives the CTC authority to review any of the violations described in items #1-3 below upon receiving notice from a district. Since the law does not require districts to report these violations to the CTC, the district should revise the following list to identify the types of violations that it will report and then ensure consistent implementation.

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

Note: Pursuant to Education Code 44242.5, the CTC will not consider action on the basis of alleged sexual misconduct (item #1 below) unless there is evidence in the form of a written or oral declaration under penalty of perjury that confirms the personal knowledge of the declarant regarding the acts alleged to constitute misconduct.

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

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

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

EMPLOYMENT STATUS REPORTS (continued)

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

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

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

(cf. 5125 - Student Records)

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

Legal Reference: (see next page)

EMPLOYMENT STATUS REPORTS (continued)

Legal Reference:

EDUCATION CODE

44009 Conviction of specified crimes

44010 Sex offense, definitions

44011 Controlled substance offense, definitions

44030.5 Employment status reports

44225 Powers and duties of the CTC

44242.5 Reports and review of alleged misconduct

44420-44440 Adverse actions by CTC against credential holder

44932 Causes for dismissal

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44940.5 Compulsory leave of absence

44955-44958 Reduction in force

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status, alleged misconduct

80304 Notice of sexual misconduct

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

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

WEB SITES

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

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

Center USD

Administrative Regulation

Employment Status Reports

AR 4117.7
Personnel

Within 30 days of any change in the employment status of a credential holder working in a position requiring a credential made as a result of an allegation of misconduct, the Superintendent shall report the change to the Commission on Teacher Credentialing (CTC). The report shall be made whenever one of the following actions is taken as a result of alleged misconduct: (Education Code 44242.5; 5 CCR 80303)

1. Dismissal

(cf. 4117.4 - Dismissal)

2. Nonreelection/nonreemployment

(cf. 4117.6 - Decision Not to Rehire)

3. Suspension for more than 10 days

4. Placement on unpaid administrative leave for more than 10 days pursuant to a final adverse employment action

5. Resignation, retirement, or other departure from employment

(cf. 4117.2 - Resignation)

6. Termination by a decision not to employ or reemploy

The report shall contain all known information about each alleged act of misconduct by the employee. (5 CCR 80303)

The report shall be made regardless of any proposed or actual agreement, settlement, or stipulation between the district and the employee not to make such a report. The report shall also be made if the allegations are withdrawn in consideration of the employee's resignation, retirement, or other failure to contest the truth of the allegations. (5 CCR 80303)

The Superintendent shall inform the employee in writing of the contents of 5 CCR 80303 upon a change in employment status as a result of alleged misconduct. (5 CCR 80303)

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

Within 10 days after receipt of a complaint, information, or indictment regarding an employee who has been charged with a "mandatory leave of absence offense" (defined as a sex or drug offense specified in Education Code 44940), the Superintendent or designee shall forward a copy of the received documents to the CTC. In addition, he/she shall report to the CTC any action taken in connection with extending the employee's mandatory leave beyond the initial period. (Education Code 44940, 44940.5)

(cf. 4118 - Suspension/Disciplinary Action)

Notice of Other Violations

The Superintendent or designee may notify the CTC of any of the following: (Education Code 44242.5)

1. A complaint received by the district regarding a credential holder's alleged sexual misconduct

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

- a. Name of the employee alleged to have engaged in the sexual misconduct**
- b. Name, age, and address of each victim of the alleged sexual misconduct**
- c. A summary of all information known to the district regarding the alleged sexual misconduct**
- d. A summary of the action, if any, taken at the district level in response to the complaint of sexual misconduct**

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5145.7 - Sexual Harassment)

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

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

4. An employee's knowing and willful reporting of false fiscal expenditure data relative to the conduct of any educational program (Education Code 44421.5)

Legal Reference:

EDUCATION CODE

44009 Conviction of specified crimes

44010 Sex offense - definitions

44011 Controlled substance offense - definitions

44225 Powers and duties of the CTC

44242.5 Reports and review of alleged misconduct

44420-44440 Adverse actions by CTC against credential holder

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44940.5 Compulsory leave of absence

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status, alleged misconduct

80304 Notice of sexual misconduct

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2007

WEB SITES

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

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

TOBACCO

Note: The following optional policy may be revised to reflect district practice. Education Code 48901 requires any district maintaining a high school to take all steps deemed practical to discourage high school students from smoking. Tobacco-use prevention resources generally encourage prevention efforts to begin as early as possible, including in the middle or elementary grades.

The state's Tobacco-Use Prevention Education (TUPE) competitive grant program for grades 6-12 (Health and Safety Code 104350-104495) provides support for local tobacco-use prevention and intervention programs.

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

(cf. 5141.23 - Asthma Management)

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

Prohibition Against Tobacco Use

Note: Education Code 48900 and 48901 prohibit students from possessing, smoking, or using tobacco on school grounds, as provided in the following paragraph. Pursuant to Education Code 48900, students who violate this prohibition may be subject to discipline, including suspension or expulsion. However, pursuant to Education Code 48900.5, it is recommended that other means of correction that address the student's conduct be implemented instead of suspension or expulsion; see the section "Intervention/Cessation Services" below and AR 5144 - Discipline. In addition, Health and Safety Code 104420 mandates that any district receiving funding through the TUPE program adopt and enforce a tobacco-free schools policy which prohibits the use of tobacco products in district buildings, on district property, and in district vehicles by any person at any time; see BP 3513.3 - Tobacco-Free Schools for language implementing this mandate.

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

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

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

TOBACCO (continued)

Note: Although state law does not define "tobacco products," the California Department of Education (CDE) recommends that districts define "tobacco products" to include electronic cigarettes, electronic hookahs, and other vapor-emitting devices. According to the CDE, districts are increasingly reporting student possession of these nicotine delivery devices for purposes of prohibited drug use (i.e., as drug paraphernalia).

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

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

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

Prevention Instruction

Note: The following optional section may be revised to reflect district practice and the grade levels offered by the district. Education Code 51202 requires the district to offer a course of study at the appropriate elementary and secondary grade levels that includes the effects of tobacco upon the human body. Education Code 51202 also requires that the course of study in secondary grades include instruction on the effects of tobacco upon prenatal development. See AR 6143 - Courses of Study. The state's content standards for health education include a number of standards at selected grade levels from K-12 related to the health consequences of tobacco use.

The TUPE program provides resources for supplemental instruction in grades 6-12 that addresses specified topics; see the accompanying administrative regulation. CDE's Guidelines for Tobacco Prevention, contained in its Getting Results publication, recommend developmentally appropriate instruction in grades K-12, with instruction that is especially intensive in grades 6-9 (particularly the transition year from elementary to middle school/junior high) and is reinforced in high school.

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

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Intervention/Cessation Services

TOBACCO (continued)

Note: The following **optional** section may be revised to reflect district practice. Pursuant to Health and Safety Code 104420 and 104460, districts receiving TUPE funds must provide students with access to intervention and cessation services and must provide pregnant and parenting minors with access to designated services.

The district may fulfill these requirements either through the direct provision of services or through referrals to available services. See the accompanying administrative regulation. Pursuant to Education Code 48900.5, such intervention should be implemented to correct student behavior rather than suspension or other measures that may exclude a student from instruction.

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

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

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

(cf. 6164.2 - Guidance/Counseling Services)

Program Planning

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

Health and Safety Code 104420 requires the CDE to give priority for TUPE funding to programs that, in addition to targeting current tobacco users, target students most at risk for beginning to use tobacco. Student populations considered to be "most at risk" are to be identified by the district through a local needs assessment, as provided in the following paragraph.

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

Note: The following **optional** paragraph may be revised to reflect district practice. Health and Safety Code 104420 and 104435 require districts receiving TUPE funds, with assistance from the county office of education, to coordinate efforts with the "lead local agency" in the community, defined in Health and Safety Code 104400 as the county or city health department.

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

(cf. 1220 - Citizen Advisory Councils)

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

TOBACCO (continued)

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

(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.63 - Steroids)

Note: The following paragraph is for use by districts that receive TUPE funds and may be used by other districts at their discretion.

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

Note: Pursuant to TUPE Acceptance of Funds Guidance on the CDE's web site, TUPE grant funding will not be awarded to an applicant that receives any funding or educational materials from the tobacco industry, or from any agency which has received funding from the tobacco industry, for the purpose of implementing tobacco-use prevention or intervention programs.

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

(cf. 1325 - Advertising and Promotion)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Program Evaluation

Note: The following optional section may be revised to reflect district practice. Districts that accept TUPE funds are required by the CDE to administer the core California Healthy Kids Survey in the first year of funding and at least every other year thereafter to assess the health-related behavior of a representative sample of students in grades 7, 9, and 11. In addition, districts that receive funding through TUPE are required to complete the TUPE Annual Report by June 30 of each year.

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

(cf. 0500 - Accountability)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 6162.8 - Research)

TOBACCO (continued)

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

*Legal Reference:*EDUCATION CODE48900 *Suspension or expulsion (grounds)*48900.5 *Suspension, limitation on imposition; exception*48901 *Smoking or use of tobacco prohibited*51202 *Instruction in personal and public health and safety*60041 *Instructional materials, portrayal of effects of tobacco use*HEALTH AND SAFETY CODE104350-104495 *Tobacco-use prevention education*119405 *Unlawful to sell or furnish electronic cigarettes to minors*PENAL CODE308 *Minimum age for tobacco possession*CODE OF REGULATIONS, TITLE 176800 *Definition, health assessment*6844-6847 *Child Health and Disability Prevention program; health assessments*UNITED STATES CODE, TITLE 207111-7117 *Safe and Drug-Free Schools and Communities Act*CODE OF FEDERAL REGULATIONS, TITLE 211140.1-1140.34 *Unlawful sale of cigarettes and smokeless tobacco to minors*ATTORNEY GENERAL OPINIONS88 *Ops. Cal. Atty. Gen. 8 (2005)**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSTUPE Acceptance of Funds GuidanceHealth Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000WEST ED PUBLICATIONSGuidebook for the California Healthy Kids SurveyWEB SITESCSBA: <http://www.csba.org>

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.ca.gov/ls/he/at/tupe.asp>California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>California Healthy Kids Resource Center: <http://www.californiahealthykids.org>California Healthy Kids Survey: <http://www.wested.org/hks>Centers for Disease Control and Prevention, Smoking and Tobacco Use: <http://www.cdc.gov/tobacco>U.S. Surgeon General: <http://www.surgeongeneral.gov>

Center USD

Board Policy

Tobacco

BP 5131.62

Students

The Governing Board recognizes that tobacco use presents serious health risks and desires to provide support and assistance in reducing the number of students who begin or continue to use tobacco. The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco possession and use by students, tobacco-use prevention education including youth development activities, and intervention and cessation activities and/or referrals.

(cf. 5141.23 - Asthma Management)

Prohibition Against Tobacco Use

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

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

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

Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. (Education Code 48900, 48901)

Prevention Instruction

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

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Intervention/Cessation Services

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

(cf. 1020 - Youth Services)

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

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

Program Planning

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

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

(cf. 1220 - Citizen Advisory Councils)

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

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

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Steroids)

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

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not

accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which has received funding from the tobacco industry.

(cf. 1325 - Advertising and Promotion)

(cf. 3290 - Gifts, Grants and Bequests)

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

Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or

other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

(cf. 0500 - Accountability)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6162.8 - Research)

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

Legal Reference:

EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

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

UNITED STATES CODE, TITLE 20

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

CODE OF FEDERAL REGULATIONS, TITLE 21

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

**ATTORNEY GENERAL OPINIONS
88 Ops.Cal.Atty.Gen. 8 (2005)**

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003
Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000

WEST ED PUBLICATIONS

Guidebook for the California Healthy Kids Survey

WEB SITES

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

**California Department of Education, Tobacco-Use Prevention Education:
<http://www.cde.ca.gov/ls/he/at/tupe.asp>**

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

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

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

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

Safe and Healthy Kids Annual Report: <http://hk.duerrevaluation.com>

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

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

DISCIPLINE

Note: The following policy is **optional**. Pursuant to Education Code 52060, as added by AB 97 (Ch. 47, Statutes of 2013), the Governing Board is required to adopt, for the district and each school under its jurisdiction, a local control and accountability plan (LCAP) that includes a description of the specific actions that the district intends to take in order to achieve its annual goals in specific priority areas, including student engagement and school climate. See BP/AR 0460 - Local Control and Accountability Plan.

Since a district's ability to meet its goals around these priorities is impacted by its student discipline policies and practices, the Board must be careful to enact rules that are effective in maintaining safety and order on campus and in correcting student misbehavior without unnecessarily excluding students from school or participation in instruction. Education Code 48900 specifies behaviors for which a student may be suspended and/or recommended for expulsion (see BP/AR 5144.1 - Suspension and Expulsion/Due Process) and authorizes the use of age-appropriate alternatives designed to address a student's specific misbehavior, including those listed in Education Code 48900.5 and 48900.6.

In addition, the U.S. Department of Justice's Civil Rights Division and the U.S. Department of Education's Office for Civil Rights (OCR), in their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, state that studies have suggested a correlation between exclusionary discipline policies and practices (such as suspension and expulsion) and an array of serious educational, economic, and social problems, including school avoidance, diminished educational engagement, decreased academic achievement, increased behavior problems, and increased likelihood of dropping out, substance abuse, and involvement with the juvenile justice system. Consequently, they recommend that districts adopt alternative disciplinary measures that provide students with appropriate interventions and supports as a means for preventing and addressing student misbehavior.

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

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

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

DISCIPLINE (continued)

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

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

(cf. 5020 - Parent Rights and Responsibilities)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.5 - Student Success Teams)

Note: The following optional paragraph may be revised to reflect district practice. According to Public Counsel's model policy issued as part of the Fix School Discipline Project, a discipline matrix that lists violations and consequences could be a useful guide to school site administrators with regard to when suspension or expulsion referrals should be utilized.

~~The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.~~

Note: Education Code 35291.5 authorizes, but does not require, school sites to adopt rules and procedures for student discipline. Pursuant to Education Code 32282, any adopted site-level discipline rules must be included in the comprehensive safety plan; see BP/AR 0450 - Comprehensive Safety Plan. The following paragraph is optional.

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 9320 - Meetings and Notices)

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

DISCIPLINE (continued)

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

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: Pursuant to Education Code 52060, as added by AB 97 (Ch. 47, Statutes of 2013), the district must annually adopt an LCAP that includes a description of district goals for improving school climate, as provided in the following paragraph.
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District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Legal Reference: (see next page)

DISCIPLINE (continued)

Legal Reference:

EDUCATION CODE

- 32280-32288 *School safety plans*
- 35146 *Closed sessions*
- 35291 *Rules*
- 35291.5-35291.7 *School-adopted discipline rules*
- 37223 *Weekend classes*
- 44807.5 *Restriction from recess*
- 48900-48926 *Suspension and expulsion*
- 48980-48985 *Notification of parent/guardian*
- 49330-49335 *Injurious objects*
- 52060-52077 *Local control and accountability plan*

CIVIL CODE

- 1714.1 *Parental liability for child's misconduct*
- CODE OF REGULATIONS, TITLE 5
- 307 *Participation in school activities until departure of bus*
 - 353 *Detention after school*

Management Resources:

CSBA PUBLICATIONS

- Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014*
- Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*
- Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009*
- CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES
- Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000*
- STATE BOARD OF EDUCATION POLICIES
- 01-02 School Safety, Discipline, and Attendance, March 2001*
- U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
- Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014*

WEB SITES

- CSBA: <http://www.csba.org>
- California Department of Education: <http://www.cde.ca.gov>
- Public Counsel: <http://www.fixschooldiscipline.org>
- U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Center USD

Board Policy

Discipline

BP 5144

Students

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6020 - Parent Involvement)

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's particular needs.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5136 - Gangs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.5 - Student Success Teams)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

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

Legal Reference:

EDUCATION CODE

32280-32288 School safety plans
35146 Closed sessions
35291 Rules
35291.5-35291.7 School-adopted discipline rules
37223 Weekend classes
44807.5 Restriction from recess
48900-48926 Suspension and expulsion
48980-48985 Notification of parent/guardian
49000-49001 Prohibition of corporal punishment
49330-49335 Injurious objects

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus
353 Detention after school

Management Resources:

CSBA PUBLICATIONS

Keeping Our Children Safe: Strategies for Governing Boards to Promote School Safety, 2011

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

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators

of Elementary and Secondary Schools, 2000
STATE BOARD OF EDUCATION POLICIES
01-02 School Safety, Discipline, and Attendance, March 2001
WEB SITES
California Department of Education: <http://www.cde.ca.gov>
U.S. Department of Education: <http://www.ed.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: June 15, 2011 Antelope, California

DISCIPLINE

Site-Level Rules

Note: The following section is optional. Pursuant to Education Code 35291.5, schools are authorized, but not required, to adopt site-level student discipline rules and procedures. Schools that choose to adopt student discipline rules, or that are directed by the Governing Board to do so, must solicit input from groups specified in items #1-5 below. Such site-level rules must be consistent with law, Board policy, and district regulations. If the school develops student discipline rules, Education Code 32282 requires that they be included in the comprehensive safety plan; see BP/AR 0450 - Comprehensive Safety Plan.

In addition, pursuant to Education Code 52060, the district is required to adopt a local control and accountability plan (LCAP) that includes a description of the specific actions that it intends to take achieve its annual goals in specified priority areas, including student engagement and school climate. In the development of the LCAP, the district is required to involve and/or consult with parents/guardians, employees, employee organizations, and students in accordance with law. See BP/AR 0460 - Local Control and Accountability Plan.

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

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

(cf. 3515.3 - District Police/Security Department)

Note: Item #5 below may be deleted by elementary districts.

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

Note: The following optional paragraph may be revised to reflect district practice. Education Code 35291.5 authorizes, but does not require, each school site to adopt school rules every four years. However, it is recommended that the timelines for the review of school rules be aligned with those for the review and updating of the comprehensive safety plan, since the school rules must, by law, be included in the plan. Pursuant to Education Code 32286, the comprehensive safety plan must be reviewed and updated every year by March 1; see BP/AR 0450 - Comprehensive Safety Plan.

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

DISCIPLINE (continued)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)

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

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

Disciplinary Strategies

Note: Education Code 48900.5 lists means of correction of student behavior that a district may use as an alternative to suspension. The district should select those strategies that are appropriate for its student population. The following strategies may be modified or expanded to reflect district practice.

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes a danger to himself/herself or others or he/she commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

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

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

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

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6164.2 - Guidance/Counseling Services)

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

(cf. 6164.5 - Student Success Teams)

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

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

DISCIPLINE (continued)

5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably

Note: The Public Counsel's Fix School Discipline Project recognizes that exposure to chronic violence and other family or community traumas, such as serious accidents and life-threatening illnesses involving loved ones, and to conditions such as homelessness, may affect students' ability to learn and function well in school, and urges schools to adopt policies that recognize those factors and provide appropriate support to students.

9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

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

(cf. 6145 - Extracurricular/Cocurricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

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

DISCIPLINE (continued)

(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

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

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

Note: Pursuant to Education Code 48900.5, when a student's misbehavior may result in a referral for suspension or expulsion after other means of correction have failed, the district may document and place in the student's record any other means of correction used to address the behavior. The following optional paragraph may be revised to reflect district practice.

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

(cf. 5125 - Student Records)

Recess Restriction

Note: The following optional section should be revised to reflect district practice. Although Education Code 44807.5 authorizes the district to adopt reasonable regulations allowing a teacher to restrict recess time for disciplinary purposes, it is recommended that districts discourage its use since it could limit students' opportunity to engage in physical activity which is inconsistent with district goals for student wellness. Studies have shown that, apart from its multiple health benefits, physical activity can help students improve their academic performance, attention, and behavior. Useful resources, including policy briefs and fact sheets that provide more information about the links between physical activity and student health and learning, are available on the CSBA web site.

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

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

(cf. 5030 - Student Wellness)
(cf. 6142.7 - Physical Education and Activity)

DISCIPLINE (continued)

Detention After School

Note: 5 CCR 353 limits after-school detention to one hour after the close of the maximum school day or until the departure of the school transportation to which the student has been assigned pursuant to 5 CCR 307. For safety purposes, when a student will miss his/her transportation due to detention, the school should notify the parent/guardian at least one day in advance so that alternative arrangements may be made.

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

Note: The following paragraph should be modified to reflect district practice.

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

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

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

Note: The following optional paragraph is offered for districts that use Saturday classes for purposes of detention. Education Code 37223 authorizes the use of Saturday classes; however, except in the case of truants, attendance at such classes must be at the election of the student or parent/guardian.

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

(cf. 6176 - Weekend/Saturday Classes)

Community Service

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

DISCIPLINE (continued)

Note: Education Code 48900.6 provides that the community service option is not available for those students who have been suspended, pending expulsion, for acts qualifying for either "mandatory recommendation for expulsion" or "mandatory expulsion" pursuant to Education Code 48915. See AR 5144.1 - Suspension and Expulsion/Due Process.

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

Notice to Parents/Guardians and Students

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

(cf. 5145.6 - Parental Notifications)

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

Center USD

Administrative Regulation

Discipline

AR 5144

Students

Site-Level Rules

In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

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

(cf. 3515.3 - District Police/Security Department)

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

Disciplinary strategies provided in Board policy, administrative regulation, and law may be used in developing site-level rules. These strategies include, but are not limited to:

1. Referral of the student for advice and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

2. Discussion or conference with parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

3. Recess restriction
4. Detention during and after school hours
5. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Cocurricular Activities)

6. Community service

7. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

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

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

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

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

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

Each school shall file a copy of its rules with the Superintendent or designee.

The rules shall be consistent with law, Board policy, and district regulations. The Governing Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

Each school shall review its site-level discipline rules at least every four years.

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

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

Corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

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

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 6145.2 - Athletic Competition)

Recess Restriction

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

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

(cf. 5030 - Student Wellness)
(cf. 6142.7 - Physical Education and Activity)

Detention After School

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

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

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

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

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

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community

service during nonschool hours, on school grounds, or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

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

Notice to Parents/Guardians and Students

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

(cf. 5145.6 - Parental Notifications)

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

SUSPENSION AND EXPULSION/DUE PROCESS

Note: Education Code 35291 requires the Governing Board to prescribe rules and regulations for maintaining discipline in the schools under its jurisdiction. In addition, Education Code 48918 mandates the setting of rules and regulations for student expulsion as specified in this Board policy and the accompanying administrative regulation.

While recognizing that suspension or expulsion of students is sometimes necessary, legislative, administrative, regulatory, civic, and educational leaders are united in the belief that instructional time should be used for student learning purposes and that school discipline should be imposed in a way that, as much as possible, would not exclude students from school or limit their ability or opportunity to learn. Pursuant to Education Code 48900.5, a district is not authorized to suspend a student for certain specified violations unless other means of correction have failed to bring about proper conduct. Such other means of correction include, but are not limited to, conferences between school personnel and the student and his/her parents/guardians; use of study, guidance, or other intervention teams to develop a plan to address the behavior in partnership with the student; and participation in a restorative justice program. Education Code 48900.5 also authorizes a district to document in a student's records the alternative means of correction used to address the student's behavior. For further information about specific disciplinary strategies, including alternatives to class or school removals, see BP/AR 5144 - Discipline.

In addition, the U.S. Department of Justice's Civil Rights Division (DOJ) and the U.S. Department of Education's Office for Civil Rights (OCR), in their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, state that studies have suggested a correlation between exclusionary discipline policies and practices (such as suspension and expulsion) and an array of serious educational, economic, and social problems, including school avoidance and diminished educational engagement, decreased academic achievement, increased behavior problems, and increased likelihood of dropping out, substance abuse, and involvement with the juvenile justice system. Consequently, they recommend that districts adopt alternative disciplinary measures that provide students with appropriate interventions and supports as a means for preventing and addressing student misbehaviors.

The need to implement means of correction other than suspension and expulsion is underscored by Education Code 52060-52077, as added by AB 97 (Ch. 47, Statutes of 2013), which require districts to adopt, and annually update, a local control and accountability plan (LCAP) which must include descriptions of the district's and each school's goals for improving student engagement and school climate, as measured by rates of student absenteeism, suspension and expulsion, and other relevant measures identified by the Board.

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

- (cf. 5131 - Conduct)*
- (cf. 5131.1 - Bus Conduct)*
- (cf. 5131.2 - Bullying)*

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Note: Pursuant to Education Code 48900(s), a student may be subject to discipline only when the violation is related to a school activity or school attendance as specified below. A student may also be disciplined for violations committed away from school. For example, Education Code 48900, as amended by AB 256 (Ch. 700, Statutes of 2013), defines bullying by means of an electronic act as including an act that originates off campus; see the accompanying administrative regulation and BP/AR 5131.2 - Bullying. In addition, a student may be disciplined for sexual harassment that occurs off campus, when the harassment results in a hostile school environment for the victim; see BP/AR 5145.7 - Sexual Harassment.

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

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

(cf. 5112.5 - Open/Closed Campus)

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

Note: The following paragraph addresses the problem of unlawful discrimination in the administration of student discipline. In their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, the DOJ and OCR noted that, based on the civil rights data collection conducted by OCR, students of certain racial or ethnic groups tended to be disciplined more, and sometimes more harshly, than their similarly situated peers in violation of federal nondiscrimination laws. The letter warned that any district determined to have engaged in unlawful discrimination could be subject to OCR investigation and significant remedial action.

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

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

Appropriate Use of Suspension and Expulsion

Note: Education Code 48900.5 requires districts to use other means of correction instead of suspension or expulsion, except when a student commits certain enumerated offenses. Although the term "zero tolerance" does not appear in law, the federal Gun-Free Schools Act (20 USC 7151) requires a district to expel for one year a student who brings a firearm to school without permission. This requirement has commonly been labeled as "zero tolerance." Education Code 48915(c) also requires the mandatory suspension and

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

recommendation for expulsion of students who possess, sell, or furnish a firearm, brandish a knife, sell a controlled substance, commit or attempt to commit a sexual assault or sexual battery, or possess an explosive. However, Education Code 48915(c) clarifies that a student's possession of an "imitation firearm" does not require expulsion. See the accompanying administrative regulation and BP/AR 5131.7 - Weapons and Dangerous Instruments.

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

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

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

(cf. 1020 - Youth Services)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

Note: The following optional paragraph reflects the Legislature's intent, expressed in Education Code 48900, concerning disciplinary actions against truant, tardy, or absent students. Since these are not enumerated offenses, a district does not have the authority to suspend or expel students for committing any of these acts.

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

~~*(cf. 5113 - Absences and Excuses)*~~

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

Note: The following paragraph is optional and should be revised to reflect district practice. Although Education Code 48900(k) allows suspension or expulsion of students who disrupt school activities or otherwise willfully defy the valid authority of school personnel (see section "Grounds for Suspension and Expulsion" in the accompanying administrative regulation), the use of suspension or expulsion as a means of correcting the behavior of such students has been increasingly discouraged based on the subjective nature of these grounds, data indicating their disproportionate use with certain ethnic minority groups, and their inconsistency with district goals to use positive interventions that will not disrupt the student's education.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

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

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

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

Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

Due Process

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

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Removal from Class by a Teacher and Parental Attendance

Note: The following section is mandated for any district that chooses to require parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors, as authorized by Education Code 48900.1. Districts that do not require parental attendance should delete this section.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

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

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

(cf. 5145.6 - Parental Notifications)

Note: For any district that authorizes parental attendance as a disciplinary option, Education Code 48900.1 mandates that the district's policy include procedures to ensure that parents/guardians who attend school meet with the principal or designee after completing the classroom visitation and before leaving the school.

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

Note: The following paragraph is **optional** and may be revised to reflect district practice.

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

Note: For any district that authorizes parental attendance as a disciplinary option, Education Code 48900.1 mandates that the district's policy include procedures for contacting parents/guardians who do not respond to the request to attend. The following paragraph may be revised to reflect district practice.

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

(cf. 5125 - Student Records)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

Supervised Suspension Classroom

Note: As an alternative to off-campus suspension, Education Code 48911.1 authorizes a supervised suspension classroom program for students who pose no imminent danger to anyone at school and who have not been recommended for expulsion, as specified below. Education Code 48911.2 states that if the number of students suspended during the prior year exceeds 30 percent of the school's enrollment, the district should consider implementing this program and/or another program of on-campus progressive discipline. However, Education Code 48900.5 requires a district to try other means of correction and document that those means have failed to bring about proper conduct, before imposing a supervised suspension.

The following optional section is for use by districts implementing a supervised suspension classroom program; such districts may continue to claim funding apportionments for students so assigned, provided they meet specific criteria which are set forth under "Supervised Suspension Classroom" in the accompanying administrative regulation. A district does not receive funding for out-of-school suspensions.

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

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

Decision Not to Enforce Expulsion Order

Note: Pursuant to Education Code 48917, the Board may decide to suspend the enforcement of an order for expulsion if a student satisfies specific conditions. See the accompanying administrative regulation for criteria. In addition, the Attorney General opined in 80 Ops.Cal.Atty.Gen. 85 (1997) that the enforcement of an expulsion order may be suspended even in those cases where the student has committed an offense for which expulsion is required by law. Legal counsel should be consulted as appropriate.

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

Maintenance and Monitoring of Outcome Data

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Note: Pursuant to Education Code 48900.8 and 48916.1, the district is required to maintain data related to suspensions and expulsions and to report such data to the Superintendent of Public Instruction. In addition, pursuant to Education Code 52060, a district is required to address school climate in its LCAP, by including an assessment of baseline data regarding suspension and expulsion rates by student subgroups and schools and setting goals for improving those rates and other related factors. The DOJ and OCR, in their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, recommend that districts maintain disaggregated discipline information to ensure transparency and facilitate community discussion.

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

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

(cf. 0460 - Local Control and Accountability Plan)

Legal Reference: (see next page)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment
233 Hate violence
1981 Enrollment of students in community school
17292.5 Program for expelled students
32261 Interagency School Safety Demonstration Act of 1985
35145 Open board meetings
35146 Closed sessions (regarding suspensions)
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48645.5 Readmission; contact with juvenile justice system
48660-48666 Community day schools
48853.5 Foster youth
48900-48927 Suspension and expulsion
48950 Speech and other communication
48980 Parental notifications
49073-49079 Privacy of student records
52060-52077 Local control and accountability plan

CIVIL CODE

47 Privileged communication
48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt
54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia
11053-11058 Standards and schedules

LABOR CODE

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

PENAL CODE

31 Principal of a crime, defined
240 Assault defined
241.2 Assault fines
242 Battery defined
243.2 Battery on school property
243.4 Sexual battery
245 Assault with deadly weapon
245.6 Hazing
261 Rape defined
266c Unlawful sexual intercourse
286 Sodomy defined
288 Lewd or lascivious acts with child under age 14
288a Oral copulation
289 Penetration of genital or anal openings

Legal Reference continued: (see next page)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference: (continued)

PENAL CODE (continued)

417.27 Laser pointers

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7151 Gun-free schools

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

CSBA PUBLICATIONS

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

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

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

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/docs/crde-2012-data-summary.pdf>

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

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

Center USD

Board Policy

Suspension And Expulsion/Due Process

BP 5144.1

Students

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

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144.1 - Discipline. (Education Code 48900.5)

(cf. 1020 - Youth Services)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

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

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

Due Process

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

(cf. 5119 - Students Expelled from Other Districts)

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

Removal from Class by a Teacher and Parental Attendance

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

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

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

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law. (Education Code 48900.1)

(cf. 5145.6 - Parental Notifications)

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

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

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

(cf. 5125 - Student Records)

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

Supervised Suspension Classroom

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

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

Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulation. (Education Code 48917)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment
233 Hate violence
1981 Enrollment of students in community school
17292.5 Program for expelled students
32261 Interagency School Safety Demonstration Act of 1985
35145 Open board meetings
35146 Closed sessions (regarding suspensions)
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48645.5 Readmission; contact with juvenile justice system
48660-48667 Community day schools
48853.5 Foster youth
48900-48927 Suspension and expulsion
48950 Speech and other communication
48980 Parental notifications
49073-49079 Privacy of student records

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47 Privileged communication
48.8 Defamation liability

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GOVERNMENT CODE

11455.20 Contempt
54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia
11053-11058 Standards and schedules

LABOR CODE

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

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31 Principal of a crime, defined
240 Assault defined
241.2 Assault fines
242 Battery defined
243.2 Battery on school property
243.4 Sexual battery
245 Assault with deadly weapon
245.6 Hazing
261 Rape defined
266c Unlawful sexual intercourse
286 Sodomy defined
288 Levd or lascivious acts with child under age 14
288a Oral copulation
289 Penetration of genital or anal openings
417.27 Laser pointers

Legal Reference continued: (see next page)

Legal Reference: (continued)

PENAL CODE (continued)

422.55 *Hate crime defined*

422.6 *Interference with exercise of civil rights*

422.7 *Aggravating factors for punishment*

422.75 *Enhanced penalties for hate crimes*

626.2 *Entry upon campus after written notice of suspension or dismissal without permission*

626.9 *Gun-Free School Zone Act of 1995*

626.10 *Dirks, daggers, knives, razors, or stun guns*

868.5 *Supporting person; attendance during testimony of witness*

WELFARE AND INSTITUTIONS CODE

729.6 *Counseling*

UNITED STATES CODE, TITLE 18

921 *Definitions, firearm*

UNITED STATES CODE, TITLE 20

1415(K) *Placement in alternative educational setting*

7151 *Gun-free schools*

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

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84 *Ops. Cal. Atty. Gen. 146 (2001)*

80 *Ops. Cal. Atty. Gen. 91 (1997)*

80 *Ops. Cal. Atty. Gen. 85 (1997)*

Management Resources:

CSBA PUBLICATIONS

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

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Civil Rights Data Collection Summary, March 2012

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

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

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

SUSPENSION AND EXPULSION/DUE PROCESS

Note: Education Code 35291 requires the Governing Board to adopt rules and regulations that are not inconsistent with law or rules adopted by the State Board of Education, for the government and discipline of the schools under its jurisdiction. In addition, Education Code 48918 and 48918.5 **mandate** that districts adopt rules concerning the due process rights of students in expulsion situations, and Education Code 48916 **mandates** procedures for filing and processing requests for readmission. Specific language complying with these mandates is included throughout this administrative regulation.

The acts for which students may be suspended or expelled are specified in law and in the section below titled "Grounds for Suspension and Expulsion." The Board does not have authority to add to those enumerated acts. However, the Board has authority to prohibit suspension or expulsion for certain acts for which suspension or expulsion is permissible rather than mandatory. The Board may consider limiting the use of suspension and expulsion for such offenses as part of the district plan to address school climate within the local control and accountability plan (LCAP) required pursuant to Education Code 52060, as added by AB 97 (Ch. 47, Statutes of 2013). In addition, pursuant to Education Code 48900.5, a district is not authorized to suspend a student for certain specified violations unless other means of correction have failed to bring about proper conduct.

Definitions

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

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

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

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

Notice of Regulations

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

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

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

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

Note: The Attorney General, in 80 Ops.Cal.Atty.Gen. 91 (1997), determined that a student may be expelled for "possession" of a firearm if the student knowingly and voluntarily had direct control over the firearm. The only exceptions are when the student has permission from school officials to possess the firearm (pursuant to Education Code 48900 and 48915) or when the possession is brief and solely for the purpose of disposing of the firearm, such as handing it to school officials. Note that "firearm" does not include "imitation firearm" which is listed separately in item #13 below. See BP 5131.7 - Weapons and Dangerous Instruments.

Pursuant to Penal Code 417.27, students are prohibited from possessing a laser pointer on school premises, except for a valid instructional or other school-related purpose. See BP 5131 - Conduct.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code 48900(k))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 5131.4 - Student Disturbances)

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

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

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

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

17. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

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

Note: Education Code 48900(r) defines "bullying" as "any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of electronic act," which is directed toward a student and which would have serious detrimental consequences upon a reasonable student. Pursuant to Education Code 48900, as amended by AB 256 (Ch. 700, Statutes of 2013), a student may be disciplined for bullying by means of electronic act even when the act originated off campus. See also BP 5131.2 - Bullying.

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

Note: "Bullying" also would include any act of sexual harassment, hate violence, or harassment, threat, or intimidation (as set forth in Education Code 48900.2, 48900.3, or 48900.4; see items #21-23 below) that is committed by a student of any grade level, when the act results in harm to a reasonable student as specified in the above paragraph. However, when bullying is found under these circumstances, students below grade 4 may not be disciplined for the underlying violations of items #21-23 below, but may only be disciplined for "bullying."

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

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

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

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

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

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

Note: Education Code 48900 allows for the suspension, but not expulsion, of a student who "aids or abets," as defined in Penal Code 31, the infliction or attempted infliction of physical injury to another person. The term "aiding or abetting," is a complex legal term and requires that, at the time he/she committed the crime, the aider or abettor was aware of the crime and specifically intended to commit the crime. Because of the complexities of criminal law, legal counsel should be consulted as appropriate.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

19. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31. (Education Code 48900(t))
20. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

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

Note: The following additional grounds apply only to students in grades 4-12 and may be revised to reflect grade levels offered by the district. As discussed in item #18 above, although Education Code 48900(r) defines bullying to include acts involving items #21-23, only students in grades 4-12 may be suspended or expelled for the individual acts that constitute sexual harassment, hate violence, and harassment as stated in items #21-23 below. The interplay between items #18 and #21-23 can raise complex legal issues. Districts should consult legal counsel as appropriate.

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

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

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

(*cf.* 5145.7 - *Sexual Harassment*)

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

Removal from Class by a Teacher and Parental Attendance

Note: The following section is optional and may be revised to reflect district practice.
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A teacher may remove a student from his/her class for the remainder of the day and the following day only for acts specified in Education Code 48900 and listed under "Grounds for Suspension and Expulsion" above. (Education Code 48910)

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

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

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

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Note: The remainder of this section is for use by districts that have adopted a policy regarding required parental attendance pursuant to Education Code 48900.1; see the accompanying Board policy.

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

Note: Education Code 48900.1 requires the principal's notice to specify when the parent/guardian must attend the class and to take into account reasonable factors that may prevent the parent/guardian from complying, such as illness, injury, disability, risk of losing his/her job or compensation, or absence from town. Items #1-4 below are optional and should be modified to reflect district practice.

The notice shall:

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

Suspension by Superintendent, Principal, or Designee

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

5. Possessing an explosive as defined in 18 USC 921

Note: Education Code 48900.5 limits situations warranting suspension for a first offense to when the violation involves Education Code 48900(a)-(e) or the student's presence causes a danger to persons.

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

Note: Pursuant to Education Code 48900 and 48915, except for certain egregious acts or offenses for which suspension is permissible or mandatory, as specified above pursuant to Education Code 48915(a) or (c), the Superintendent or principal is authorized to use his/her discretion to provide an alternative, age-appropriate disciplinary measure that is tailored to correct a student's specific misbehavior. In addition, the U.S. Department of Justice's Civil Rights Division (DOJ) and the U.S. Department of Education's Office for Civil Rights (OCR), in their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, recommend that effective alternatives to suspension and expulsion be implemented for correcting student misbehavior. For a list of appropriate alternatives, see AR 5144 - Discipline.

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

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

(cf. 5125 - Student Records)

Length of Suspension

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

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

(cf. 6184 - Continuation Education)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

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

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

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

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

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

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

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

Note: When the student being considered for expulsion is a foster youth, Education Code 48911 and 48918.1 require the district to invite the student's attorney and an appropriate county child welfare agency representative to the meeting specified above. To ensure such invitation, the following paragraph provides that the district liaison for foster youth be notified. However, any district that has designated another position to carry out this responsibility may modify the paragraph to specify that position. For designation of the liaison for foster youth, see AR 6173.1 - Education for Foster Youth.

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Note: The following **optional** paragraph may be revised to reflect district practice. Since Education Code 48900 and 48900.5 require a district, under certain circumstances, to use alternative disciplinary measures prior to imposing suspension, including supervised suspension, the district may, as necessary, provide services that would address the student's specific misbehavior along with the suspension program. For example, the district may require the student to enroll in a program that teaches prosocial behavior or anger management even while the student is suspended.

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

Suspension by the Board

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

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

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

(cf. 9321 - Closed Session Purposes and Agendas)

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

Supervised Suspension Classroom

Note: The following **optional** section is for use by any district establishing a supervised on-campus suspension program pursuant to Education Code 48911.1. However, pursuant to Education Code 48900.5, such a district is required to use other means of correcting a student's behavior before imposing a supervised suspension, unless such a supervised suspension is otherwise permitted by law for a student's first offense. Use of a supervised suspension classroom program does not in any way limit the district's ability to transfer a student to an opportunity school or class or a continuation education school or class in accordance with law.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

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

Authority to Expel

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

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

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

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

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

Mandatory Recommendation and Mandatory Expulsion

Note: The following section reflects circumstances under which Education Code 48915 requires both a recommendation of expulsion and Board action to expel the student. The Attorney General has determined, in 80 Ops.Cal.Atty.Gen. 348 (1997), that a district may not adopt a zero tolerance policy mandating expulsion of a student for a first offense of possession of a controlled substance or alcohol; see the accompanying Board policy.

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

Note: The Gun-Free Schools Act, 20 USC 7151, requires districts and county offices of education to submit to the California Department of Education (CDE) assurances of compliance with state and federal laws related to incidents on campus involving the possession of firearms. Item #1 below reflects language that must be submitted to the CDE for compliance. For other such language that must be submitted to the CDE, see sections in this regulation entitled "Final Action by the Board" and "Notifications to Law Enforcement Authorities."

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Pursuant to Education Code 48915, possession of an "imitation firearm" is not an offense requiring mandatory expulsion as provided in item #1 below, but rather an offense for which the decision to recommend expulsion should be made on a case-by-case basis.

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

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

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

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

Student's Right to Expulsion Hearing

Note: Education Code 48918 mandates that the Board establish rules and regulations governing procedures for the expulsion of students. The timelines of Education Code 48918 must be strictly followed; failure to do so may result in loss of the district's power to act (Garcia v. Los Angeles Board of Education). In calculating timelines, the district should also be aware of the difference between the calculation of "school days" and "calendar days" under Education Code 48918.

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

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

Stipulated Expulsion

Note: The following section is **optional** and may be revised to reflect district practice. "Stipulated expulsion" is for districts that have adopted an expedited procedure which requires a student to waive his/her right to a pre-expulsion hearing in exchange for an agreement as to the terms of the expulsion. Such waivers are not specifically addressed in law and districts should ensure that the due process rights of students are included in the stipulated agreement and are clearly explained to them before the agreement is signed. Districts should consult legal counsel as appropriate.

After a determination that a student has committed an offense listed above under "Grounds for Suspension and Expulsion" for which expulsion is permitted or mandatory, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. ~~The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.~~

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion shall be effective upon approval by the Board.

Rights of Complaining Witness

Note: Education Code 48918.5 mandates the following rights related to the treatment of witnesses alleging acts of sexual assault or sexual battery. Other procedures related to complaining witnesses also may be

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

added as desired by the district. Additional mandated procedures related to the rights and treatment of complaining witnesses are included where appropriate throughout this regulation.

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

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

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

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

Written Notice of the Expulsion Hearing

Note: Education Code 48918 mandates the Board to adopt procedures that include the following items.

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

(cf. 5119 - Students Expelled from Other Districts)

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

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

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

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

Additional Notice of Expulsion Hearing for Foster Youth

Note: Prior to conducting a hearing to determine whether a foster youth should be expelled, Education Code 48918.1 requires the district to notify the student's attorney and a representative of an appropriate county child welfare agency, provided that the violation does not require a mandatory recommendation for expulsion. However, if the offense requires a mandatory recommendation for expulsion, the notice is permitted but not required.

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

Conduct of Expulsion Hearing

Note: Education Code 48918 mandates that the Board adopt procedures that include the following items.

Instead of the Board conducting an expulsion hearing, it may appoint a hearing officer or an impartial administrative panel to conduct the hearing; see section "Alternative Expulsion Hearing: Hearing Officer or

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Administrative Panel" below. Even if the district conducts all expulsion hearings in this manner, the requirements of Education Code 48918 pertaining to the conduct of the hearing must be met.

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

Note: For the purpose of Board deliberations during the closed session described below, the presence of any person other than the Board members, including the Superintendent, necessitates allowing the presence of the parent/guardian, student, and student's counsel.

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

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

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

Note: Education Code 48918 authorizes the Board to issue subpoenas for the personal appearance of percipient witnesses at an expulsion hearing. In Woodbury v. Dempsey, the court held that a district's authority to determine whether to issue subpoenas is discretionary, but a district could not have a blanket policy denying the issuance of subpoenas in all cases.

In accordance with Code of Civil Procedure 1987, the subpoena must be served at least 10 days before the time required for attendance unless the court prescribes a shorter time. Unless they are parties to the hearing or are district or government employees, witnesses who appear pursuant to a subpoena receive fees equal to those prescribed for witnesses in civil actions in a superior court, and all witnesses other than the parties to the hearing receive mileage; these fees and mileage must be paid by the party requesting the subpoena.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

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

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

<p>Note: Findings of fact made by the Board or a hearing panel must not be based on hearsay alone. "Hearsay" is evidence of an oral or written statement made by a person who is not present at the hearing which is offered to establish a fact as being true. Some exceptions to the hearsay rule exist under the Evidence Code and Education Code; the district should consult legal counsel as appropriate.</p>

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Note: Education Code 48918.6 provides that testimony by a student witness at an expulsion hearing is privileged and thus protected from liability for defamation pursuant to Civil Code 47(b).

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Note: For districts that use a hearing officer or administrative panel, Education Code 48918 mandates that the Board adopt procedures that include the following section.

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

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

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

Final Action by the Board

Note: Education Code 48918 mandates that the Board adopt procedures that include the following paragraph.

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

(cf. 9321.1 - Closed Session Actions and Reports)

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

Note: The Gun-Free Schools Act, 20 USC 7151, requires that the following paragraph be sent to the CDE for assurances of compliance with federal and state law. For other language that must be submitted to the CDE, see section below entitled "Notifications to Law Enforcement Authorities."

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

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

Note: The following paragraph is optional. Education Code 48916.5 authorizes, but does not mandate, the Board to make the following requirement of certain expelled students.

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

Written Notice to Expel

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Decision Not to Enforce Expulsion Order

Note: Pursuant to Education Code 48917, the Board's criteria for suspending the enforcement of expulsions must be applied uniformly to all students. Items #1-3 below are optional and should be revised to reflect district criteria.

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

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

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

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

Right to Appeal

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

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

Notification to Law Enforcement Authorities

Note: The Gun-Free Schools Act, 20 USC 7151, requires that the following two paragraphs be sent to the CDE for assurances of compliance with federal and state law.

In addition, Education Code 48902 requires the principal or designee to notify law enforcement authorities when a student or nonstudent possesses a firearm or explosive or sells or furnishes a firearm at school. However, when the student involved in such a case is a student with a disability, Education Code 49076 requires any law enforcement authority to which student information is disclosed to certify that those records will not be disclosed to another party without the prior written consent of the student's parent/guardian or other person invested with the student's educational right; see AR 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities).

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

Note: Education Code 48915 requires the Board to refer all expelled students to a program of study that is prepared to accommodate students with discipline problems and that is not located at the school the student currently attends or at any regular elementary, middle, junior, or senior high school. However, students expelled for the acts described in Education Code 48900(f) through (m) or Education Code 48900.2, 48900.3, or 48900.4 may be referred to a program of study that is at another elementary, middle, junior, or senior high school if the County Superintendent of Schools certifies that an alternative program is not available at a site away from such a school.

Education Code 48915.01 states that if the Board has established a community day school pursuant to Education Code 48661 on the same site as an elementary, middle, junior, or senior high school, expelled students may be referred to the community day school at that site. Although Education Code 48663 prohibits the use of independent study in community day schools, Education Code 48916.1 does not in any way restrict the district from offering independent study as a voluntary alternative placement option for expelled students.

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

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

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

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

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

Readmission After Expulsion

<p>Note: Education Code 48916 mandates that the Board adopt rules and regulations establishing a procedure for filing and processing requests for readmission and a process for Board review of all expelled students for readmission. Items #2-4 below should be revised to reflect district practice.</p>

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

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

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

Maintenance of Records

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

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

Note: Education Code 48915.1 requires that, when an expelled student asks to enroll in another district, the receiving district must hold a hearing to determine whether the student poses a danger to its students or staff. The receiving district then may either deny or permit the enrollment. Upon request from another district, the expelling district must provide information about the expulsion within five days.

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

(cf. 5119 - Students Expelled from Other Districts)

Center USD

Administrative Regulation

Suspension And Expulsion/Due Process

AR 5144.1
Students

Definitions

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

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

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

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

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

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

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

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

Notice of Regulations

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

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she:

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

1. **Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense (Education Code 48900(a))**

A student who *aids* or *abets* the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, such a student may be suspended or expelled pursuant to Education Code 48900(a) when he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))

2. **Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))**

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

(cf. 5131.6 - Alcohol and Other Drugs)

4. **Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))**

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

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

(cf. 5131.4 - Student Disturbances)

12. Knowingly received stolen school property or private property (Education Code 48900(l))
13. Possessed an imitation firearm (Education Code 48900(m))

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

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

17. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

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

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

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

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 (items #20-22 below), that has any of the effects described above on a reasonable student.

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

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

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

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

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

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

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

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

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

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

(cf. 5145.7 - Sexual Harassment)

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

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

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within

any other school district, at any time, including, but not limited to, the following:
(Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school

(cf. 5131.1 - Bus Conduct)

3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

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

Removal from Class by a Teacher and Parental Attendance

A teacher may remove any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above.
(Education Code 48910)

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

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

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

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

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

Pursuant to Board policy, a teacher may require the parent/guardian of a student whom the teacher has removed to attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written

notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

Suspension by Superintendent, Principal, or Designee

The Superintendent, principal, or designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

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

(cf. 5125 - Student Records)

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

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

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g)

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

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

A student may be suspended from school for not more than 20 school days in any school year unless, for purposes of adjustment, the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

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

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

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

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

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

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

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

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

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

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

(cf. 6173.1 - Education for Foster Youth)

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

Suspension by the Board

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

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

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

(cf. 9321 - Closed Session Purposes and Agendas)

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

Supervised Suspension Classroom

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

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.

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

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

Authority to Expel

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

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

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

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

Mandatory Recommendation for Expulsion

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

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student

3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

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

Mandatory Recommendation and Mandatory Expulsion

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

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

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

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

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

Student's Right to Expulsion Hearing

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

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

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

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

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

After a determination that one of the grounds listed above under "Grounds for Suspension and Expulsion" has occurred, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian.

Rights of Complaining Witness

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

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

1. Receive five days' notice of his/her scheduled testimony at the hearing

2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

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

Written Notice of the Expulsion Hearing

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

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

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

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

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

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

Additional Notice of Expulsion Hearing for Foster Youth

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

Conduct of Expulsion Hearing

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

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

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

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in

accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

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

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

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

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

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

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
 - a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.

- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

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

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue its decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

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

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

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

Final Action by the Board

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

(cf. 9321.1 - Closed Session Actions and Reports)

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

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

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

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

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

Written Notice to Expel

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)

5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision Not to Enforce Expulsion Order

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

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

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

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

right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Right to Appeal

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

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

Notification to Law Enforcement Authorities

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

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

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

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

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

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and #20-22 under "Grounds for Suspension and Expulsion" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

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

Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a

danger to campus safety or to other district students or employees. (Education Code 48916)

6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

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

Maintenance of Records

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

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

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

(cf. 5119 - Students Expelled from Other Districts)

Outcome Data

The Superintendent or designee shall maintain the following data: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended

5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

PARENTAL NOTIFICATIONS

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

Note: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. However, there are other notices that districts are recommended to distribute (e.g., the notice included in AR 5145.3 - Nondiscrimination/Harassment regarding the rights of transgender and gender-nonconforming students and the opportunity for a student to inform the district whenever his/her participation in a sex-segregated program or activity with a student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy).

Unless otherwise indicated, code numbers below refer to Education Code sections.

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

PARENTAL NOTIFICATIONS (continued)

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

Center USD

Exhibit

Parental Notifications

E 5145.6

Students

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 and Government Code 17581.5 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under those sections. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

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

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. <u>Annually</u> (continued)			
Beginning of each school year	48980, 35160.5, 46600-46611, 48204	AR 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency
Beginning of each school year, if Board allows such absence	48980, 46014	BP 5113 AR 5113	Absence for religious exercises or purposes
Beginning of each school year	48980, 48205	BP 5113 AR 5113 AR 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	48980, 49403	BP 5141.31	Consent to school immunization program
Beginning of each school year	48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
Beginning of each school year	48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	48980, 49472	BP 5143	Availability of insurance
Beginning of each school year	49013; 5 CCR 4622	AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies
Beginning of each school year	49063	AR 5125 AR 5125.3	Challenge, review, and expunging of records
Beginning of each school year	49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability
Beginning of each school year	49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. <u>Annually</u> (continued)			
Beginning of each school year	49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Free and reduced price meals
Beginning of each school year	56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	58501, 48980	AR 6181	Alternative schools
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Beginning of each school year collection	20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or of personal information for marketing; process to opt out of such activities
Beginning of each school year, if district receives Title I funds	20 USC 6311; 34 CFR 200.61	AR 4112.24 AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Beginning of each school year, if any district school has been identified for program improvement or corrective action	20 USC 6316	AR 0520.2	Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination
Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. <u>At Specific Times During the Student's Academic Career</u>			
Beginning in grade 7, at least once prior to course selection and career counseling	221.5, 48980	AR 6164.2	Course selection and career counseling
When child first enrolls in a public school, if the school offers a fingerprinting program	32390, 48980	AR 5142.1	Fingerprinting program
Upon registration in K-6, if students have not previously been transported	39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students, if high school is open campus	44808.5, 48980	AR 5112.5	Open campus
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	48980, 51225.3	AR 6146.1	How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of district CTE courses that satisfy a-g course criteria
Beginning of each school year, for high school students	48980, 52244	AR 6141.5	Availability of state funds to cover costs of advanced placement exam fees
Beginning of each school year in grades 9-12 and when high school student transfers into the district	48980, 60850	AR 6162.52	Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation
When students entering grade 7	49452.7	AR 5141.3	Specified information on type 2 diabetes
When in kindergarten, or first grade if not previously enrolled in public school	49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. <u>At Specific Times During the Student's Academic Career</u> (continued)			
Beginning of each school year for students in grades 9-12	51229, 48980	AR 6143	College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12	51938, 48980	AR 6142.1	Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests	60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
When child is enrolled in kindergarten	Health and Safety Code 124100	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent
III. <u>When Special Circumstances Occur</u>			
Upon receipt of a complaint alleging discrimination	262.3	AR 1312.3	Civil law remedies available to complainants
When student has been placed in structured English immersion program	310-311; 5 CCR 11309	AR 6174	Student's placement in program, opportunity to apply for parental exception waiver, other rights of student relative to such placements
When determining whether an English learner should be reclassified as fluent English proficient	313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	440; 20 USC 7012	AR 6174	Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program
Before high school student attends specialized secondary program on a university campus	17288	None	University campus buildings may not meet Education Code requirements for structural safety
At least 72 hours before use of pesticide product not included in annual list	17612	AR 3514.2	Intended use of pesticide product
To members of athletic teams	32221.5	AR 5143	Offer of insurance; no-cost and low-cost program options
If school has lost its WASC accreditation status	35178.4	BP 6190	Loss of status, potential consequences
At least six months before implementing a schoolwide uniform policy	35183	AR 5132	Dress code policy requiring schoolwide uniform
Beginning of each term, when student has not passed the exit exam by the end of grade 12	37254	AR 6179	Availability of intensive instruction and services for two consecutive academic years and right to file complaint
Before implementing a year-round schedule	37616	BP 6117	Year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	46601	AR 5117	Appeal process
Before early entry to kindergarten, if offered	48000	AR 5111	Effects, advantages and disadvantages of early entry
When student identified as being at risk of retention	48070.5	AR 5123	Student at risk of retention

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	48213	AR 5112.2 BP 5141.33	Student has been excluded from school
Before already admitted student is excluded for lack of immunization	48216; 17 CCR 6040	AR 5141.31	Need to submit evidence of immunization or exemption within 10 school days; referral to medical care
When a student is classified a truant	48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred to a SARB or probation department	48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When a school is identified on the state's Open Enrollment List	48354; 5 CCR 4702	AR 5118	Student's option to transfer to another school
Within 60 days of receiving application for transfer out of open enrollment school	48357; 5 CCR 4702	AR 5118	Whether student's transfer application is accepted or rejected; reasons for rejection
Prior to involuntary transfer to continuation school	48432.5	AR 6184	Right to require meeting prior to involuntary transfer to continuation school
When student is removed from class and teacher requires parental attendance at school	48900.1	BP 5144.1 AR 5144.1	Parental attendance required; timeline for attendance
Prior to withholding grades, diplomas, or transcripts	48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts
When student is released to peace officer	48906	BP 5145.11	Release of student to peace officer
At time of suspension	48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	48911	AR 5144.1	Extension of suspension

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
At the time a student is assigned to a supervised suspension classroom	48911.1	AR 5144.1	The student's assignment to a supervised suspension classroom
Before holding a closed session re: suspension	48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	48916	AR 5144.1	Description of readmission procedures
10 calendar days before expulsion hearing	48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
One month before the scheduled minimum day	48980	BP 6111	When minimum days scheduled after beginning of the school year
When parents request guidelines for filing complaint of child abuse at a school site	48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	49068	AR 5125	Right to receive copy of student's record and to challenge its content
Within 24 hours of release of information to a judge or probation officer	49076	AR 5125	Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
Before release of information pursuant to court order or subpoena	49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	49456	AR 5141.3	Vision or hearing test
Annually to parents/guardians of student athletes before their first practice or competition	49475	AR 6145.2	Information on concussions and head injuries
Before any test questioning personal beliefs	51513	AR 5022	Permission for test, survey questioning personal beliefs
Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	51938	AR 6142.1	Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	51938	AR 5022	Notice that the survey will be administered
Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	52164.1, 52164.3; 5 CCR 11511.5	AR 6174	Results of state test of English proficiency
When migrant education program is established	54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health and Safety Code 1596.857	AR 5148	Parent right to enter facility
When sharing student immunization information with an immunization system	Health and Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
Prior to student participation in gifted and talented program	5 CCR 3831	AR 6172	Gifted and talented student program
When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with law regulating educational programs	5 CCR 4631	AR 1312.3	Appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies re: unexcused absences
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation
For districts receiving Title I funds, when child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"	20 USC 6311	AR 4112.24	Timely notice to parent of child's assignment
When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress	20 USC 6312	AR 0520.2	Notice of failure to parents of English language learners
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program
When school identified for program improvement or corrective action	20 USC 6316	AR 0520.2 AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services
When district identified for program improvement	20 USC 6316	AR 0520.3	Explanation status, reasons for identification, how parents can participate in upgrading district

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
For districts receiving Title III funds, within 30 days of the release of state Title III accountability report	20 USC 7012	AR 6174	Notification of any failure to make progress on state's annual measurable achievement objectives for English learners
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 245.6a	AR 3553	Notice of need to submit verification information; any subsequent change in benefits; right to appeal
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records
IV. Special Education Notices			
Prior to conducting initial evaluation	56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502	AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice
24 hours before IEP when district intending to record	56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent to attend IEP meeting	56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who who in attendance, participation of others with special knowledge, transition statements if appropriate
When parent orally requests review of IEP	56343.5	AR 6159	Need for written request
When student is selected to be assessed with the California Modified Assessment	5 CCR 850	AR 6162.51	Notice that the student's achievement will be measured based on modified achievement standard
Before functional behavioral assessment begins	5 CCR 3052	AR 6159.4	Notification and consent

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. Special Education Notices (continued)			
Before modification of behavioral intervention plan	5 CCR 3052	AR 6159.4	Notification and consent
Within one school day of emergency intervention or serious property damage	5 CCR 3052	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice
Initial referral for evaluation	20 USC 1415(d); 34 CFR 300.503	AR 6159.1	Prior written notice and procedural safeguards notice
Registration of complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
Disciplinary action taken for dangerous behavior	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Suspension or change of placement for more than 10 days	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Child's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	District responsibilities, district actions, procedural safeguards
V. Classroom Notices			
In each classroom in each school	35186	AR/E 1312.4	Complaints re: sufficiency of instructional materials, teacher vacancy or misassignment, maintenance of facilities, right of students who did not pass exit exam to receive intensive instruction after grade 12

ADVANCED PLACEMENT

Note: The following optional policy is for use by districts that maintain high schools and may be revised to reflect district practice. Students who participate in Advanced Placement (AP) courses and pass AP examinations conducted by the College Board may receive college credit for those courses when allowed by the postsecondary institution.

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

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

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

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

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

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

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

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

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

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

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

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

ADVANCED PLACEMENT (continued)

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

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

(cf. 4113 - Assignment)

(cf. 4131 - Staff Development)

Note: The College Board has created a voluntary audit process to provide guidelines for administrators and AP teachers regarding the curricular and resource requirements of AP courses. The AP audit specifies a set of expectations established by college and university faculty for college-level courses. Courses that meet or exceed these expectations will be authorized to use the "AP" designation on students' transcripts. In addition, approved courses are listed in the AP Course Ledger, which is used by colleges to confirm high school course content. Schools that offer the AP exam without labeling the school's courses as AP on students' transcripts do not need to participate in the audit.

The following optional paragraph is for use by districts that wish to participate in the AP audit.

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

Examination Fee

Note: The following optional section is for use by districts that receive federal funding distributed by the California Department of Education pursuant to 20 USC 6534, or choose to use district funds, to assist economically disadvantaged students in paying the cost of AP examination fees. Education Code 52244, which awarded state grants for this purpose, self-repealed on January 1, 2013, and the funding was redirected into the local control funding formula pursuant to AB 97 (Ch. 47, Statutes of 2013).

To the extent feasible, the district shall reduce the cost of AP examination fees for eligible low-income students. At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the availability of funds for this purpose and shall provide information on how income-eligible students may apply for funding.

(cf. 3100 - Budget)

Legal Reference: (see next page)

ADVANCED PLACEMENT (continued)

Legal Reference:

EDUCATION CODE

52240-52243 *Advanced Placement program*

CODE OF REGULATIONS, TITLE 5

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

UNITED STATES CODE, TITLE 20

6534 *Advanced Placement exam fee program*

Management Resources:

WEB SITES

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

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

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

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

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

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

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

Center USD

Board Policy

Advanced Placement

BP 6141.5

Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

To encourage students to challenge themselves academically and to enable students to be more competitive when applying for admission to postsecondary institutions, the Governing Board shall provide opportunities for college-level coursework that will prepare interested high school students to pass Advanced Placement (AP) examinations.

(cf. 0200 - Goals for the School District)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

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

The Superintendent or designee shall ensure that the district's educational program provides opportunities for students to acquire the skills necessary to successfully undertake AP coursework. To the extent possible, the Superintendent or designee shall collaborate with feeder middle schools in developing and implementing a preparation program.

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

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

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

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

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

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

(cf. 5126 - Awards for Achievement)

(cf. 6164.2 - Guidance/Counseling Services)

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

(cf. 4111 - Recruitment and Selection)

(cf. 4113 - Assignment)

(cf. 4131 - Staff Development)

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

Legal Reference:

EDUCATION CODE

48980 Parental notifications

52200-52212 Gifted and talented education program

52240-52244 Advanced Placement program

CODE OF REGULATIONS, TITLE 5

3840 Advanced Placement as program option for gifted and talented students

Management Resources:

WEB SITES

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

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

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

California Department of Education, Advanced Placement Programs:

<http://www.cde.ca.gov/ci/gs/ps/apgen.asp>

College Board: <http://www.collegeboard.org/ap>
U.S. Department of Education: <http://www.ed.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: October 15, 2008 Antelope, California

MATHEMATICS INSTRUCTION

Note: The following optional policy may be revised to reflect district practice and the grade levels offered by the district. Education Code 51210 and 51220 require that mathematics, including mathematical concepts and understandings, operational skills, and problem solving, be included in the course of study offered in grades 1-12; see BP 6143 - Courses of Study. In addition, Education Code 51224.5 specifies that the adopted course of study for grades 7-12 must include algebra and that, as part of the two courses in mathematics required for high school graduation pursuant to Education Code 51225.3, students must complete coursework that meets or exceeds the rigor of the content standards for Algebra I adopted by the State Board of Education (SBE); see BP 6146.1 - High School Graduation Requirements.

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

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

Note: The Common Core State Standards (CCSS) for mathematics, modified in January 2013, are based on the three principles of (1) focus, placing strong emphasis on the concepts in the standards so that students have sufficient time to think about, practice, and integrate new ideas; (2) coherence, linking topics across grade levels and establishing connections with other topics; and (3) rigor, requiring that conceptual understanding, procedural skills and fluency, and applications be pursued with equal intensity.

All California schools are expected to implement the CCSS in the 2014-15 school year. In November 2013, the SBE adopted the Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve which was updated to reflect these standards. In addition, the state assessment system is transitioning to the California Assessment of Student Performance and Progress which is aligned with the CCSS; see BP/AR 6162.51 - State Academic Achievement Tests. The CCSS and state curriculum framework are available on the California Department of Education's web site. For further information about the CCSS and recommendations for implementation, see CSBA's Governing to the Core series of governance briefs.

Education Code 51284, as amended by AB 166 (Ch. 135, Statutes of 2013), requires that, concurrent with the next revision of textbooks or the curriculum framework in mathematics, the SBE ensure the integration of financial literacy, including, but not limited to, budgeting and managing credit, student loans, consumer debt, and identity theft security. An appendix to the 2013 curriculum framework provides examples and resources to assist in incorporating problems or exercises that teach financial literacy concepts and skills.

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

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

MATHEMATICS INSTRUCTION (continued)

Note: The CCSS for mathematics include two types of standards: mathematical practice standards (identical for each grade level) and mathematical content standards (different at each grade level). The eight practice standards are grouped into four categories as reflected in items #1-4 below.

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

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

Note: The following three paragraphs reflect the mathematic content standards of the CCSS and may be revised to reflect district practice. The district should select the paragraph(s) applicable to the grade levels offered by the district.

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

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

Note: The following paragraph is for use by districts that maintain secondary grades. As revised in January 2013, the CCSS for higher mathematics replace the unique Grade 8 Algebra course with an Algebra I course that covers the same content regardless of the grade level of the student taking the course. Thus, students who are not ready to take algebra in grade 8 may take an alternate path. As revised, the higher mathematics standards are organized into both conceptual categories and model courses, which may be delivered using a traditional pathway (i.e., Algebra I, Geometry, Algebra II) or an integrated pathway (i.e., Mathematics I, II, and III) in which each course contains standards from all six conceptual categories. The CCSS also provide for two advanced courses: (1) Advanced Placement Statistics and Probability and (2) Calculus. For further information, see the state curriculum framework or the Common Core State Standards Initiative's guidance, [Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards](#), available on its web site.

The district may revise the following paragraph to reflect the pathway(s) used in the district and/or the grade levels at which higher mathematics shall be offered.

MATHEMATICS INSTRUCTION (continued)

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

Note: AB 97 (Ch. 47, Statutes of 2013) eliminated the Professional Development Block Grant (Education Code 41530-41532) and the Mathematics and Reading Professional Development Program (Education Code 99230-99242) and redirected that funding into the local control funding formula. At their discretion, districts may provide professional development opportunities to meet the purposes of those programs or other local needs.

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

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

Note: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Governing Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in mathematics and other specified subjects to use in class and to take home. For a definition of "sufficiency" for this purpose and a sample Board resolution, see BP/E 6161.1 - Selection and Evaluation of Instructional Materials.

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

(cf. 0440 - District Technology Plan)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

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

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)

MATHEMATICS INSTRUCTION (continued)

Legal Reference:

EDUCATION CODE

51210 *Areas of study, grades 1-6*

51220 *Areas of study, grades 7-12*

51224.5 *Algebra in course of study for grades 7-12*

51225.3 *High school graduation requirements*

51284 *Financial literacy*

60605 *State-adopted content and performance standards in core curricular areas*

60605.8 *Common Core standards*

Management Resources:

CSBA PUBLICATIONS

Governing to the Core, Governance Briefs

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

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

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

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

WEB SITES

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

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

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

Center USD

Board Policy

Mathematics Instruction

BP 6142.92
Instruction

The Governing Board desires to offer a rigorous mathematics program that provides a strong foundation in basic mathematical skills and prepares students to apply mathematics in real life. The Superintendent or designee shall develop grade-level curricula that offer a balanced instructional program, including but not limited to:

1. **Basic mathematical skills:** quantification, basic facts, sorting and classification, and computational skills including addition, subtraction, multiplication, division, fractions, decimals, squares and square roots
2. **Conceptual understanding:** knowledge and application of facts and definitions, identification of principles, understanding of relationships among mathematical concepts, recognition and application of signs, symbols and terms
3. **Problem solving:** use of mathematical concepts, skills, tools and reasoning strategies to formulate and solve problems in a variety of situations

The mathematics program shall develop such knowledge and skills in the subject areas of numbers, measurement, geometry, functions, statistics and probability, logic, algebra and discrete mathematics. Students should know, understand and demonstrate concepts through their application to classroom and real-life situations.

The Superintendent or designee shall ensure that all students have many opportunities to take the full range of mathematics course options.

(cf. 6143 - Courses of Study)

The Board shall establish specific content and performance standards in mathematical skills, concepts and problem-solving ability for each grade level. Students at risk of failing to meet performance standards shall receive additional assistance and intervention.

(cf. 6146.1 - High School Graduation Requirements/Standards of Proficiency)

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

(cf. 4131 - Staff Development)

Students shall have access to sufficient instructional materials, including manipulatives and technology, to support a balanced mathematics program.

**(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.7 - Use of Technology in Instruction)**

Legal Reference:

EDUCATION CODE

51210 Areas of study, grades 1 through 6

51220 Areas of study, grades 7 through 12

Management Resources:

CDE PUBLICATIONS

Improving Mathematics Achievement for All California Students: The Report of the California Mathematics Task Force, 1995

Mathematics Framework for California Public Schools, 1992

CLASS SIZE

Note: The following optional policy should be revised to reflect the grade levels offered by the district and any related provisions found in collective bargaining agreements.

AB 97 (Ch. 47, Statutes of 2013) eliminated the Class Size Reduction program for grades K-3 (Education Code 52120-52128) and the Morgan-Hart Class Size Reduction program for grades 9-12 (Education Code 52080-52090) and redirected the funding for both programs into the local control funding formula (LCFF).

In place of the K-3 Class Size Reduction program, AB 97 added Education Code 42238.02 which creates what is now referred to as the K-3 Grade Span Adjustment (GSA) program. The GSA program requires districts, as a condition of receiving an additional adjustment to the K-3 base grant under the LCFF, to make progress toward maintaining an average class size of 24 students in those grades and achieve that level by the time the LCFF is fully implemented (estimated by the Department of Finance to be the 2020-21 fiscal year). An exception exists for districts that have negotiated a different ratio for each school site. Pursuant to Education Code 42238.02, the average class enrollment requirement cannot be waived by the Superintendent of Public Instruction.

Districts that choose to reduce class size in any of grades 4-12 may do so at their discretion and may establish priorities for smaller class size aligned with the goals in their local control and accountability plan developed pursuant to Education Code 52060-52077, as added by AB 97.

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

(cf. 4141/4241 - Collective Bargaining Agreement)

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

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

Note: As noted above, Education Code 42238.02, as added by AB 97 (Ch. 47, Statutes of 2013), requires districts to make progress each year toward maintaining an average class enrollment of not more than 24 students by the time the LCFF is fully implemented. Average class enrollment must be determined and annual progress must be made pursuant to 5 CCR 15498-15498.3, as added by Register 2014, No. 14. Failure to make annual progress at every school site will result in the loss of the adjustment for the entire district, unless the district has negotiated an alternative average class size enrollment. If the district has negotiated an alternative average class enrollment, it may revise the following paragraph accordingly.

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

CLASS SIZE (continued)

Note: According to the California Department of Education, transitional kindergarten classes are also subject to class size requirements under the LCFF and will be included in kindergarten class size calculations.

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

(cf. 6170.1 - Transitional Kindergarten)

Note: The following **optional** paragraph is for use by districts that maintain secondary grades and should be revised to reflect district priorities for class size reduction.

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

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

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

(cf. 3100 - Budget)
(cf. 6117 - Year-Round Schedules)
(cf. 7111 - Evaluating Existing Buildings)

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

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

Legal Reference: (see next page)

CLASS SIZE (continued)

Legal Reference:

EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

33050 Nonwaivable provisions

35160 Authority of the board

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

42280 Necessary small schools

46205 Computation for early-late programs

51225.3 Graduation requirements

52060-52077 Local control and accountability plan

GOVERNMENT CODE

3543.2 Scope of representation

Management Resources:

WEB SITES

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

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

Center USD

Board Policy

Class Size

BP 6151

Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board recognizes that the number of students in a class may affect the extent to which teachers can identify and respond to individual student needs.

In accordance with negotiated employee agreements and state law, and upon the recommendation of the Superintendent or designee, the Board shall establish upper and lower class size limits appropriate for the grade level or subject taught and conducive to the effective use of teaching staff.

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall regularly submit reports that will enable the Board to evaluate the effectiveness of the class size reduction program and its impact on student achievement and on the attainment of the district's goals. These reports shall also include an analysis of the impact of class size reduction on staffing and school facilities needs.

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 6117 - Year-Round Schedules)

(cf. 7111 - Evaluating Existing Buildings)

Class Size Reduction in Grades K-3

The Board believes that small class size is beneficial to students in the primary grades as they acquire the basic skills that serve as the foundation for their subsequent learning. The Superintendent or designee shall ensure that classes in primary grades designated by the Board are reduced to 20 or fewer students per teacher in accordance with law.

Full-time mainstreamed special education students shall not be included in determining class size for purposes of the class size reduction program.

(cf. 6159 - Individualized Education Program)

In accordance with law, the Superintendent or designee shall ensure that the teachers of classes in the class size reduction program receive training designed to help them to maximize the educational advantages of class size reduction.

(cf. 4131 - Staff Development)

If it becomes necessary to consider reducing or eliminating certain grade levels or schools from participation in the class size reduction program, the Superintendent or designee shall prepare a report analyzing the potential impact of the program's elimination, including the effects on the district's budget, transportation, facilities, staffing and collective bargaining agreement, as well as the potential impact on student achievement and learning. He/she shall present recommendations to the Board in accordance with the priorities specified in law.

Class Size Reduction in Grades 9-12

The Board desires to participate in class size reduction to provide an average class size of no more than 20 students in courses that count toward completion of graduation requirements in English, mathematics, science, or social studies. In accordance with law, priority shall be given to reducing class size in English courses in grade 9. If funding is available, the Superintendent or designee shall recommend other ninth grade courses from the subjects listed above from which reduced class sizes are likely to provide the greatest impact on student learning.

Legal Reference:

EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

33050 Nonwaivable provisions

35160 Authority of the board

41375 Legislative intent encouraging reduction in class size

41376 Minimum class size standards

41378 Apportionments and allowances, kindergarten classes

42280 Necessary small schools

46205 Computation for early-late programs

51225.3 Graduation requirements

52080-52090 Morgan-Hart Class Size Reduction Act

52120-52128.5 Class Size Reduction program

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

15103 Definitions

15130-15133 Class size reduction program K-3

15140-15141 Class size reduction in two courses in grade 9

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Frequently Asked Questions, K-3 Class Size Reduction Program, revised July 2005

WEB SITES

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

California Department of Education, class size reduction: <http://www.cde.ca.gov/ls/cs/>

Delete

Center USD Administrative Regulation

Class Size

AR 6151 Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

Class Size Reduction in Grades K-3

When establishing a program to reduce class size in the primary grades, the program shall be implemented at each school according to the following priorities: (Education Code 52124)

1. If only one grade level is reduced at a school, the grade level shall be grade 1.
2. If only two grade levels are reduced at a school, the grade levels shall be grades 1 and 2.
3. If three grade levels are reduced at a school, then those grade levels shall be kindergarten and grades 1 and 2 or grades 1 through 3. Priority shall be given to the reduction of class sizes in grades 1 and 2 before class sizes of kindergarten or grade 3 are reduced.
4. If four grade levels are reduced at a school, then those grade levels shall be kindergarten through grade 3. First priority shall be given to the reduction of class sizes in grade 1 and 2; second priority shall be given to the reduction of class size in kindergarten and grade 3.

In order to maximize the educational advantages of smaller classes, training shall be provided to teachers providing direct instructional services in classes participating in the district's class size reduction program. This training shall include, but not be limited to, methods for providing each of the following: (Education Code 52127)

1. Individual instruction

2. Effective teaching, including classroom management, in smaller classes
3. Identifying and responding to student needs
4. Opportunities to build on the individual strengths of students

(cf. 4131 - Staff Development)

Class Size Reduction in Grades 9-12

When establishing a program to reduce class size in one or two courses in grade 9, the Superintendent or designee shall certify that, at each participating school: (Education Code 52084)

1. English courses are included in the program.
2. The second course, if any, is a course in mathematics, science, or social studies which counts towards graduation requirements pursuant to Education Code 51225.3.
3. The average class size in the school for the designated course(s) shall be no more than 20 students per certificated teacher, and there shall be no more than 22 students in any participating class.

Special education students enrolled in special day classes on a full-time basis and students enrolled in necessary small schools that receive funding pursuant to Education Code 42280 shall not be counted in calculating class sizes for purposes of this program.

4. The implementation of class size reduction has not adversely affected existing class size in other courses.

Class size reduction in grades 10, 11, and/or 12 shall be maintained at the same grade levels and in the same courses as in the 1997-98 school year.

STUDENT ASSESSMENT

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

The following paragraph addresses potential uses of student assessment data. Pursuant to Education Code 52060, as added by AB 97 (Ch. 47, Statutes of 2013), applicable statewide student assessments must be used as one of the measures of the district's annual goals for student achievement included in its local control accountability plan; see AR 0460 - Local Control and Accountability Plan. In addition, pursuant to Education Code 44662, evaluations of certificated staff must include an assessment of students' progress toward meeting district standards of expected student achievement at each grade level in each area of study and, if applicable, toward state standards as measured by state criterion-referenced assessments (i.e., assessments that test students' mastery of the content). However, Education Code 44662 prohibits the use of publishers' norms established by standardized tests (i.e., assessments that compare students' performance to a representative sample of students) for the purpose of evaluating and assessing certificated staff performance. The use of student assessment results in staff evaluations may also be addressed in collective bargaining agreements or employment contracts. See BP/AR 4115 - Evaluation/Supervision and BP 4315 - Evaluation/Supervision.

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4115 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

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

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

Note: Education Code 52052, as amended by AB 97 (Ch. 47, Statutes of 2013), requires that schools and districts demonstrate comparable improvement in academic achievement by all "numerically significant" student subgroups, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. A "numerically significant" subgroup is one that consists of at least 30 students, or 15 foster youth, with a valid test score. To evaluate the extent to which the district fulfills this responsibility, it will be important to examine disaggregated student assessment results as provided below.

As a condition of using individual applications or records from the free and reduced-price meal program to identify students for the purpose of disaggregating student achievement data, Education Code 49558 requires the Governing Board to adopt policy allowing such use of individual records and requires that confidentiality be ensured to the extent possible; see AR 3553 - Free and Reduced Price Meals.

STUDENT ASSESSMENT (continued)

To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

(cf. 3553 - Free and Reduced Price Meals)

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

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

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

(cf. 6162.54 - Test Integrity/Test Preparation)

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

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 0510 - School Accountability Report Card)

Individual Record of Accomplishment

Note: The following **optional** section is for use by districts that maintain high schools.

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

Note: Pursuant to Education Code 60607, as amended by AB 484 (Ch. 489, Statutes of 2013), the individual record of accomplishment must include results of the state assessments established pursuant to Education Code 60640-60649 (the California Assessment of Student Performance and Progress) or any predecessor assessments (i.e., the Standardized Testing and Reporting Program).

STUDENT ASSESSMENT (continued)

1. The results of the state achievement tests administered pursuant to Education Code 60640-60649 or any predecessor assessments
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

(cf. 6178 - Career Technical Education)

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

(cf. 5125 - Student Records)

Legal Reference: (see next page)

STUDENT ASSESSMENT (continued)

Legal Reference:

EDUCATION CODE

- 313 Assessment of English language development*
- 10600-10610 California Education Information System*
- 44660-44665 Evaluation and assessment of performance of certificated employees (Stull Act)*
- 49558 Free and reduced-price meals; use of individual applications and records*
- 51041 Evaluation of educational program*
- 51450-51455 Golden State Seal Merit Diploma*
- 52052 Academic Performance Index; numerically significant student subgroups*
- 52060-52077 Local control and accountability plan*
- 60600-60649 Assessment of academic achievement, especially:*
 - 60640-60649 California Assessment of Student Performance and Progress*
- 60800 Physical fitness testing*
- 60810-60812 Assessment of English language development*
- 60850-60859 High school exit examination*
- 60900 California Longitudinal Pupil Achievement Data System*
- CODE OF REGULATIONS, TITLE 5
 - 850-864 California Assessment of Student Performance and Progress*
 - 1200-1225 High School Exit Examination*
- UNITED STATES CODE, TITLE 20
 - 9622 National Assessment of Educational Progress*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Key Elements of Testing, May 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

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

WEB SITES

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

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

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

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

Center USD

Board Policy

Student Assessment

BP 6162.5

Instruction

The Governing Board recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, program effectiveness and staff evaluations shall, as appropriate, be based in part on indicators of student achievement.

(cf. 0500 - Accountability)

(cf. 4115 - Evaluation/Supervision)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6011 - Academic Standards)

(cf. 6190 - Evaluation of the Instructional Program)

To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, or school site to allow for critical analysis of student needs.

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

(cf. 6142.7 - Physical Education and Activity)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

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

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

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

(cf. 6162.54 - Test Integrity/Test Preparation)

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

(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)

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

(cf. 0510 - School Accountability Report Card)

Individual Record of Accomplishment

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

1. The results of the achievement test administered under the Standardized Testing and Reporting Program pursuant to Education Code 60640-60649
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

(cf. 6178 - Career Technical Education)

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

(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

313 Assessment of English language development

10600-10610 California Education Information System

44660-44665 Evaluation and assessment of performance of certificated employees (Stull Act)

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit Diploma

60600-60649 Assessment of academic achievement, especially:

60640-60649 Standardized Testing and Reporting Program
60800 Physical fitness testing
60810-60812 Assessment of English language development
60850-60859 High school exit examination
60900 California Longitudinal Pupil Achievement Data System
CODE OF REGULATIONS, TITLE 5
850-870 Standardized Testing and Reporting program
1200-1225 High School Exit Examination
UNITED STATES CODE, TITLE 20
9622 National Assessment of Educational Progress

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Key Elements of Testing, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

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

WEB SITES

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

California Department of Education, Testing and Accountability:

<http://www.cde.ca.gov/ta>

Educational Testing Service: <http://www.ets.org>

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

TEST INTEGRITY/TEST PREPARATION

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

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

(cf. 0500 - Accountability)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5131 - Conduct)

(cf. 5131.9 - Academic Honesty)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

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

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

Appropriate Test Preparation

Note: Pursuant to Education Code 60640-60649, as amended by AB 484 (Ch. 489, Statutes of 2013), beginning in the 2013-14 school year, the state assessment system is transitioning from the Standardized Testing and Reporting program to the California Assessment of Student Performance and Progress (CAASPP); see BP/AR 6162.51 - State Academic Achievement Tests. AB 484 also amended Education Code 60611 to prohibit districts from implementing any program for the sole purpose of test preparation for state assessments, as provided below. The district may revise the following paragraph to be applicable to other assessments, such as district or national tests.

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

TEST INTEGRITY/TEST PREPARATION (continued)

Note: AB 484 (Ch. 489, Statutes of 2013) amended Education Code 60611 to clarify that districts are not prohibited from using materials to familiarize students with item types or the computer-based testing environment used in the CAASPP. The Smarter Balanced Assessment Consortium provides a practice and training test site which offers opportunities for administrators, students, and others to become familiar with the online testing environment before taking an actual online assessment. Additional guidance on appropriate test preparation is available in the California Department of Education's (CDE) Guidelines on Academic Preparation for State Assessments. 5 CCR 854, which addressed the limited use of practice tests provided by the publisher of the state assessments, was repealed by Register 2014, No. 6.

The primary preparation for assessments shall be high-quality instruction in the content specified in state and district academic standards. In addition, staff may prepare students for assessments by teaching general test-taking strategies and familiarizing them with item types or the computer-based testing environment used in state assessments.

(cf. 6011 - Academic Standards)

Investigation and Consequences of Testing Irregularities

Note: The following **optional** section establishes a process for investigating reports of testing irregularities and may be revised to reflect district practice. If the CDE concludes that, due to testing irregularities, the integrity of the Academic Performance Index (API) has been jeopardized, a school's or district's API may be invalidated.

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

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

(cf. 5144 - Discipline)

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

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

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

Legal Reference: (see next page)

TEST INTEGRITY/TEST PREPARATION (continued)

Legal Reference:

EDUCATION CODE

60611 *Inappropriate test preparation*

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

60850-60859 *California High School Exit Examination*

GOVERNMENT CODE

54957 *Complaints against employees, closed session*

CODE OF REGULATIONS, TITLE 5

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

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

1220 *Cheating on the high school exit examination*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidelines on Academic Preparation for State Assessments, December 2009

WEB SITES:

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

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

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

Center USD

Board Policy

Test Integrity/Test Preparation

BP 6162.54

Instruction

The Governing Board desires to protect the integrity of student assessment processes in order to obtain an accurate assessment of student achievement in the district and maintain accountability to the community and state. Students and staff are expected to maintain a high level of integrity in the completion and handling of student assessments.

(cf. 0500 - Accountability)

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5131 - Conduct)

(cf. 5131.9 - Academic Honesty)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

Test Integrity

In the administration of standardized tests, staff shall not:

1. Provide inappropriate test preparation
2. Modify test administration procedures, except as allowed by law
3. Provide inappropriate assistance to students during test administration
4. Change or fill in answers on student answer sheets
5. Provide inaccurate data on student header sheets
6. Discourage or exclude certain students from taking the test
7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement

Preparation for State Tests

Staff may prepare students for assessments by providing instruction in the content specified in state and district academic standards and teaching general test-taking strategies that are designed to improve their performance on tests included in the Standardized Testing and Reporting program, the California High School Exit Examination, or the California English Language Development Test. Such strategies may include, but not be limited to, using time efficiently, understanding directions, placing answers correctly on answer sheets, checking answers, problem-solving tactics, and exposing students to various test formats.

(cf. 6011 - Academic Standards)

The Superintendent or designee, principals, and teachers shall not implement any program of specific preparation for the statewide student assessment program or a particular test used within that program. (Education Code 60611)

Practice tests provided by the publisher of the state achievement test may be used for the limited purpose of familiarizing students with the use of scanable test booklets or answer sheets and the format of test items. No alternate or parallel form of the test shall be administered or used. (5 CCR 854)

Staff shall not use released test questions to develop practice tests that mimic or parallel state tests, or for teaching or drilling students only on the released items.

Investigation and Consequences of Testing Irregularities

Reports of student cheating on assessments shall be submitted to the principal or designee for investigation. Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.

(cf. 5144 - Discipline)

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

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities.

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

Legal Reference:

EDUCATION CODE

60600-60649 California Assessment of Academic Achievement, especially:

60611 Inappropriate test preparation

60850-60859 California High School Exit Examination

GOVERNMENT CODE

54957 Complaints against employees, closed session

CODE OF REGULATIONS, TITLE 5

850-870 Standardized Testing and Reporting program, especially:

854 Advance preparation for STAR test

880-901 Designated primary language test

1200-1225 California High School Exit Examination, especially:

1215 Cheating on the high school exit examination

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidelines on Academic Preparation for State Assessments, April 2004

WEB SITES:

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

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

LIBRARY MEDIA CENTERS

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

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

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

(cf. 0440 - District Technology Plan)

(cf. 1330.1 - Joint Use Agreements)

(cf. 6011 - Academic Standards)

(cf. 6163.4 - Student Use of Technology)

(cf. 7110 - Facilities Master Plan)

Note: The following **optional** paragraph may be revised to reflect district practice. AB 97 (Ch. 47, Statutes of 2013) eliminated the School and Library Improvement Block Grant (Education Code 41570-41573), which could be used to purchase school library resources and equipment conditional upon the adoption of a single plan for student achievement that incorporated a districtwide library plan. AB 97 also eliminated separate categorical funding for the State Instructional Materials Fund (Education Code 60240-60251.5), which could be used for the purchase of classroom library materials for grades K-4 provided that the district developed a districtwide plan for classroom libraries. Thus, districts may determine whether or not to develop a districtwide library plan and the process for developing such a plan.

The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the district's goals for school libraries and how funds will be distributed to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

LIBRARY MEDIA CENTERS (continued)**Staffing**

Note: The following **optional** section may be revised to reflect district practice. Pursuant to Education Code 18120, the Board may appoint one or more librarians to staff school libraries, provided they possess an appropriate credential issued by the Commission on Teacher Credentialing (CTC) as required by Education Code 44868 and 5 CCR 80053. This may include a teacher librarian services credential issued since January 1, 2008 or a library media teacher services credential issued prior to that date. In addition, 5 CCR 80024.6 establishes requirements for an emergency teacher librarian services permit that may be issued when there is an insufficient number of qualified certificated persons to fill available positions.

SBE model program standards recommend a ratio of one full-time teacher librarian per 785 students, plus assignment of a classified paraprofessional (e.g., library technician, library aide) at least 34 hours per week.

If the district does not employ any teacher librarians, it should modify this policy to reflect the position(s) that are assigned to fulfill the related duties.

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

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

Note: 5 CCR 80053 specifies the duties that any teacher librarian who possesses an appropriate credential or emergency permit from the CTC is authorized to perform. 5 CCR 80053.1 establishes a special class authorization which authorizes the holder to provide departmentalized instruction in information literacy, digital literacy, and digital citizenship. The district may revise items #1-8 below to reflect the duties of teacher librarians included in district job descriptions.

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

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level

LIBRARY MEDIA CENTERS (continued)

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

Note: The following **optional** paragraph may be revised to reflect district practice. Pursuant to Education Code 35021, the district may not use volunteer aides in lieu of classified employees whose positions were abolished.

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

(cf. 1240 - Volunteer Assistance)
(cf. 4222 - Teachers Aides/Paraprofessionals)

Hours of Operation

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

Note: The following paragraph is **optional**.

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

Selection and Evaluation of School Library Materials

Note: The following **optional** section may be revised to reflect district practice. At its discretion, the Board may establish selection criteria that exclude all materials of a sectarian, partisan, or denominational character as authorized by Education Code 18111.

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

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

LIBRARY MEDIA CENTERS (continued)

(cf. 6144 - Controversial Issues)

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

(cf. 6161.11 - Supplementary Instructional Materials)

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

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

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

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Fees

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

(cf. 3260 - Fees and Charges)

Note: Pursuant to 5 CCR 16042, the district shall not charge students for the late return of library materials unless authorized to do so by the Board. The district should select the option below that reflects district practice. Option 2 may be modified to include the amount that will be charged.

OPTION 1: Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

OPTION 2: To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

Library Instruction

Note: In September 2010, the SBE adopted model academic standards for library instruction which address what students should know and be able to do at each grade level or grade span in terms of information literacy skills. The introduction to the standards expresses the intent that the standards be taught collaboratively by the classroom teacher and the teacher librarian within the context of the curriculum. The

LIBRARY MEDIA CENTERS (continued)

following optional section reflects the four major categories addressed in the state standards and may be revised to reflect district practice.

The SBE has also developed a document identifying examples of where the library instruction standards are aligned with Common Core State Standards. See the California Department of Education's (CDE) web site.

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

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

Program Evaluation

Note: The following optional section may be revised to reflect district practice. The district may use an assessment tool such as the CDE's Looking at the School Library: An Evaluation Tool or may develop its own program evaluation indicators or checklist.

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day
2. The process and frequency by which students are allowed to check out library materials

LIBRARY MEDIA CENTERS (continued)

3. Staffing levels, qualifications, and number of hours worked
4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
5. Any special programs offered at the school to encourage reading and/or library use
6. The adequacy of the facility space and equipment designated for the school library
7. The source(s) and adequacy of funding for school libraries

<p>Note: Education Code 18122 requires districts to annually report to the CDE on the condition of their school libraries. This survey is conducted online via the CDE's web site.</p>
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The district shall, on or before August 31 each year, report to the CDE on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Legal Reference: (see next page)

LIBRARY MEDIA CENTERS (continued)

Legal Reference:

EDUCATION CODE

1703 Coordination of district library services by county superintendent
1770-1775 Provision of library services by county superintendent
18100-18203 School libraries
18300-18571 Union high school district/unified school district library district
19335-19336 Reading Initiative Program; recommended books
35021 Volunteer aides
44868-44869 Qualifications and employment of library media teachers
45340-45349 Instructional aides

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries
80023-80023.2 Emergency permits, general requirements
80024.6 Emergency teacher librarian services permit
80026-80026.6 Emergency permits
80053-80053.1 Teacher librarian services credential

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012

Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)

Looking at the School Library: An Evaluation Tool, 2003

Recommended Literature: Kindergarten Through Grade Twelve

CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS

Standards and Guidelines for Strong School Libraries, 2004

WEB SITES

American Association of School Libraries: <http://www.ala.org/aasl>

California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

California School Library Association: <http://www.csla.net>

Center USD

Board Policy

Library Media Centers

BP 6163.1 Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

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

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

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

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

Staffing

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

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

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

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level
6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for and management of the school and district libraries

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

(cf. 1240 - Volunteer Assistance)

(cf. 4222 - Teachers Aides/Paraprofessionals)

District Plan

Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572).

(cf. 0420 - School Plans/Site Councils)

In developing the districtwide plan, the Superintendent or designee is encouraged to consult with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate.

The districtwide library plan shall describe the district's vision and goals for district libraries and how funds will be distributed to school sites to support libraries. As

appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The districtwide library plan shall be regularly reviewed and updated.

Classroom Libraries for Grades K-4

When state funding is available for classroom library materials in grades K-4, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan for grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials. (Education Code 60242)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

The districtwide library plan developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria specified in Education Code 60242.

The Superintendent or designee is encouraged to consult with primary grade teachers and teacher librarians employed by the district and/or county office of education in the development of the K-4 classroom library plan and to consider selections from the list of books recommended by the California Department of Education (CDE).

Selection and Evaluation of School Library Materials

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

Library materials shall be evaluated and selected in accordance with law, Board policy, and administrative regulation through a selection process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

(cf. 6144 - Controversial Issues)

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

(cf. 6161.11 - Supplementary Instructional Materials)

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

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

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

(cf. 1260 - Educational Foundation)
(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Fees

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

(cf. 3260 - Fees and Charges)

No charge shall be assessed for the late return of materials.

Library Instruction

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

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

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

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6141 - Curriculum Development and Evaluation)

Program Evaluation

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day
2. The process and frequency by which students are allowed to check out library materials
3. Staffing levels, qualifications, and number of hours worked
4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
5. Any special programs offered at the school to encourage reading and/or library use
6. The adequacy of the facility space and equipment designated for the school library
7. Source(s) and adequacy of funding for school libraries

The district shall, on or before August 31 each year, report to the CDE on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

1703 *Coordination of district library services by county superintendent*
1770-1775 *Provision of library services by county superintendent*
18100-18203 *School libraries*
18300-18571 *Union high school district/unified school district library district*
19335-19336 *Reading Initiative Program; recommended books*
35021 *Volunteer aides*
41570-41573 *School and Library Improvement Block Grant*
42605 *Tier 3 categorical flexibility*
44868-44869 *Qualifications and employment of library media teachers*
45340-45349 *Instructional aides*
60240-60251.5 *State Instructional Materials Fund, purchase of classroom library materials*

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

18181 *Districtwide library plan*
52012 *Establishment of school site council*
52014-52015 *School plans*

CODE OF REGULATIONS, TITLE 5

16040-16043 *School libraries*
80023-80023.2 *Emergency permits, general requirements*
80024.6 *Emergency teacher librarian services permit*
80026-80026.6 *Emergency permits*
80053-80053.1 *Teacher librarian services credential*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012

Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)

Looking at the School Library: An Evaluation Tool, 2003

Recommended Literature: Kindergarten Through Grade Twelve

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WEB SITES

American Association of School Libraries: <http://www.ala.org/aaasl>

California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

California School Library Association: <http://www.csla.net>

CONTINUATION EDUCATION

Note: The following policy and accompanying administrative regulation are for use by districts that maintain high schools. High school and unified districts are required by Education Code 48432 to establish and maintain continuation education schools or classes whenever there are any students residing in the district who are subject to compulsory continuation education; see the accompanying administrative regulation for conditions of compulsory continuation education.

Pursuant to Education Code 48432 and 5 CCR 11010, a district may apply to the California Department of Education (CDE) for an annual exemption from the requirement to provide continuation education for a district school under either of the following circumstances: (1) there are fewer than 100 students enrolled in grade 12 in any high school in the district, or (2) the school has more than 100 students in grade 12 and the district has entered into an agreement with another high school district or unified district to maintain continuation education classes for minors residing in either district and such minors do not have to travel an excessive distance from their homes to the continuation education classes.

AB 97 (Ch. 47, Statutes of 2013) eliminated the Pupil Retention Block Grant (Education Code 41505-41508), which included funding for the continuation high school foundation program, and redirected that funding into the local control funding formula.

The following paragraph reflects the intended purposes of continuation schools and classes as expressed in Education Code 48430 and may be revised to reflect district practice.

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

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

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

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

CONTINUATION EDUCATION (continued)

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

Note: The following paragraph may be revised to reflect the school calendar adopted by the Governing Board for continuation high schools.

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

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

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

Note: Districts that assign students to continuation schools are mandated by Education Code 48432.5 to adopt rules and regulations governing procedures for involuntary transfer of students to continuation schools; also see the accompanying administrative regulation.

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

Note: The following paragraph is for use by districts that choose to allow students to voluntarily enroll in a continuation school, with the approval of the Superintendent or designee, as authorized by Education Code 48432 and 48432.5. Such districts are mandated pursuant to Education Code 48432.3, as added by AB 570 (Ch. 365, Statutes of 2013), to adopt policy and procedures containing specified provisions and governing the identification, placement, and intake procedures for these students; also see the accompanying administrative regulation.

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

Note: Education Code 48432.3, as added by AB 570 (Ch. 365, Statutes of 2013), mandates that the district's policy and procedures ensure there is a clear criterion for determining which students may voluntarily transfer or be recommended for transfer to a continuation school and that this criterion is nonarbitrarily and consistently applied districtwide.

CONTINUATION EDUCATION (continued)

The John W. Gardner Center for Youth and Their Communities, in its publication Intake Processes at Continuation High Schools: Shaping School Climate Through Selection and Enrollment Strategies, notes that selection policies may range from providing open access to all interested students to establishing criteria that restrict enrollment to a subgroup of students based on academic and/or behavioral criteria. In determining student eligibility criteria, the district might consider (1) the goals and focus of each continuation high school in the district and (2) the availability of other educational options within the district or county and the student populations they are intended to serve.

The following paragraph reflects types of students who frequently benefit from enrollment in continuation education, according to the CDE web site, and should be revised to reflect specific criteria established by the district.

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

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

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

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

Note: The following paragraph is optional. If there is a regional occupational center or program (ROC/P) within the county, Education Code 48432 authorizes the district to enroll students in the ROC/P who would otherwise be subject to compulsory continuation education.

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

(cf. 6178.2 - Regional Occupational Center/Program)

Note: Education Code 48410 specifies conditions under which students may be exempted from attendance in continuation education. These conditions are delineated in AR 5112.1 - Exemptions from Attendance.

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

(cf. 5112.1 - Exemptions from Attendance)

CONTINUATION EDUCATION (continued)

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

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference: (see next page)

CONTINUATION EDUCATION (continued)

Legal Reference:

EDUCATION CODE

46170 *Minimum school day for continuation schools and classes*

48400-48454 *Compulsory continuation education, especially:*

48400 *Weekly minimum attendance requirement*

48402 *Minors not regularly employed*

48410-48416 *Compulsory continuation education*

48430-48438 *Continuation classes*

48450-48454 *Violation*

48900 *Grounds for suspension and expulsion*

48900.5 *Student discipline*

48903 *Limitations on days of suspension*

51224-51225.3 *Courses of study*

60850-60856 *High school exit examination*

FAMILY CODE

7000-7002 *Emancipation of minors law*

7050 *Purposes for which emancipated minor considered an adult*

CODE OF REGULATIONS, TITLE 5

11000-11010 *Continuation education*

COURT DECISIONS

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

Management Resources:

JOHN W. GARDNER CENTER FOR YOUTH AND THEIR COMMUNITIES PUBLICATIONS

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

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

WEB SITES

California Continuation Education Association: <http://www.cceanet.org>

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

John W. Gardner Center for Youth and Their Communities, Stanford School of Education:
<http://jgc.stanford.edu>

Center USD

Board Policy

Continuation Education

BP 6184
Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board shall provide a continuation education program to meet the educational needs of district students who are not attending a high school or other appropriate educational institution and who are not legally exempted from compulsory continuation school attendance.

(cf. 0420.4 - Charter Schools)
(cf. 5112.1- Exemptions from Attendance)
(cf. 6030 - Integrated Academic and Vocational Instruction)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6178 - Vocational Education)
(cf. 6178.1 - Work Experience Education)
(cf. 6181 - Alternative Schools)
(cf. 6182 - Opportunity School/Class/Program)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6185 - Community Day School)

The Board shall establish a plan to coordinate instruction and training in the school with the home, employment and other agencies and shall designate one or more persons as coordinators. (5 CCR 11003)

The Superintendent or designee may allow the voluntary enrollment of students under 16 in this program.

(cf. 6182 - Opportunity School/Class/Program)

The Superintendent or designee shall develop administrative regulations governing the involuntary transfer of students into the continuation education program. (Education

Code 48432.5)

The Superintendent or designee may allow the voluntary enrollment of students in the continuation education program as space permits and when it is determined to be in the best interests of the student.

Minors otherwise subject to compulsory attendance in continuation education classes may be exempted if they meet any of the conditions specified in Education Code 48410.

(cf. 5112.1 - Exemptions from Attendance)

The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434)

(cf. 6112 - School Day)

(cf. 6200 - Adult Education)

Legal Reference:

EDUCATION CODE

41505-41508 Pupil Retention Block Grant

42243.7 District Revenue Limit for Districts with a Continuation High School.

48400-48454 Compulsory continuation education in general, especially:

48401 Weekly minimum attendance requirement

48402 Minors not regularly employed

48410-48416 Compulsory continuation education

48430-48438 Continuation classes

48450-48454 Violation

48900 Grounds for suspension and expulsion

48903 Limitations on days of suspension

51224 Courses of study

51225.3 Requirements for graduation

60850-60856 High school exit examination

FAMILY CODE

7000-7002 Emancipation of minors law

7050 Purposes for which emancipated minor considered an adult

CODE OF REGULATIONS, TITLE 5

11000-11010 Continuation education

Management Resources:
WEB SITES
CDE: www.cde.ca.gov

Policy
adopted: April 23, 2014

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

CONTINUATION EDUCATION

Program Components

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

Note: 5 CCR 11004 requires students enrolled in a continuation education program to meet the course requirements for high school graduation pursuant to Education Code 51224-51225.3. In addition, continuation education students must pass the high school exit examination required of all high school students pursuant to Education Code 60850-60856; see BP/AR 6162.52 - High School Exit Examination.

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

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

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

(cf. 6164.2 - Guidance/Counseling Services)

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

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

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

(cf. 6020 - Parent Involvement)

CONTINUATION EDUCATION (continued)

8. Regular contacts with students enrolled for only four hours per week and all students suspended from continuation education, with the intent of eventually returning them to the full-time continuation education program (5 CCR 11001)

Note: Items #9-13 are optional and may be revised to reflect district practice

9. Regular communication with all parents/guardians regarding their child's progress in the educational program

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

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

(cf. 1240 - Volunteer Assistance)

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

(cf. 1020 - Youth Services)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

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

(cf. 5147 - Dropout Prevention)

(cf. 5148 - Child Care and Development)

(cf. 5149 - At-Risk Students)

(cf. 6164.5 - Student Success Teams)

(cf. 6179 - Supplemental Instruction)

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

(cf. 4131 - Staff Development)

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

CONTINUATION EDUCATION (continued)

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

Involuntary Transfer

Note: Districts that assign students to continuation schools are mandated by Education Code 48432.5 to adopt rules and regulations governing procedures for involuntary transfer. Pursuant to Education Code 48432.5, districts may only involuntarily transfer students who meet one of the conditions specified in items #1-2 below and may not establish additional criteria for involuntary transfers. However, districts are not required to involuntarily transfer such students, and may delete item #1 or 2 below to reflect district practice.

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

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

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6185 - Community Day School)

2. The student has been habitually truant or irregular in attendance from instruction he/she is lawfully required to attend.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

Note: Education Code 48432.5 requires that involuntary transfer to a continuation school be made only when other means fail to bring about student improvement, as provided below. In Nathan G. v. Clovis Unified School District, the appeals court upheld the district's decision to transfer a high school student to continuation school for an act enumerated in Education Code 48900, rejecting the student's argument that the district was first required to exhaust all other means of correction to bring about student improvement and concluding that an involuntary transfer to continuation school does not substantially affect a student's fundamental right to an education.

Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48432.5)

CONTINUATION EDUCATION (continued)

Note: Education Code 48432.5 mandates that the district's rules and regulations pertaining to involuntary transfer of students to continuation schools contain the following provision regarding notice to the student and parent/guardian.

Prior to an involuntary transfer, the student and parent/guardian shall be given written notice that they may request a meeting with the Superintendent or designee. (Education Code 48432.5)

(cf. 5145.6 - Parental Notifications)

At the meeting, the student or parent/guardian shall be informed of the specific facts and reasons for the proposed transfer. The student or parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting. (Education Code 48432.5)

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and parent/guardian. It shall indicate whether the decision is subject to periodic review and the procedure for such review. (Education Code 48432.5)

The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time. (Education Code 48432.5)

Note: Pursuant to Education Code 48432.5, involuntary transfers cannot extend beyond the end of the semester following the semester in which the acts leading to the transfer occurred, unless the district adopts a procedure for conducting yearly review at the student's or parent/guardian's request. The following paragraph may be revised to reflect district practice.

No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the involuntary transfer occurred. (Education Code 48432.5)

Voluntary Enrollment

Note: The following section is for use by districts that allow students to voluntarily enroll in continuation education classes; see the accompanying Board policy. Pursuant to Education Code 48432.3, as added by AB 570 (Ch. 365, Statutes of 2013), such districts are mandated to adopt policy and procedures governing the identification, placement, and intake procedures for students who voluntarily enroll. The district should revise the following section to reflect district practice.

As space permits, students who meet the eligibility criteria specified in Board policy may voluntarily enroll in a continuation school. A student may be considered for placement in the continuation school whenever his/her parent/guardian submits a written request to the Superintendent or designee or the student is referred by a counselor or school administrator.

CONTINUATION EDUCATION (continued)

Approval of a student's voluntary transfer shall be based on a finding that the placement will promote the educational interests of the student. (Education Code 48432.3)

Note: Education Code 48432.3, as added by AB 570 (Ch. 365, Statutes of 2013), mandates that the district's procedures ensure all of the conditions specified in items #1-6 below.

Voluntary enrollment shall be subject to the following conditions: (Education Code 48432.3, 48432.5)

1. A student's voluntary placement in continuation education shall not be used as an alternative to expulsion unless alternative means of correction have been attempted pursuant to Education Code 48900.5.
2. The district shall strive to ensure that no specific group of students, including a group based on race, ethnicity, language status, or special needs, is disproportionately enrolled in continuation education within the district.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Note: The following optional paragraph implements the above requirement and may be revised to reflect district practice.

The Superintendent or designee shall annually review disaggregated student enrollment data and report such data to the Governing Board. If it is determined that one or more student groups are enrolled in continuation education at a significantly higher level than their proportional enrollment in the district, the Superintendent or designee shall conduct a review of enrollment criteria and procedures to determine the reason for the disproportionate enrollment.

3. A copy of this administrative regulation and accompanying Board policy shall be provided to a student whose voluntary transfer to a continuation school is under consideration and to his/her parent/guardian.
4. Before a student is transferred and upon request by his/her parent/guardian, the parent/guardian may meet with a counselor, principal, or administrator from both the school that the student is currently attending and the continuation school to determine if transferring is the best option for the student.
5. To the extent possible, voluntary transfer to a continuation school shall occur within the first four weeks of each semester.

CONTINUATION EDUCATION (continued)

6. A student who is voluntarily enrolled in continuation education may return to the regular high school at the beginning of the following school year, or at any other time with the consent of the Superintendent or designee.

Intake and Orientation

Note: Pursuant to Education Code 48432.3, as added by AB 570 (Ch. 365, Statutes of 2013), districts that allow students to voluntarily enroll in continuation education are **mandated** to adopt intake procedures for such students. The following section addresses intake and orientation for all students enrolled in continuation education and may be revised to reflect district practice.

Upon voluntary or involuntary transfer to a continuation education program, an intake meeting shall be conducted with each student and his/her parent/guardian. At this meeting, the principal or counselor shall provide information about each course and number of credits that the student needs to complete in order to graduate and shall develop an individualized academic plan for the student. The student, and his/her parent/guardian as appropriate, shall sign a contract indicating their commitment to these objectives.

In addition, at the beginning of each school year, the district coordinator for continuation education, school counselor(s), or other designee(s) shall provide an orientation session for all incoming students and their parents/guardians in order to help them understand the credit recovery process and establish expectations for student conduct and participation. As appropriate, extended orientation sessions may be provided to assist students in developing academic, social, communication, anger management, or other skills necessary to success in school.

Minimum Attendance Requirement

Note: Pursuant to Education Code 46170, the minimum school day for continuation high schools and classes is 180 minutes and no student will be credited with more than 15 hours of attendance per school week for apportionment purposes. However, the California Department of Education's web site reports that many continuation high schools provide full-day programs that exceed the minimum daily requirement. The following section may be revised to reflect district practice.

In continuation high schools and classes, a day of attendance shall be at least 180 minutes. (Education Code 46170)

Each student shall attend classes for not less than 15 hours per week. However, if a student gives satisfactory proof of regular employment, he/she may attend classes for not less than four hours per week for the regular school term. These requirements may be met by any combination of attendance in a continuation education class and/or regional occupational center or program. (Education Code 46170, 48402, 48400)

CONTINUATION EDUCATION (continued)

Leaves of Absence

Note: Pursuant to Education Code 48416, students age 16-18 years may take leaves of absence in accordance with law provided that the Board has adopted policy allowing such leaves of absence; see BP/AR 5112.3 - Student Leave of Absence. The following optional section is for use by districts that allow such leaves of absence for students in compulsory continuation education classes.

A student enrolled in compulsory continuation education classes may take a leave of absence for up to two semesters for the purpose of supervised travel, study, training, or work in accordance with law, Board policy, and administrative regulation. (Education Code 48416)

(cf. 5112.3 - Student Leave of Absence)

Reenrollment

Any person age 16 or 17 years who terminated his/her enrollment in continuation school after obtaining a certificate of proficiency may reenroll in the district once without prejudice. If the student leaves a second time, the Superintendent or designee may deny reenrollment until the beginning of the next semester. (Education Code 48414)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Center USD

Administrative Regulation

Continuation Education

AR 6184
Instruction

Program Components

The curriculum offered by the continuation high school shall enable students to meet requirements for high school graduation prescribed in Education Code 51224-51225.3. (5 CCR 11004)

(cf. 6146.1 - High School Graduation Requirements)

In order to receive a high school diploma, students in continuation education must pass the high school exit examination. (Education Code 60850)

(cf. 6162.5 - Student Assessment)

Instruction in continuation education classes shall be based on individual needs as determined by the findings of the counseling and coordination services. (5 CCR 11002)

The Superintendent or designee shall provide to all minors in the district subject to compulsory continuation education a program that includes: (Education Code 48431; 5 CCR 11001)

1. **Personal guidance**

(cf. 6164.2 - Guidance/Counseling Services)

2. **Occupational guidance**

3. **Placement in suitable employment whenever the student can benefit from such employment**

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work Experience Education)

4. **Follow-up services including:**

a. **Visitations at places of employment to determine the effectiveness of the guidance and placement services**

b. Regular home contacts and parent conferences when students are not succeeding in the continuation program

(cf. 6020 - Parent Involvement)

c. Regular contacts with students enrolled for only four hours per week and all students suspended from continuation education with the intent of eventually returning them to the full-time continuation education program

The continuation high school shall be conducted for not less than 175 days during a school year. (5 CCR 11004)

PROGRAM ADMINISTRATION

The director of continuation education shall be responsible for the organization and administration of the district's continuation education program and guidance, placement and follow-up. (5 CCR 11000)

Involuntary Transfer

Students eligible for continuation education classes shall be age 16 or 17 at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)

A decision to transfer a student involuntarily into continuation education classes shall be based on a finding that the student meets either of the following conditions: (Education Code 48432.5)

1. The student committed an act enumerated in Education Code 48900.

Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48432.5)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

2. The student has been habitually truant or irregular in legally required school attendance.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Truancy)

Prior to an involuntary transfer, the student and parent/guardian shall be given written notice that they may request a meeting with the Superintendent or designee. (Education

Code 48432.5)

(cf. 5145.6 - Parental Notifications)

At the meeting, the student or parent/guardian shall be informed of the specific facts and reasons for the proposed transfer. The student or parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting. (Education Code 48432.5)

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and parent/guardian. It shall indicate whether the decision is subject to periodic review and the procedure for such review. (Education Code 48432.5)

The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time. (Education Code 48432.5)

No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the involuntary transfer occurred. (Education Code 48432.5)

However, at the request of a student or parent/guardian, the Superintendent or designee shall conduct an annual review of the involuntary transfer.

Voluntary Enrollment

With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes in order to receive special attention such as individualized instruction. Students so enrolled may return to the regular high school at the beginning of the following school year, or at any time the Superintendent or designee gives consent. (Education Code 48432.5)

Reenrollment

Any person age 16 or 17 who left school after obtaining a certificate of proficiency may reenroll in the district without prejudice. If the student leaves a second time, the Superintendent or designee may deny reenrollment until the beginning of the next semester. (Education Code 48414)

Leaves of Absence

A student enrolled in compulsory continuation education classes may take a leave of absence for up to two semesters for the purpose of supervised travel, study, training or work in accordance with law, Board policy and administrative regulation. (Education

Code 48416)

(cf. 5112.3 - Student Leave of Absence)

Minimum Attendance Requirement

Each student in the continuation education program shall attend classes for not less than four 60-minute hours per week for the regular school term. The requirement may be met by attendance in a continuation education class and/or regional occupational center or program. (Education Code 48400)

If a student subject to compulsory attendance in continuation education classes cannot give satisfactory proof of regular employment, the student shall attend continuation education classes and/or a regional occupational center or program for not less than 15 hours per week during the period of unemployment. (Education Code 48402)

MINUTES AND RECORDINGS

Note: The following optional bylaw should be modified to reflect district practice.

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public and helps foster public trust in Board governance.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)
(cf. 9122 - Secretary)
(cf. 9323.2 - Actions by the Board)

Note: Pursuant to Government Code 54952.2, a majority of the Governing Board must be present at a meeting in order to hear, discuss, or deliberate on any matter within the subject matter jurisdiction of the Board. Thus, the minutes should reflect any occasion on which a member is not present for the entire meeting in order to document that a majority of the Board remained in attendance throughout the meeting.

The minutes shall reflect which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion and the names of the Board members who made and seconded the motion.

Note: Pursuant to Government Code 54953, as amended by SB 751 (Ch. 257, Statutes of 2013), in addition to publicly reporting any action taken, the minutes must note the vote or abstention of each member present for the action.

The minutes shall also report any action taken and the vote or abstention on that action of each member present. (Government Code 54953)

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

MINUTES AND RECORDINGS (continued)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Note: The following optional paragraph is for use by districts which have their approved minutes signed by a Board officer or designee and should be modified to reflect the appropriate position.

Upon approval by the Board, the minutes shall be signed by the Board Clerk and Board Secretary/Superintendent.

Note: Pursuant to 5 CCR 16023, minutes and official actions of the Board must be classified and retained in accordance with 5 CCR 16022. See BP/AR 3580 - District Records.

CSBA's Agenda Online, an electronic board meeting agenda service, allows for the development, storage, and access to Board meeting agendas, supporting documents, and minutes from any computer with Internet access. Further information can be found on CSBA's web site.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Note: Although Government Code 54957.2 permits keeping of minutes for closed sessions, districts should consult with legal counsel before making it a practice to do so. Should a court determine that a district has violated the Brown Act, Government Code 54960 allows the court to compel the Board to record its closed sessions. See BB 9323.2 - Actions by the Board.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

Note: The following optional section addresses the recording or broadcasting of meetings made by or directed by the district.

Pursuant to Government Code 54953.5 and 54953.6, any person attending an open meeting may record or broadcast the meeting, unless the Board makes a reasonable finding that the recording or broadcast cannot continue without noise, illumination, or obstruction of view which would persistently disrupt the meeting. See BB 9323 - Meeting Conduct for language regarding recording by the public.

MINUTES AND RECORDINGS (continued)

The district may tape, film, or broadcast any open Board meeting. The Board president shall announce that a recording or broadcasting is being made at the direction of the Board at the beginning of the meeting and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

Guide to Effective Meetings, rev. 2007

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>

Center USD

Board Bylaw

Minutes And Recordings

BB 9324

Board Bylaws

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public. Accurate minutes also help foster public trust that Board actions are occurring in public in accordance with law.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)

(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. At the next meeting, the Board shall approve the minutes as circulated or with necessary amendments.

The minutes shall include the specific language of each motion, the names of members who made and seconded the motion, and the individual votes of each member, unless the action was unanimous. When a roll call vote is taken, the names and votes of each member shall be listed. Motions or resolutions shall be recorded as having passed or failed. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

The minutes shall record which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Official Board minutes and recordings shall be stored in a secure location and shall be

retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

The district may tape, film, or broadcast any open Board meeting. The Board president shall announce that a recording or broadcasting is being made at the beginning of the meeting and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made during a meeting are public records and, upon request, shall be made available for inspection by members of the public on a district recorder without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

GOVERNMENT CODE

54952.2 Meeting defined

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Guide to Effective Meetings, rev. 2007

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

**Bylaw CENTER UNIFIED SCHOOL DISTRICT
adopted: October 15, 2008 Antelope, California**

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 35186 mandates that districts establish policies and procedures to address complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. These procedures are no longer required for complaints of deficiencies related to the provision of intensive instruction and services to students who have not passed one or both parts of the high school exit examination after the completion of grade 12 since that categorical program was eliminated pursuant to AB 97 (Ch. 47, Statutes of 2013).

Education Code 35186 requires that districts post notices concerning these complaint procedures in each classroom. 5 CCR 4680-4687 further delineate legal requirements for the complaint form and notice. See the accompanying exhibits for a sample notice and complaint form.

It is recommended that districts use these procedures only for complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions. The uniform complaint procedures specified in 5 CCR 4600-4670 should be used, as required, for a complaint alleging (1) failure to comply with state and federal laws governing educational programs; (2) unlawful discrimination, harassment, intimidation, or bullying; (3) violation of the prohibition against requiring students to pay fees, deposits, or other charges unless authorized by law; (4) noncompliance with legal requirements pertaining to the local control and accountability plan; (5) retaliation against a complainant or other participant in the complaint process or anyone who has otherwise acted to uncover or report alleged wrongdoing in the district; or (6) any other complaint as specified in a district policy; see BP/AR 1312.3 - Uniform Complaint Procedures. For procedures related to complaints about employees, see BP/AR 1312.1 - Complaints Concerning District Employees. For complaints concerning the district's adoption and selection of specific instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials. For complaints regarding the district's nutrition program, see BP 3555 - Nutrition Program Compliance.

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

(cf. 4112.22 - Staff Teaching English Language Learners)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that:
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

(cf. 3514 - Environmental Safety)

(cf. 3517 - Facilities Inspection)

Filing of Complaint

Note: Education Code 35186 requires that complaints be investigated and resolved within the timelines specified below. During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will expect to see statements regarding the filing of the complaint, the investigation, timelines, and the complainant's right to appeal to the Governing Board and to appeal facilities complaints to the CDE, as detailed in the following section and the section "Investigation and Response" below.

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

Note: Education Code 48985 specifies that, when 15 percent or more of the students enrolled in a particular school speak a single primary language other than English, all notices, reports, statements, or records sent to the parents/guardians of such students be written in English and in the primary language. Education Code 35186 requires that, when Education Code 48985 is applicable, any response requested by the complainant must be written in English and in the primary language in which the complaint was filed.

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

Note: During the FPM process, CDE staff will expect to see the following statement.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

Note: Education Code 35186 requires that the district's complaint form contain the elements stated in the following paragraph. In addition, Education Code 35186 requires that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for a sample form and classroom notice.

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference: (see next page)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Center USD

Administrative Regulation

Williams Uniform Complaint Procedures

AR 1312.4
Community Relations

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and instructional materials
 - a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Teacher vacancy or misassignment
 - a. A semester begins and a teacher vacancy exists.

b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Facilities

a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)

4. High school exit examination intensive instruction and services

A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first. (Education Code 35186)

(cf. 6162.52 - High School Exit Examination)

(cf. 6179 - Supplemental Instruction)

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 in the section entitled "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

A complaint alleging any deficiency specified in item #4 in the section entitled "Types of Complaints" above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or school site and shall be immediately forwarded to the Superintendent or designee. (Education Code 35186)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to

the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3a in the section entitled "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in

each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

35292.5 Restrooms, maintenance and cleanliness

37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures, especially:

4680-4687 Williams complaints

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California County Superintendents Educational Services Association:

<http://www.ccsesa.org>

California Department of Education, Williams case:

<http://www.cde.ca.gov/eo/ce/wc/index.asp>

State Allocation Board, Office of Public School Construction:

<http://www.opsc.dgs.ca.gov>

Regulation CENTER UNIFIED SCHOOL DISTRICT

approved: February 16, 2011 Antelope, California

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 35186 requires that the following notice be posted in each classroom in each school in the district. During its Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below. This notice is no longer applicable to complaints regarding deficiencies in intensive instruction and services to students who have not passed all parts of the high school exit examination by the end of grade 12 since that categorical program was eliminated by AB 97 (Ch. 47, Statutes of 2013).

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Note: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form when there is a shortage and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.

4. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site:

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

<http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Center USD

Exhibit

Williams Uniform Complaint Procedures

E 1312.4

Community Relations

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

**5. A complaint form can be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site:
<http://www.cde.ca.gov/re/cp/uc>.**

**ExhibitCENTER UNIFIED SCHOOL DISTRICT
version: December 19, 2007 Antelope, California**

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below. This form is no longer applicable to complaints regarding deficiencies in intensive instruction and services to students who have not passed all parts of the high school exit examination by the end of grade 12 since that categorical program was eliminated by AB 97 (Ch. 47, Statutes of 2013).

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)
 - A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)
 - A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
 - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)
 - A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Note: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below.

Please file this complaint at the following location:

(principal or title of designee of the Superintendent)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

E(2) 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information:

Name:

Address:

Phone number: Day: Evening:

E-mail address, if any:

Location of the problem that is the subject of this complaint:

School name/address:

Course title/grade level and teacher name:

Room number/name of room/location of facility:

Date problem was observed:

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

___ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

___ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.

___ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

___ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

___ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

___ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

___ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)

___ A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

___ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

___ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.

4. High school exit exam intensive instruction and services: (Education Code 35186)

___ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Please file this complaint at the following location:

(principal or title of designee of the Superintendent)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(signature)

(date)

ExhibitCENTER UNIFIED SCHOOL DISTRICT
version: February 16, 2011 Antelope, California

USE OF SCHOOL FACILITIES

Note: Education Code 38133 mandates that the Governing Board develop rules and regulations related to the management, direction, and control of school facilities. Pursuant to Education Code 38130-38138 (the Civic Center Act), school facilities are civic centers and, under certain circumstances, members of the school community must be allowed to use them for specified purposes. In granting access for use of school facilities to district residents and community groups, the Board must be careful to avoid discriminating against certain individuals, groups, or viewpoints and thereby violating constitutional requirements, including free speech rights. In Good News Club v. Milford Central School, the U.S. Supreme Court held that the school district violated the club's free speech rights when it denied the club use of school facilities for after-school meetings because of the religious nature of the meetings.

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

Note: Pursuant to Education Code 38133, the Board is mandated to develop rules and regulations which must include the items specified below for the management, direction, and control of school facilities.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Note: The following paragraph is optional and may be modified to reflect district practice.

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

USE OF SCHOOL FACILITIES (continued)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

Note: The following optional paragraph may be modified to reflect district practice. A district may enter into an agreement with another entity for the joint use of school facilities or grounds. For considerations to guide the development of such an agreement, see BP 1330.1 - Joint Use Agreements. Any district interested in entering into any such agreement is also encouraged to review CSBA's policy brief Maximizing Opportunities for Physical Activity Through Joint Use of Facilities and CSBA's publication Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement for tips regarding successful collaboration, information about funding sources for joint use, suggested components of joint use agreements, model agreements, and additional resources.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

(cf. 1330.1 - Joint Use Agreements)

Fees

Note: Education Code 38134 authorizes districts to charge an amount "not exceeding" direct costs for the use of school facilities or grounds by community groups and entities. Pursuant to 5 CCR 14041, as added by Register 2014, No. 19, the Board is required to adopt a fee schedule that specifies the hourly fee to be charged by the district either for specific school facilities and grounds or for types or categories of school facilities or grounds (e.g., all gymnasiums or playgrounds), when the district chooses to charge fees for community use of school facilities and grounds.

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 - Meetings and Notices)

Note: In addition, Education Code 38134 mandates each district to adopt a policy specifying the activities and organizations that shall be charged an amount not to exceed direct costs. 5 CCR 14037-14041, as added by Register 2014, No. 19, contain specific rules adopted by the State Board of Education for determining "direct costs" to be charged for use of school facilities and grounds.

The options below provide suggestions on how districts that choose to charge up to direct costs may categorize activities and organizations for that purpose. Option 1 is for use by districts that choose to charge an amount "not exceeding" direct costs to all community groups. Option 2 is for use by districts that choose to grant free use to nonprofit groups organized to promote youth and school activities but charge other

USE OF SCHOOL FACILITIES (continued)

groups an amount "not exceeding" direct costs. Option 3 is for use by districts that grant free use to school-related organizations only.

However, regardless of the option chosen, there is an exception for the use of school facilities and grounds for religious services, as noted below.

OPTION 1: ~~(Amount not exceeding direct costs to all community groups)~~

~~The Board believes that the use of school facilities or grounds should not result in costs to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)~~

OPTION 2: (No charge to nonprofit youth and school-oriented organizations)

Note: This option reflects the common practice among districts to allow free use of school facilities by nonprofit organizations, clubs, and organizations that promote youth and school activities, including the YMCA and religious organizations or churches that arrange for and supervise sports league activities for youth, pursuant to Education Code 38134.

Districts that wish to give free use to some groups, but charge other groups, should proceed cautiously and ensure that such free use or discount is granted on a reasonable and nondiscriminatory basis. It is strongly recommended that districts consult legal counsel before deciding which groups will or will not be charged and, based upon legal counsel's advice, decide whether it would be appropriate to specifically name in the district's policy the community groups that will or will not be charged.

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. As specified in Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, and school-community advisory councils. Other groups that request the use of school facilities under the Civic Center Act, including nonprofit groups not organized to promote youth and school activities and for-profit groups, shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 3: ~~(No charge to school-related organizations)~~

~~The Board shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.~~

Note: The remainder of this section is for use by all districts regardless of the option chosen above.

USE OF SCHOOL FACILITIES (continued)

Pursuant to Education Code 38134, any group authorized to use school facilities for religious services must be charged "at least" direct costs.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Note: The following paragraph provides specific guidance for calculating "direct costs" that a district may charge community groups and organizations for the use of school facilities or grounds. Pursuant to 5 CCR 14038, as added by Register 2014, No. 19, the district must determine the "proportionate share" of allowable capital and operational direct costs as provided below.

In determining direct costs to be charged for community use of each, or each type of, school facility or grounds, the Superintendent or designee shall calculate, in accordance with 5 CCR 14038, the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds

However, capital direct costs shall not be charged to organizations retained by the district or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs. (5 CCR 14037)

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services of district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Note: The following optional paragraph applies to districts that choose to discount direct cost fees based on the type or category of the applicant, such as to groups with tax-exempt status as authorized pursuant to 5 CCR 14041, added by Register 2014, No. 19.

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Note: Education Code 38134 requires the district to charge fair rental value when facilities are used for fundraising activities which are not beneficial to youth, public school activities, or charitable purposes, under the conditions specified below. "Fair rental value" is defined as direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity.

USE OF SCHOOL FACILITIES (continued)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Expending Funds Collected as Capital Direct Costs

Note: Pursuant to 5 CCR 14042, added by Register 2014, No. 19, funds collected as capital direct costs must be expended as specified in the following optional paragraph.

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Legal Reference: (see next page)

USE OF SCHOOL FACILITIES (continued)

Legal Reference:

EDUCATION CODE

10900-10914.5 *Community recreation programs*

32282 *School safety plan*

37220 *School holidays*

38130-38138 *Civic Center Act, use of school property for public purposes*

BUSINESS AND PROFESSIONS CODE

25608 *Alcoholic beverage on school premises*

GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act*

MILITARY AND VETERANS CODE

1800 *Definitions*

CODE OF REGULATIONS, TITLE 5

14037-14042 *Proportionate direct costs for use of school facilities and grounds*

UNITED STATES CODE, TITLE 20

7905 *Equal access to public school facilities*

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 *Ops. Cal. Atty. Gen.* 90 (1999)

79 *Ops. Cal. Atty. Gen.* 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Center USD

Board Policy

Use Of School Facilities

BP 1330

Community Relations

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 6145.5 - Student Organizations and Equal Access)

School-related activities shall have priority in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

(cf. 1330.1 - Joint Use Agreements)

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities on those days on which the school is closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

Fees

(No charge to nonprofit youth and school-oriented organizations)

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. In accordance with Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, and school-community advisory councils. Other groups that request the use of school facilities under the Civic Center Act, including nonprofit groups not organized to promote youth and school activities and for profit that benefits Center Joint Unified School District, shall be charged an amount not to exceed direct costs. However, if the use of school facilities or grounds is for religious services or for profit, the group shall be charged an amount that equals or exceeds direct costs determined in accordance with Education Code 38134.

In determining direct costs to be charged for community use of school facilities or grounds, including, but not limited to, playing or athletic fields, track and field venues, tennis courts, and outdoor basketball courts, the Superintendent or designee shall include a proportionate share of the costs of the following: (Education Code 38134)

1. Supplies, utilities, janitorial services, other services of district employees, and salaries of district employees directly associated with operation and maintenance of the school facilities or grounds involved
2. Maintenance, repair, restoration, and refurbishment of the school facilities or grounds

However, for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs, direct costs to be charged shall not include the cost of maintenance, repair, restoration, or refurbishment of the school facilities or grounds. (Education Code 38134)

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net

receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

MILITARY AND VETERANS CODE

1800 Definitions

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops. Cal. Atty. Gen. 90 (1999)

79 Ops. Cal. Atty. Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

CERTIFICATION

Note: Under the authority granted by Education Code 44252, the Commission on Teacher Credentialing (CTC) establishes standards and procedures for the issuance and renewal of multiple subject, single subject, education specialist, and other credentials, certificates, and permits and approves applications. Pursuant to Education Code 44251, a preliminary credential is generally valid for five years, during which time the employee must complete the requirements for the clear credential in order to continue to serve in a certificated position. The clear credential must be renewed every five years, but renewal does not require completion of additional coursework or service requirements.

Assignment to certain positions within the district may require additional qualifications. For example, see AR 4112.22 - Staff Teaching English Language Learners, AR 4112.23 - Special Education Staff, BP/AR 4112.24 - Teacher Qualifications Under the No Child Left Behind Act, and BP/AR 4113 - Assignment.

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

- (cf. 4111/4211/4311 - Recruitment and Selection)*
- (cf. 4112.21 - Interns)*
- (cf. 4112.22 - Staff Teaching English Language Learners)*
- (cf. 4112.23 - Special Education Staff)*
- (cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*
- (cf. 4112.5/4312.5 - Criminal Record Check)*
- (cf. 4113 - Assignment)*
- (cf. 4121 - Temporary/Substitute Personnel)*
- (cf. 5148 - Child Care and Development)*
- (cf. 6178 - Career Technical Education)*
- (cf. 6200 - Adult Education)*

The Superintendent or designee may provide assistance and support to teachers holding preliminary credentials to help them meet the qualifications required for the clear credential.

- (cf. 4131 - Staff Development)*
- (cf. 4131.1 - Teacher Support and Guidance)*

Priorities for Hiring Based on Unavailability of Credentialed Teacher

Note: When the district is unable to hire a "fully prepared" teacher who has completed a teacher preparation program (i.e., a teacher who holds a clear or preliminary teaching credential), Education Code 44225.7 permits the district to hire a teacher without those credentials. Education Code 44225.7 establishes a hierarchy for such hires, as provided in items #1-3 below.

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not

CERTIFICATION (continued)

available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

Note: Pursuant to Education Code 44225.7, if a credentialed teacher is not available, priority must be given to employing an individual who is enrolled in an approved intern program, as provided in item #1 below. CTC Coded Correspondence 13-01 clarifies that such an individual must possess a CTC-issued intern credential.

1. A candidate who is qualified to participate in and enrolls in an approved intern program in the region of the district

Note: Pursuant to Education Code 44225.7, next priority for filling a position should be for a candidate who is scheduled to complete preliminary credential requirements within six months, as provided in item #2 below. CTC Coded Correspondence 13-01 clarifies that such an individual must qualify for and obtain a provisional internship permit (PIP) or short-term staff permit (STSP).

Pursuant to 5 CCR 80021-80021.1, the district may employ persons with an STSP when needed to immediately staff classrooms based on unforeseen circumstances, or a PIP when the district has conducted a diligent search but has been unable to recruit a credentialed teacher. As amended by Register 2013, No. 28, 5 CCR 80021.1 provides that the PIP shall be issued for one year and is not renewable. Each of these options requires the district to provide orientation, training, and/or guidance; see the accompanying administrative regulation.

2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

Note: 5 CCR 80021.1 requires that a notice of intent to employ a person with a PIP be made public as described in the following paragraph. A copy of the agenda item and the Superintendent or designee's verification of the Governing Board's favorable action must be included as part of the application to the CTC along with other required verifications; see the accompanying administrative regulation.

The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

Note: Pursuant to Education Code 44225.7, when the district is unable to recruit a credentialed teacher or a teacher who meets the qualifications specified in items #1-2 above, it may request that the CTC issue a "variable term" credential waiver (Education Code 44225; 5 CCR 80120-80125) or a long-term emergency permit (Education Code 44300; 5 CCR 80023-80026.6), as provided in item #3 below. The STSP and PIP have replaced multiple subject, single subject, and education specialist emergency permits, but the CTC continues to issue the emergency resource specialist permit (5 CCR 80024.3.1), emergency teacher librarian services permit (5 CCR 80024.6), emergency crosscultural, language and academic development permit (5 CCR 80024.8), and emergency bilingual authorization permit (5 CCR 80024.7).

Pursuant to 5 CCR 80023.1, as amended by Register 2013, No. 28, an emergency permit may be renewed for up to two additional one-year periods (for a maximum of three years of service).

CERTIFICATION (continued)

3. As a last resort, an individual who holds an emergency permit issued by the CTC or for whom a credential waiver has been granted by the CTC

Note: Pursuant to 5 CCR 80023.2, 80026, and 80027-80027.1, the Board must annually approve a Declaration of Need for Fully Qualified Educators prior to hiring a person with an emergency permit or a limited assignment permit to teach outside his/her area of certification. The form for the Declaration of Need is available in the CTC's online Credential Information Guide, which may be accessed only by employers. Pursuant to 5 CCR 80026, the Declaration of Need must be approved at a regularly scheduled public Board meeting and is valid for up to 12 months, expiring on June 30 following its submission to CTC.

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

Note: The following optional section may be revised to reflect district practice. The National Board for Professional Teaching Standards (NBPTS) offers teachers a voluntary, rigorous advanced certification process to demonstrate professional accomplishment. Some districts provide fee support to teachers seeking this certification.

AB 97 (Ch. 47, Statutes of 2013) eliminated state categorical funding (Education Code 44395-44399.1) designated for providing one-time incentive awards to NBPTS-certificated teachers who agree to teach at least 50 percent of a full-time position at a high-priority school (i.e., a school ranked in the bottom half of the Academic Performance Index) for at least four years.

The Board encourages district teachers to voluntarily complete the requirements for the advanced certification awarded by the National Board for Professional Teaching Standards.

CERTIFICATION (continued)

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with the collective bargaining agreement and the district budget, the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program.

(cf. 4161.3 - Professional Leaves)

Legal Reference: (see next page)

CERTIFICATION (continued)

Legal Reference:

EDUCATION CODE

- 8360-8370 *Qualifications of child care personnel*
- 32340-32341 *Unlawful issuance of a credential*
- 35186 *Complaints regarding teacher vacancy or misassignment*
- 44066 *Limitations on certification requirements*
- 44200-44399.1 *Teacher credentialing, especially:*
- 44250-44277 *Credential types; minimum requirements*
- 44300-44302 *Emergency permit*
- 44325-44328 *District interns*
- 44330-44355 *Certificates and credentials*
- 44420-44440 *Revocation and suspension of credentials*
- 44450-44468 *University intern program*
- 44830-44929 *Employment of certificated persons; requirement of proficiency in basic skills*
- 56060-56063 *Substitute teachers in special education*

CODE OF REGULATIONS, TITLE 5

- 6100-6126 *Teacher qualifications, No Child Left Behind Act*
- 80001-80674.6 *Commission on Teacher Credentialing*

UNITED STATES CODE, TITLE 20

- 6319 *Highly qualified teachers*
 - 7801 *Definitions, highly qualified teacher*
- CODE OF FEDERAL REGULATIONS, TITLE 34

- 200.55-200.57 *Highly qualified teachers*
- 200.61 *Parent notification regarding teacher qualifications*

COURT DECISIONS

- Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534*

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

- CL-667 *Basic Skills Requirement*
- CL-856 *Provisional Internship Permit*
- CL 858 *Short-Term Staff Permit*
- 13-01 *Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013*
- Subject Matter Authorization Guideline Book, 2012*
- Supplementary Authorization Guideline Book, 2012*
- California Standards for the Teaching Profession, 2009*
- The Administrator's Assignment Manual, rev. September 2007*

WEB SITES

- CSBA: <http://www.csba.org>
- Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
- Commission on Teacher Credentialing, *Credential Information Guide (for employers' use only):*
<http://www.ctc.ca.gov/credentials/cig>
- National Board for Professional Teaching Standards: <http://www.nbpts.org>
- U.S. Department of Education: <http://www.ed.gov>

Center USD

Board Policy

Certification

BP 4112.2

Personnel

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed in positions requiring certification qualifications possess the appropriate credential or permit from the Commission on Teacher Credentialing (CTC) authorizing their employment in such positions.

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4113 - Assignment)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

All teachers of core academic subjects shall meet the requirements of the No Child Left Behind Act. (20 USC 6319, 7801; 5 CCR 6100-6125)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

When a credentialed teacher or intern is not available, the district may request that the CTC issue a short-term staff permit, provisional internship permit (PIP), visiting faculty

permit, emergency permit, or credential waiver under the conditions and limitations provided in state or federal law.

When requesting a PIP, the Board shall approve, as an action item at a public Board meeting, a notice of intent to employ the applicant in the identified position. (5 CCR 80021.1)

Before requesting a visiting faculty permit or emergency permit, the Board shall annually approve a Declaration of Need for Fully Qualified Educators as an action item at a regularly scheduled public Board meeting. (Education Code 44300.1; 5 CCR 80026)

The Superintendent or designee shall provide support and guidance to noncredentialed teachers in accordance with law to ensure the quality of the instructional program. He/she also may provide assistance and support to staff holding preliminary credentials to help them meet the qualifications required for the professional clear credential.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4138 - Mentor Teachers)

National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily seek additional certification from the National Board for Professional Teaching Standards which demonstrates advanced knowledge and teaching skills.

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. The Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program contingent upon funding.

(cf. 4161.3 - Professional Leaves)

Legal Reference:

EDUCATION CODE

8360-8370 Qualifications of child care personnel
32340-32341 Unlawful issuance of a credential
35186 Complaints regarding teacher vacancy or misassignment
41520-41522 Teacher Credentialing Block Grant
42647 Eligibility to issue warrants
44066 Limitations on certification requirements
44200-44399 Teacher credentialing, especially:
44250-44277 Credential types; minimum requirements
44279.1-44279.7 Beginning Teacher Support and Assessment Program

44300-44302 Emergency permits and visiting faculty permits
44320.2 Teachers' performance assessment
44325-44328 District interns
44330-44355 Certificates and credentials
44380-44387 Alternative certification program
44395-44399 National Board for Professional Teaching Standards
44420-44440 Revocation and suspension of credentials
44450-44468 University internship program
44560-44562 Certificated Staff Mentoring Program
44735 Teaching as a Priority Block Grant
44830-44929 Employment of certificated persons; requirement of proficiency in basic skills
56060-56063 Substitute teachers in special education
CODE OF REGULATIONS, TITLE 5
6100-6125 Teacher qualifications, No Child Left Behind Act
80001-80674.6 Commission on Teacher Credentialing
UNITED STATES CODE, TITLE 20
6311 Parental notifications
6312 Title I local educational agency plan
6319 Highly qualified teachers
7801 Definitions, highly qualified teacher
CODE OF FEDERAL REGULATIONS, TITLE 34
200.55-200.57 Highly qualified teachers
200.61 Parent notification regarding teacher qualifications
COURT DECISIONS
Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE
08-11 Approval of Amendments to Title 5 Regulations Pertaining to Multiple Subject, Single Subject or Education Specialist Short-Term Staff Permit, July 18, 2008
08-09 New Online Credential View and Print Process, July 3, 2008
07-23 Visiting Faculty Permit, December 14, 2007
07-19 Designated Subjects Career Technical Education Teaching Credential, December 14, 2007
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
Teacher Supply in California: A Report to the Legislature, April 2008
Standards of Quality and Effectiveness for Professional Teacher Induction Programs, June 2008
The Administrator's Assignment Manual, rev. September 2007
Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, rev. March 2007
California Standards for the Teaching Profession, July 1997
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Improving Teacher Quality State Grants, rev. October 5, 2006

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Teacher Credentialing Examinations: <http://www.ctcexams.nesinc.com>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Commission on Teacher Credentialing, Commission's Information Guide (for employers' use only): <http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

U.S. Department of Education: <http://www.ed.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: April 1, 2009 Antelope, California

CERTIFICATION

Verification of Credentials

Note: The following optional section may be revised to reflect district practice. Education Code 44857 requires each person employed by the district in a position requiring certification qualifications to register a valid credential with the county office of education or with the district (if the district has an average daily attendance over 10,000), not later than 60 days after beginning employment in the district or not later than 60 days after renewing a credential.

The Commission on Teacher Credentialing (CTC) does not provide credentials in a paper format. 5 CCR 80001 provides that the official record of a credential is information obtained from the CTC web site. If an applicant has indicated a county of employment on his/her application, the county office of education will receive a download of credential information for that applicant. For all other certificated staff, the district must obtain verification of its employees' certification through the CTC's online service and may print the displayed information.

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Basic Skills Proficiency

Note: Education Code 44830 provides that a district cannot employ an individual in a position requiring certification unless that person has met the basic skills proficiency requirement or is exempted from the requirement by law. Such exemptions are specified in Education Code 44252 and 44830. Unless exempted, persons who have been granted a credential by the CTC have met the basic skills proficiency requirement as a condition of obtaining the credential. According to CTC leaflet CL-667, Basic Skills Requirement, the basic skills proficiency requirement also may be met by passage of the California Basic Educational Skills Test, California Subject Examinations for Teachers: Multiple Subject Plus Writing Skills Examination, California State University Early Assessment Program, California State University Placement Examinations, or a basic skills examination from another state.

CERTIFICATION (continued)

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test, provided that he/she takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

Note: Pursuant to Education Code 44252 and 44830, persons holding or applying for a "designated subjects special subjects" credential must be assessed with a district basic skills proficiency test, unless their credential requires possession of a bachelor's degree in which case they are required to meet the state basic skills proficiency requirement. When such persons are employed by a consortium of districts or a joint powers agreement, the test may instead be established by the boards of those entities.

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

Note: 5 CCR 80021 establishes the short-term staff permit (STSP) to immediately fill teacher vacancies based on unforeseen circumstances. Pursuant to 5 CCR 80021, the CTC will issue the STSP to an individual only once and for no more than one year. The STSP will expire no later than July 1, unless the STSP is for a summer school assignment in which case the STSP will expire no later than September 1.

CERTIFICATION (continued)

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved intern program
4. Inability of the applicant to enroll in an approved intern program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an intern program or the applicant's withdrawal from an intern program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

3. Written justification for the permit signed by the Superintendent or designee

Note: 5 CCR 80021 provides that a holder of the STSP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). 5 CCR 80021 provides that all STSPs will also include an English learner authorization allowing the holder to provide services in English language development (ELD) or specially designed academic

CERTIFICATION (continued)

instruction in English (SDAIE); see AR 4112.22 - Staff Teaching English Language Learners. Upon request by the district and verification of the applicant's target-language proficiency, the STSP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Note: 5 CCR 80021.1 establishes the provisional internship permit (PIP) to staff classrooms when appropriately credentialed teachers cannot be found after a diligent search. As amended by Register 2013, No. 28, 5 CCR 80021.1 provides that the PIP will be issued for one calendar year and may not be renewed.

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

(cf. 4111/4211/4311 - Recruitment and Selection)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.

CERTIFICATION (continued)

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

Note: 5 CCR 80021.1 provides that a holder of the PIP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). In addition, 5 CCR 80021.1 provides that all PIPs will include an English learner authorization allowing the holder to provide services in ELD or SDAIE; see AR 4112.22 - Staff Teaching English Language Learners. Upon request by the district and verification of the applicant's target-language proficiency, the PIP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Long-Term Emergency Permits

Note: Pursuant to Education Code 44225.7, the district may request that the CTC grant an applicant a one-year emergency permit (Education Code 44300; 5 CCR 80023-80026.6) when a "fully prepared teacher," defined as a teacher who has completed a teacher preparation program, is unavailable to the district. Emergency permits may only be issued for the resource specialist permit (5 CCR 80024.3.1), teacher librarian services permit (5 CCR 80024.6), crosscultural, language and academic development permit (5 CCR 80024.8), and bilingual authorization permit (5 CCR 80024.7).

Pursuant to 5 CCR 80023.1, as amended by Register 2013, No. 28, an emergency permit may be renewed for up to two additional one-year periods (for a maximum of three years of service).

CERTIFICATION (continued)

In order to request an emergency permit, the district must first demonstrate that it has made reasonable efforts to recruit candidates who are enrolled in an intern program or are scheduled to complete preliminary credential requirements within six months and must submit a Declaration of Need for Fully Qualified Educators; see the accompanying Board policy.

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Emergency Substitute Teaching Permits

Note: The CTC issues emergency substitute teaching permits that authorize service as a day-to-day substitute, including the (1) emergency 30-day substitute teaching permit, (2) emergency career substitute teaching permit, (3) emergency substitute teaching permit for prospective teachers, and (4) emergency designated subjects 30-day substitute teaching permit for career technical education. 5 CCR 80025-80025.5 specify restrictions pertaining to the number of days that each type of permit holder may substitute for any one teacher during the school year, as noted in items #1-4 below.

For day-to-day substitute teaching at any grade level, the district may employ a person with an emergency substitute permit issued by the CTC, provided that:

1. A person holding an emergency 30-day substitute teaching permit, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)

CERTIFICATION (continued)

3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Note: 5 CCR 80025 and 80025.5 require the district to have a Statement of Need on file before employing a person with an emergency substitute permit pursuant to item #1 or 4 above. The CTC form for the Statement of Need may be found in the CTC's online [Credential Information Guide](#), which may be accessed only by employers.

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Center USD

Administrative Regulation

Certification

AR 4112.2
Personnel

Verification of Credentials

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid credential or permit issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

- (cf. 4112.21 - Interns)
- (cf. 4112.22 - Staff Teaching English Language Learners)
- (cf. 4112.23 - Special Education Staff)
- (cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
- (cf. 4121 - Temporary/Substitute Personnel)
- (cf. 5148 - Child Care and Development)
- (cf. 6178 - Career Technical Education)
- (cf. 6178.2 - Regional Occupational Center/Program)
- (cf. 6200 - Adult Education)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

- (cf. 3580 - District Records)
- (cf. 4112.6/4212.6/4312.6 - Personnel Records)

Basic Skills Proficiency

The district shall not initially hire, on a permanent, temporary, or substitute basis, a certificated person seeking employment in the capacity designated in his/her credential unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated teacher who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test. The employee shall take the test at the earliest opportunity and may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. An out-of-state prepared teacher applying to the CTC for a one-year nonrenewable credential pending completion of the basic skills requirement shall pass the district's basic skills proficiency test which is at least equivalent to the district test required for high school graduation. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

Any person holding or applying for a designated subjects special subjects credential which does not require possession of a bachelor's degree shall pass the district proficiency test in lieu of meeting the state basic skills requirement. (Education Code 44252, 44830)

The district shall charge a fee to cover the costs of developing, administering, and grading the district proficiency test.

Short-Term Staff Permit

The district may request that the CTC issue a short-term staff permit (STSP) to an applicant who meets the qualifications specified in 5 CCR 80021 whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program
4. Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an internship program or the applicant's withdrawal from an internship program

When requesting issuance of an STSP, the district shall submit to the CTC: (5 CCR 80021)

1. Verification that it has conducted a local recruitment for the permit being requested

2. Verification that it has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

The district may request that the CTC issue a provisional internship permit (PIP) to an applicant who meets the qualifications specified in 5 CCR 80021.1 whenever a suitable credentialed teacher cannot be found after a diligent search. The district shall verify all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.

The search shall include, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media.

(cf. 4111/4211/4311 - Recruitment and Selection)

2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The Superintendent or designee shall assign an experienced educator to guide and assist the permit holder.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.

4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.

5. A notice of intent to employ the applicant in the identified position has been made

public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an internship program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Visiting Faculty Permits

The district may request that the CTC issue a visiting faculty permit authorizing an individual to teach in departmentalized classes if he/she has at least three years full-time teaching experience at an accredited postsecondary institution, possesses a master's degree in a subject area closely related to the subject he/she proposes to teach, and meets other qualifications specified in law. In such cases, the district shall provide the CTC with both of the following: (Education Code 44300.1)

1. Annual documentation that the district has implemented a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, and participating in job fairs in California, but has been unable to recruit a sufficient number of certificated teachers to teach the subject matter that the visiting faculty member proposes to teach
2. The Board-adopted Declaration of Need for Fully Qualified Educators based on the documentation set forth in item #1

Credential Waiver/Long-Term Emergency Permits

If a teacher who has completed a teacher preparation program is unavailable for an assignment, the district shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who is qualified to participate in and enrolls in an approved internship program in the region of the district
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is provided orientation, guidance, and assistance by the

district

If an individual who meets the criteria specified in item #1 or 2 above is not available to the district, the district may, as a last resort, request from the CTC a credential waiver or an emergency permit for the assignment of an individual who does not meet those criteria. (Education Code 44225.7; 5 CCR 80023-80023.2, 80026)

The district may request an emergency permit authorizing resource specialist, Crosscultural, Language and Academic Development (CLAD), bilingual, or teacher librarian services.

In order to request an emergency permit, the district shall annually submit a Board-approved Declaration of Need for Fully Qualified Educators on a form provided by the CTC. The declaration shall include certification that the district has made reasonable efforts to recruit a fully prepared teacher for the assignment. (Education Code 44225.7; 5 CCR 80023.2, 80026)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation to teaching which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Emergency Substitute Teaching Permits

The district may employ for day-to-day substitute teaching, at any grade level, a person with an emergency substitute permit issued by the CTC with the following restrictions:

- 1. A person holding an emergency 30-day substitute permit, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)**
- 2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)**
- 3. A person with an emergency substitute permit for prospective teachers shall not serve**

as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)

4. A person with an emergency substitute permit for career technical education shall teach only in a program of technical, trade, or vocational education and not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: October 19, 2011 Antelope, California

INTERNS

Note: The following optional policy is for use by districts that employ interns through one or more intern programs approved by the Commission on Teacher Credentialing (CTC).

Intern programs allow individuals to be employed as fully paid teachers of record while completing a teacher preparation program. "University intern programs" are administered by colleges and universities in partnership with school districts pursuant to Education Code 44450-44468, and "district intern programs" are administered by school districts in consultation with colleges or universities pursuant to Education Code 44325-44328 and 44830.3.

AB 97 (Ch. 47, Statutes of 2013) eliminated the alternative certification program which was designed to address teacher shortages in geographic or subject matter areas (Education Code 44380-44387) and the enhanced intern program (Education Code 44387) and redirected the funding for those programs into the local control funding formula.

The district may employ interns as necessary to fulfill the need for sufficient instructional staff and to provide future teachers an opportunity to link teaching theory with practice in order to meet state credentialing requirements. In addition, the district may employ teachers who already possess a preliminary or clear credential and are pursuing a credential in a different specialization as interns for positions that require such other credential.

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

Note: The following paragraph may be revised to reflect the type(s) of intern programs available through the district. All intern programs are subject to CTC program standards and preconditions for program approval. These are available on the CTC web site and in its handbooks SB 2042 Multiple Subject and Single Subject Preliminary Credential Program Standards and Education Specialist Teaching and Other Related Services Credential Program Standards.

The district may enter into partnership agreements with one or more approved teacher preparation programs sponsored by colleges or universities and/or may provide a district intern program with approval of the Commission on Teacher Credentialing (CTC). Any intern program in which the district participates shall be aligned with the preconditions and program standards adopted by the CTC.

Note: When the district is unable to hire a "fully prepared" teacher who has completed a teacher preparation program (i.e., a teacher who holds a clear or preliminary teaching credential), Education Code 44225.7 permits the district to hire a teacher without those credentials. Education Code 44225.7 establishes a hierarchy for such hires which gives priority to individuals who are enrolled in an approved intern program in the region of the district; see BP 4112.2 - Certification. CTC Coded Correspondence 13-01 clarifies that such an individual must possess a CTC-issued intern credential.

The Superintendent or designee shall make reasonable efforts to recruit an intern from an approved program within the region whenever a teacher with a preliminary or clear credential is not available for a position requiring certification. (Education Code 44225.7)

(cf. 4111/4211/4311 - Recruitment and Selection)

INTERNS (continued)

Note: Before recommending a candidate for the intern credential, the intern program must certify that the candidate possesses the required qualifications pursuant to Education Code 44325 and 44453 and 5 CCR 80033, as added by Register 2014, No. 7.

Pursuant to Education Code 44455-44456, candidates participating in a university intern program may be granted an intern credential of any type for a period of two years, which may subsequently be extended for one year if the CTC determines that the intern needs additional time to complete the requirements for the preliminary credential due to extenuating circumstances. Pursuant to Education Code 44325, candidates participating in a district intern program may be granted a multiple subject or single subject intern credential for two years or an education specialist intern credential for three years, and may seek a one-year extension.

The Superintendent or designee shall ensure that any intern employed by the district possesses an appropriate intern credential and is adequately prepared for the responsibilities of the position.

An intern may be assigned to provide the same service as a holder of a regular multiple subject, single subject, or education specialist credential in accordance with the authorizations and grade/age level specified on the intern credential. (Education Code 44454, 44325, 44326, 44830.3)

(cf. 4113 - Assignment)

Note: Pursuant to 20 USC 6319, districts must employ only "highly qualified" teachers, as defined in 20 USC 7801, to teach core academic subjects. Pursuant to CFR 34 CFR 200.56 and 5 CCR 6100-6112, persons who are currently enrolled in an approved intern program will be considered to have met this requirement. See BP/AR/E 4112.24 - Teacher Qualifications Under the No Child Left Behind Act.

In Renee v. Duncan, the court of appeals held that the federal regulation allowing intern teachers to meet the definition of a "highly qualified" teacher (34 CFR 200.56) violated the text of the No Child Left Behind Act, except that action by Congress temporarily amended federal law to permit that federal regulation to go into effect. 20 USC 7801 Note, as amended by Public Law 113-46, Sec. 144, extends the applicability of that federal regulation through 2015-16.

An intern may be assigned to teach core academic subjects, as defined in law, if he/she meets the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

Note: Pursuant to Education Code 44466 and 44885.5, an employee shall be classified as a probationary employee while serving as an intern and for one succeeding school year following completion of the intern program if he/she is reelected to serve in a position requiring certification qualifications. In districts that grant permanent status to certificated staff, the employee would then be granted permanent status if reelected to a certificated position for the subsequent school year. See AR 4116 - Probationary/Permanent Status. Because this area of law is complex, the district should consult with legal counsel as to the appropriate terms of employment for interns.

INTERNS (continued)

Terms of employment for interns shall be consistent with law and the district's collective bargaining agreement, as applicable.

(cf. 4116 - Probationary/Permanent Status)

(cf. 4141/4241 - Collective Bargaining Agreement)

Note: Pursuant to Education Code 44326, 44465, and 44830.3 and 5 CCR 80033, as added by Register 2014, No. 7, interns participating in any district or university intern program must be provided support and guidance by qualified district and college/university personnel; see the accompanying administrative regulation.

Interns shall receive intensive, structured supervision and ongoing support by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and that they maintain frequent communication with the interns they are assigned to assist.

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated in accordance with Board policy and the district's collective bargaining agreement.

(cf. 4115 - Evaluation/Supervision)

Note: Pursuant to Education Code 44328 and 44830.3, after an intern has completed service sufficient to meet program standards and performance assessments, the Governing Board may recommend to the CTC that the district intern be awarded a preliminary teaching credential. Education Code 44468 contains similar provisions for interns who fulfill the early completion option for either the university or district intern program; see the accompanying administrative regulation.

Upon receiving notification from the Superintendent or designee that an intern has successfully completed the program, the Governing Board may recommend to the CTC that the intern be awarded a preliminary credential. (Education Code 44328, 44468, 44830.3)

The Board shall regularly evaluate the effectiveness of the intern program(s) to determine whether changes are needed in the support and/or assignment of interns. The Board's evaluation shall be based on a report by the Superintendent or designee, including, but not limited to, data on student performance in classes taught by interns, feedback from interns and supervisors, and the number of interns who successfully complete the program and obtain general education or education specialist credentials.

(cf. 0500 - Accountability)

Legal Reference: (see next page)

INTERNS (continued)

Legal Reference:

EDUCATION CODE

300-340 *English language education for immigrant children*

44225 *Credentials, responsibilities of Commission on Teacher Credentialing*

44225.7 *Priority for hiring fully prepared teacher*

44253.3-44253.4 *Certificate to provide services to English learners*

44253.10 *Qualifications to provide specially designed academic instruction in English*

44259 *Minimum requirements for teaching credential*

44314 *Diversified or liberal arts program*

44321 *CTC approval of intern programs*

44325-44328 *District interns*

44339-44341 *Teacher fitness*

44450-44468 *Teacher Education Internship Act of 1967 (university interns)*

44830.3 *Employing district interns*

44885.5 *District interns classified as probationary employees*

CODE OF REGULATIONS, TITLE 5

6100-6126 *No Child Left Behind teacher requirements*

80021.1 *Provisional internship permit*

80033 *Intern teaching credential*

80055 *Intern credential, extension for extenuating circumstances*

UNITED STATES CODE, TITLE 20

6319 *Highly qualified teachers*

7801 *Definitions, highly qualified teacher*

7801 *Note Applicability of federal regulation defining interns as highly qualified teachers*

COURT DECISIONS

Renee v. Duncan, 686 F.3d 1002 (2012)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-840 *Early Completion Option*

SB 2042 *Multiple Subject and Single Subject Preliminary Credential Program Standards, rev.*

February 2014

Intern Preservice, Support and Supervision Requirements: Preparation to Teach English Learners,

Program Sponsor Alert 13-06, June 3, 2013

Education Specialist Teaching and Other Related Services Credential Program Standards, rev. May

2013

California Standards for the Teaching Profession, October 2009

Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013

Administrator's Assignment Manual, 2008

Management Resources continued: (see next page)

INTERNS (continued)

Management Resources: (continued)

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS (continued)

Preparation of Intern Credential Holders Prior to Service as Teacher of Record as an Intern, Coded Correspondence 08-03, March 3, 2008

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants, rev. October 5, 2006

WEB SITES

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing, Interns: <http://www.ctc.ca.gov/educator-prep/intern>

U.S. Department of Education: <http://www.ed.gov>

Center USD

Board Policy

Interns

BP 4112.21

Personnel

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board may employ interns to fulfill the district's need for additional instructional resources and to assist future teachers in meeting state credentialing requirements by linking teaching theory with practice.

The Superintendent or designee may enter into an agreement with an accredited college or university to provide supervised teaching experiences within the district as part of a teacher preparation program. He/she shall ensure that the district collaborates with the college or university in the selection, placement, support, and performance assessment of interns.

(cf. 4111/4211/4311 - Recruitment and Selection)

The Superintendent or designee shall ensure that interns employed by the district possess an appropriate internship credential from the Commission on Teacher Credentialing (CTC) and that their prior experiences and personal qualifications adequately prepare them for the responsibilities of the position.

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 - Special Education Staff)

An intern may be assigned to provide the same service as a holder of a regular credential in accordance with the authorizations specified on the internship credential. (Education Code 44454, 44325, 44326, 44830.3)

(cf. 4113 - Assignment)

To be assigned to teach core academic subjects, as defined in law, an intern must meet the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

Terms of employment for interns shall be consistent with law and the district's collective bargaining agreement, as applicable. Interns shall not displace certificated district employees.

(cf. 4116 - Probationary/Permanent Status)

(cf. 4141/4241 - Collective Bargaining Agreement)

Interns shall receive systematic supervision and guidance by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and maintain frequent communication with the interns they are assigned to assist.

(cf. 4131 - Staff Development)

(cf. 4138 - Mentor Teachers)

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated at least once every year in accordance with Board policy and the district's collective bargaining agreement.

(cf. 4115 - Evaluation/Supervision)

When an intern has successfully completed the program, the Board may recommend to the CTC that the intern be awarded a preliminary or professional clear credential commensurate with his/her qualifications. (Education Code 44328, 44468, 44830.3)

The Board shall regularly evaluate the effectiveness of the program to determine whether changes are needed in the support and/or assignment of interns. The Board's evaluation shall be based on a report by the Superintendent or designee, including, but not limited to, data on student performance in classes taught by interns, feedback from interns and supervisors, and the number of interns who successfully complete the program and obtain teaching or education specialist credentials.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

300-340 English language education for immigrant children

44253.3-44253.4 Certificate to provide services to limited-English-proficient students
44253.10 Qualifications to provide specially designed academic instruction in English
44259 Minimum requirements for teaching credential
44314 Diversified or liberal arts program
44321 CTC approval of internship programs
44325-44328 District interns
44339-44341 Teacher fitness
44380-44387 Alternative certification program; increased funding for internship programs
44450-44468 Teacher Education Internship Act of 1967 (university interns)
44560-44562 Certificated Staff Mentoring Program
44830.3 Employing district interns
44885.5 District interns classified as probationary employees
52055.605 Identification of high priority schools, High Priority Schools Grant Program
CODE OF REGULATIONS, TITLE 5
6100-6126 No Child Left Behind teacher requirements
13000-13017 New Careers Program
80021.1 Provisional internship permit
80055 Internship credential
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
7801 Definitions, highly qualified teacher

Management Resources:

COMMISSION ON TEACHER CREDENTIALING CORRESPONDENCE

08-03 Preparation of Intern Credential Holders Prior to Service as Teacher of Record as an Intern, March 3, 2008

03-0028 Changes in District Intern Programs as a Result of Senate Bill 187, December 22, 2003

Implementation of SB 57, Early Completion Internship Option, March 10, 2003

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Administrator's Assignment Manual, 2008

CTC Credential Handbook, revised 1997

California Standards for the Teaching Profession, 1997

Standards of Quality and Effectiveness for Teacher Preparation Programs for Preliminary Multiple and Single Subject Teaching Credentials (including internship programs), rev. April 2008

Standards of Quality and Effectiveness for Education Specialist Credential Programs (Including University Internship Options) and Clinical Rehabilitative Services Credential Programs, December 1996

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants, rev. January 16, 2004

WEB SITES

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: April 1, 2009 Antelope, California

INTERNS

Note: The following administrative regulation is **optional**. Intern programs must be approved by the Commission on Teacher Credentialing (CTC) and meet all legal requirements for university intern programs (Education Code 44450-44468) or district intern programs (Education Code 44325-44328, 44830.3). They also must satisfy the applicable CTC preconditions and program standards, available on the CTC web site and in its handbooks SB 2042 Multiple Subject and Single Subject Preliminary Credential Program Standards and Education Specialist Teaching and Other Related Services Credential Program Standards.

Districts that offer only district intern programs pursuant to Education Code 44325-44328 may revise the following regulation as appropriate to delete references to a college or university program sponsor.

Memorandum of Understanding

Note: Pursuant to 5 CCR 80033, as added by Register 2014, No. 7, every approved intern program must have a signed memorandum of understanding between the district and the college/university teacher preparation program in which interns participate. The memorandum of understanding must detail the support and supervision that will be provided to interns. For requirements related to support and supervision, see the section "Support and Supervision of Interns" below.

Before interns employed by the district assume daily teaching responsibilities, a signed memorandum of understanding shall be in place between the district and the partner college/university detailing the support and supervision that will be provided to interns. (5 CCR 80033)

(cf. 4112.2 - Certification)

Note: **Optional** items #1-6 below summarize the major components which the CTC, in its Program Sponsor Alert 13-06, recommends should be addressed in the memorandum of understanding. The district may add other components and/or describe the components in more detail.

The memorandum of understanding shall include, but not be limited to:

1. Specific responsibilities of the program supervisor
2. Qualifications, identification, terms of employment, roles and responsibilities, and training of individual(s) to provide on-site support to interns
3. Allocation of additional personnel, time, and resources for interns who have not yet earned an English learner authorization
4. Expectations regarding the type and frequency of support
5. The process of communication between the program supervisor and on-site support personnel
6. Documentation, monitoring, and evaluation of site support

INTERNS (continued)

Note: Pursuant to Education Code 44461-44462, a district participating in a university intern program may enter into an agreement to employ college/university staff to supervise interns and may pay for such supervision out of district funds under the conditions specified below. The district may choose to extend these provisions to interns participating in a district intern program.

The district may enter into an agreement to employ college/university staff to supervise interns and may pay for the supervision of interns out of district funds. Salary payments may be met by proportionately reducing the salaries of paid interns, provided that no more than eight interns are supervised by one staff member, the district salary normally paid to interns is not reduced by more than one-eighth, and the intern is not paid less than the minimum salary required by the state for a regularly certificated teacher. (Education Code 44461-44462)

Support and Supervision of Interns

Note: The following paragraph reflects CTC program standards for intern programs.

The Superintendent or designee shall collaborate with the college/university teacher preparation program to design structured guidance of interns, regular site-based support and supervision, and a sequence of supervised fieldwork that includes planned observations, consultations, reflections, and individual and small-group teaching opportunities.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

Support and supervision provided to interns shall include the following: (Education Code 44830.3; 5 CCR 80033)

Note: Pursuant to Education Code 44830.3, 5 CCR 80033 as added by Register 2014, No. 7, and the preconditions established by the CTC for program approval, the district and college/university must develop and implement a professional development plan whenever it employs interns participating in any CTC-approved intern program.

1. **Professional Development Plan:** The Superintendent or designee shall, in cooperation with the college/university, counsel each intern and, with the concurrence of the intern, shall develop a plan for the intern to complete the requirements to earn a credential in the content or specialty area(s) of the intern credential.

The plan shall include the components described in Education Code 44830.3, including, but not limited to, provisions for at least 120 clock hours (or the semester or quarter unit equivalent) of mandatory preservice training tailored to the grade level or class to be taught, additional instruction during the first semester or first year of service when required, and an annual evaluation of the intern.

INTERNS (continued)

2. **Assignment of Mentor Teacher:** Before an intern assumes daily teaching responsibilities, the Superintendent or designee shall assign him/her a mentor teacher who possesses a valid corresponding life or clear teaching credential and a minimum of three years of successful teaching experience.

Note: The following paragraph reflects CTC program standards for intern programs and may be revised to reflect district practice.

The intern shall receive support from a mentor teacher who is assigned to the same school. If two or more mentor teachers are assigned to an intern, at least one of them shall be experienced in the curricular area(s) of the intern's assignment.

3. **Support During School Year:** Support and supervision shall include coaching, modeling, and demonstrating within the classroom. In addition, the intern shall receive assistance with course planning and with problem-solving regarding students, curriculum, and effective teaching methodologies.

Such support and supervision shall be provided for a minimum of 144 hours per school year or, for late hires, four hours multiplied by the number of instructional weeks remaining in the school year. At least two hours of support and supervision shall be provided every five instructional days.

4. **Additional Support Addressing the Needs of English Learners:** For any intern who enters the intern program without a valid English learner authorization, bilingual authorization, or crosscultural, language, and academic development certificate, the Superintendent or designee shall identify an individual who will be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language-accessible instruction through in-classroom modeling and coaching as needed. This individual may be the same mentor identified in item #2 above, provided he/she possesses an English learner authorization and will be immediately available to assist the intern.

In addition, the district and college/university shall provide such interns with additional support and supervision, including in-classroom coaching, specific to the needs of English learners. Such support and supervision shall be provided for 45 hours per school year or, for late hires, five hours multiplied by the number of months remaining in the school year.

An intern who passes the California Teaching English Learners examinations may be exempted from these requirements.

INTERNS (continued)

Early Completion Option

Note: Education Code 44468 requires all intern programs to provide interns an opportunity to challenge the coursework requirements and to demonstrate teaching skills through performance assessments. This option is currently available for interns preparing for either a multiple or single subject teaching credential, but is not available for interns preparing for an education specialist credential.

The Superintendent or designee shall inform qualified interns preparing for a multiple or single subject credential of the early completion option which allows them to challenge certain requirements of the intern program in areas where they have demonstrated competence.

Note: All interns choosing the early completion option must fulfill the qualifications required of all interns (i.e., possess bachelor's degree or higher, satisfy basic skills requirement, complete a course or pass an exam related to the U.S. Constitution, demonstrate subject matter knowledge in the subject to be taught, meet requirements for teacher fitness including submission of LiveScan fingerprinting, have an offer of employment with the district, and be enrolled in an intern program) as well as the additional requirements specified in Education Code 44468. These include requirements to complete the CTC-approved assessment of knowledge of teaching foundations (the National Evaluation Series Assessment of Professional Knowledge), the CTC-approved Teaching Performance Assessment, the reading instruction competence assessment for interns pursuing a multiple subject credential, and foundational computer technology coursework. The candidate must also be recommended by the intern program sponsor. For further information, see CTC's leaflet CL-840 Early Completion Option.

According to the CTC leaflet, the district may require additional instruction deemed necessary for the preparation of the candidate. The following paragraph may be revised to list any such additional district requirements.

In order to complete the intern program early and be recommended for a preliminary credential, candidates shall meet all requirements of the intern credential and the additional assessments and coursework specified in Education Code 44468.

Center USD

Administrative Regulation

Interns

AR 4112.21

Personnel

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

University Internship Program

The Superintendent or designee shall cooperate with a college or university in the development, implementation, and coordination of the university internship program. (Education Code 44452, 44465, 44467)

(cf. 4112.2 - Certification)

The Superintendent or designee may enter into an agreement with a college or university for the employment of competent and qualified college or university staff members to supervise and guide interns as they pursue their district responsibilities. (Education Code 44461)

Salary payments for the supervision of interns may be made out of district funds and may be met by proportionately reducing the salaries of paid interns. In such cases, no more than eight interns may be supervised by one staff member and the district salary normally paid to interns may be reduced by no more than one-eighth to pay the supervisor's salary. The intern shall not be paid less than the minimum salary required by the state for a regularly certificated teacher. (Education Code 44462)

(cf. 4151/4251 - Employee Compensation)

Before an intern enrolls in any college or university program to renew his/her internship credential, the Superintendent or designee shall counsel the intern and plan a program for the first and subsequent renewals. (Education Code 44457)

(cf. 4115 - Evaluation/Supervision)

(cf. 4131 - Staff Development)

District Internship Program

The Superintendent or designee shall, in consultation with a college or university, develop and implement a professional development plan for district interns. This plan shall include, but not necessarily be limited to, the components described in Education Code 44830.3, including provisions for mandatory preservice training tailored to the grade level or class to be taught, additional instruction during the first year of service when required, and an annual evaluation of the district intern. (Education Code 44830.3)

(cf. 4115 - Evaluation/Supervision)
(cf. 4131 - Staff Development)

Each district intern shall be assisted and guided by either of the following: (Education Code 44326, 44830.3)

1. A certificated employee who possesses valid certification at the same level or the same type of credential as the district intern he/she serves, and who is selected through a competitive process adopted by the Governing Board after consultation with the exclusive teacher representative unit

(cf. 4112.2 - Certification)
(cf. 4138 - Mentor Teachers)
(cf. 4140/4240 - Bargaining Units)

2. Personnel employed by a college or university to supervise student teachers

The Superintendent or designee shall ensure that appropriate records are maintained, showing the credit earned by each district intern. (Education Code 44327)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

When a district intern's credential expires, the Superintendent or designee may recommend to the Commission on Teacher Credentialing (CTC) that the intern's credential be extended for one year. (Education Code 44325)

Early Completion Option

An intern may choose an early completion option leading to a five-year preliminary credential by completing the following requirements: (Education Code 44468)

1. Passing the CTC-approved assessment of knowledge of teaching foundations
2. Passing the CTC-approved Teaching Performance Assessment (TPA)

- a. The intern shall first pass the assessment of teaching foundations described in item #1 before qualifying to take the TPA.
 - b. The intern may take the TPA only one time as part of the early completion option. An intern who is not successful on the TPA may complete his/her internship program and his/her scores shall be used to provide an individualized professional development plan that emphasizes preparation in areas where additional growth is warranted and waiving preparation in areas where the intern has demonstrated competence. The intern shall be required to retake and pass the TPA at the end of the internship in order to be considered for recommendation to the CTC.
3. For interns pursuing a preliminary multiple subjects credential, passing the reading instruction competence assessment described in Education Code 44283
 4. Meeting the requirements for teacher fitness as set forth in Education Code 44339, 44340, and 44341

Alternative Certification Program for Addressing Teacher Shortages

To assist with recruitment of teachers in geographic and subject matter shortage areas, the district shall implement an alternative certification program that encourages persons with work experience and others who already have a bachelor's degree in the field in which they plan to teach to obtain a permanent credential. (Education Code 44382)

The district's alternative certification program shall be operated as a university internship program and/or district internship program under the requirements specified above for the applicable program. (Education Code 44384)

Enhanced Internship Program

When granted additional state funding as an enhanced internship program, the district's program shall: (Education Code 44387)

1. Provide interns, before they provide instructional services, with the greater of the following:
 - a. 120 hours of intensive preservice training focused on the teaching of English language learners
 - b. 40 hours of preservice training in addition to all other required training, including, but not limited to, training related to services for English language learners pursuant to Education Code 44253.3, 44253.4, and 44253.10
2. Provide all teacher interns with 40 hours of classroom observation, supervision, assistance, and assessment by one or more experienced teachers who possess valid certification to teach the same grade level and the same subject matter and who are

employed by the district, assigned to assist the interns at the interns' respective school sites, and, to the extent possible, teach at the same school sites as the interns

(cf. 4138 - Mentor Teachers)

3. Maintain a ratio of one experienced teacher to no more than five interns at the same school site

Beginning in the second year of receipt of state funding for this program, the district shall annually demonstrate that no "high priority school," defined as one that is ranked in deciles 1-5 on the Academic Performance Index, will have a higher percentage of interns than the districtwide average of interns per school in that year. (Education Code 44387, 52055.605)

(cf. 0520.1 - High Priority Schools Grant Program)

**Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: April 1, 2009 Antelope, California**

EVALUATION/SUPERVISION

Note: Education Code 35171 mandates that the Governing Board adopt reasonable regulations related to evaluating the performance of certificated personnel. The following policy and accompanying administrative regulation should be revised to reflect district practice and any applicable provisions of collective bargaining agreements. Pursuant to Government Code 3543.2, procedures to be used for the evaluation of employees are conditions of employment subject to negotiation.

For policy related to the evaluation of certificated administrators and supervisory personnel, see BP 4315 - Evaluation/Supervision.

The Governing Board believes that regular, comprehensive evaluations designed to hold instructional staff accountable for their performance are key to improving their teaching skills and raising students' levels of achievement.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4315 - Evaluation/Supervision)

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance and encourages them to take initiative to request assistance as necessary, including participation in appropriate staff development and/or individualized teacher support and guidance programs.

(cf. 4117.4 - Dismissal)
(cf. 4117.6 - Decision Not to Rehire)
(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

Note: Education Code 44662 requires the Board to establish evaluation criteria which, at a minimum, must include the criteria listed in items #1-4 below. The following list may be expanded to include additional criteria adopted by the Board.

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Students' progress toward meeting district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)

2. The instructional techniques and strategies used by the employee
3. The employee's adherence to curricular objectives

EVALUATION/SUPERVISION (continued)

4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

Note: The following optional paragraph may be revised to reflect district practice. Education Code 44661.5 authorizes the Board, with the agreement of the exclusive representative of the certificated staff, to include any objective evaluation standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession, as long as the standards are consistent with Education Code 44660-44665. If the certificated staff do not have an exclusive representative, the Board may adopt objective evaluation and assessment guidelines consistent with Education Code 44661.5. Districts in which there is no exclusive representative should modify the following paragraph accordingly.

With the agreement of the exclusive representative of the certificated staff when applicable, the Superintendent or designee may incorporate objective standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession into district evaluation standards.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4140/4240/4340 - Bargaining Units)

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

The Superintendent or designee shall ensure that evaluation ratings have uniform meaning and are uniformly applied throughout the district.

Legal Reference: (see next page)

EVALUATION/SUPERVISION (continued)

Legal Reference:

EDUCATION CODE

33039 *State guidelines for teacher evaluation procedures*

35171 *Availability of rules and regulations for evaluation of performance*

44660-44665 *Evaluation and assessment of performance of certificated employees (the Stull Act)*

GOVERNMENT CODE

3543.2 *Scope of representation*

UNITED STATES CODE, TITLE 20

6319 *Highly qualified teachers*

7801 *Definition of highly qualified teacher*

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

Center USD

Board Policy

Evaluation/Supervision

BP 4115

Personnel

The Governing Board believes that regular and comprehensive evaluations can help instructional staff improve their teaching skills and raise students' levels of achievement. Evaluations also serve to hold staff accountable for their performance. The Superintendent or designee shall evaluate the performance of certificated staff members in accordance with law, negotiated employee contracts and Board-adopted evaluation standards.

(cf. 4141/4241 - Collective Bargaining Agreement)

Objective standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession shall be reviewed and may be incorporated in district evaluation standards with the agreement of the exclusive representative of the certificated staff.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4140/4240 - Bargaining Units)

(cf. 4315.1 - Staff Evaluating Teachers)

Evaluation procedures may include observation of teacher performance in the classroom.

The Superintendent or designee shall ensure that evaluation ratings have uniform meaning throughout the district.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance. The Superintendent or designee shall assist employees in improving their performance and may require participation in appropriate programs. Staff members are encouraged to take initiative to request assistance as necessary to promote effective teaching.

(cf. 4131 - Staff Development)

(cf. 4139 - Peer Assistance and Review)

Legal Reference:

EDUCATION CODE

33039 State guidelines for teacher evaluation procedures
35171 Availability of rules and regulations for evaluation of performance
44500-44508 Peer assistance and review program for teachers
44660-44665 Evaluation and assessment of performance of certificated employees (the Stull Act)

GOVERNMENT CODE

3543.2 Scope of representation
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
7801 Definition of highly qualified teacher

Management Resources:

CTC PUBLICATIONS

Standards for the Quality and Effectiveness for Beginning Teacher Support and Assessment Programs, 1997

California Standards for the Teaching Profession, 1997

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: March 3, 2004 Antelope, California

EVALUATION/SUPERVISION

Note: Education Code 35171 mandates that the Governing Board adopt reasonable regulations related to evaluating the performance of certificated personnel. The following administrative regulation and accompanying Board policy should be revised to reflect district practice and any applicable provisions of collective bargaining agreements.

The following paragraph may be deleted by any district that has not recognized a bargaining unit of certificated employees.

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4112.9 - Employee Notifications)

Frequency of Evaluations

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Decision Not to Rehire)

Each certificated employee with permanent status shall be evaluated and assessed at least every other year. If the employee receives an unsatisfactory evaluation, he/she shall be annually evaluated until he/she achieves a positive evaluation or is separated from the district. (Education Code 44664)

(cf. 4117.4 - Dismissal)

Alternatively, if the evaluator and employee agree, a permanent employee shall be evaluated at least every five years provided he/she has been employed by the district at least 10 years, was rated in his/her previous evaluation as meeting or exceeding standards, and meets the qualifications of a highly qualified teacher as defined in 20 USC 7801, if his/her position requires such qualifications. Either the evaluator or the employee may withdraw consent for the alternative schedule at any time. (Education Code 44664)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

EVALUATION/SUPERVISION (continued)**Evaluation Results**

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

Note: Education Code 44664 provides that certificated employees who receive an unsatisfactory rating in teaching methods or instruction may be required to participate in a program to improve their performance. AB 97 (Ch. 47, Statutes of 2013) eliminated the Peer Assistance and Review program (Education Code 44500-44508), but districts may design their own programs of individualized teacher support; see BP/AR 4131.1 - Teacher Support and Guidance.

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

Qualifications of Evaluators

Note: The following optional section may be revised to reflect district practice.

EVALUATION/SUPERVISION (continued)

The Superintendent or designee shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. He/she shall ensure that the evaluator:

1. Possesses a valid administrative credential
2. Is competent in the instructional methodologies used by the teachers being evaluated
3. Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Is familiar with district curriculum priorities and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation, and staff development

Center USD

Administrative Regulation

Evaluation/Supervision

AR 4115
Personnel

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4100 - Certificated Personnel)
(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

Certificated staff shall receive information regarding the district's evaluation criteria and procedures upon employment with the district and whenever the criteria are revised.

(cf. 4141/4241 - Collective Bargaining Agreement)

Frequency of Evaluations

The performance of each certificated employee with permanent status shall be evaluated and assessed on a continuing basis as follows: (Education Code 44664)

1. At least every other year
2. At least every five years if all of the following conditions are met:
 - a. The employee has been employed by the district at least 10 years.
 - b. The employee meets the qualifications of a highly qualified teacher as defined in 20 USC 7801 of the federal No Child Left Behind Act, if 20 USC 6319 requires that his/her position be filled by a highly qualified teacher.
 - c. The employee's previous evaluation rated him/her as meeting or exceeding standards.
 - d. The evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent at any time.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4116 - Probationary/Permanent Status)
(cf. 4315.1 - Staff Evaluating Teachers)

3. If the permanent employee has received an unsatisfactory evaluation, annually until he/she receives a satisfactory evaluation or is separated from the district

(cf. 4117.4 - Dismissal)

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

In addition, probationary teachers shall be formally observed and given constructive feedback at least once each semester and more often when necessary, as part of the evaluation process. Within three school days of each formal observation, a conference shall be held between the evaluator and the probationary teacher.

Evaluation Criteria

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Students' progress toward meeting district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

2. The instructional techniques and strategies used by the employee

3. The employee's adherence to curricular objectives

(cf. 6010 - Goals and Objectives)

4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

(cf. 4112.6 /4212.6/4312.6 - Personnel Files)

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teacher standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

Any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the district's peer assistance and review program. (Education Code 44662, 44664)

(cf. 4139 - Peer Assistance and Review)

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

**Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: February 20, 2008 Antelope, California**

PERSONNEL REDUCTION

Note: Education Code 44955 and 44955.5 detail the circumstances under which a district may lay off certificated employees for lack of funds, as specified in the following optional policy. Collective bargaining agreements also should be reviewed to determine whether any provisions are applicable to the layoff. Government Code 3543.2 provides that, upon request by either the district or certificated employee bargaining unit, the parties must meet and negotiate procedures and criteria for the layoff of certificated employees for lack of funds. If mutual agreement is not reached, then the provisions of Education Code 44955 will apply.

Pursuant to Education Code 44929.21 and 44929.23, a district can choose to not re-elect a probationary employee without cause and without a hearing; see AR 4117.6 - Decision Not to Rehire. The decision to not re-elect a probationary certificated employee for no cause is distinguishable from the causes that must be established to lay off a certificated employee.

Because of the complexity of related Education Code provisions, it is strongly recommended that school districts consult with legal counsel before instituting layoff proceedings for any reason.

The Governing Board may reduce the number of probationary and permanent certificated employees when, in its opinion, any of the following conditions makes such reduction necessary:

1. Average daily attendance (ADA) in all of the schools in the district during the first six months of the school year has declined below the level for the same period in either of the previous two school years. (Education Code 44955)

Note: Layoffs may also be made by reducing or eliminating "particular kinds of service" (PKS). Examples of PKS that may be reduced or eliminated include specific curricular offerings, class size reduction, or nonteaching services.

2. A particular kind of service is to be reduced or discontinued not later than the beginning of the following school year. (Education Code 44955)
3. Attendance in the district will decline in the following year as a result of the termination of an interdistrict tuition agreement. (Education Code 44955)
4. An amendment of state law requires modification of the curriculum. (Education Code 44955)
5. During the time period between five days after the enactment of the Budget Act and August 15 of that fiscal year, the Board determines that the district's total revenue limit per ADA for the fiscal year of that Budget Act has not increased by at least two percent. (Education Code 44955.5)

Determination of the Order of Layoffs

Note: In Vergara v. State of California, a California superior court found Education Code 44955 unconstitutional. Education Code 44955 requires that certificated employees with less seniority be laid off before certificated employees with more seniority. However, this decision has been stayed until appeals can be settled. Thus, until further action is taken, Education Code 44955 remains in effect.

PERSONNEL REDUCTION (continued)

Pursuant to Education Code 44844, an employee's employment date is considered to be the date he/she first rendered paid service in a probationary position. However, determination of employees' seniority, the order of layoff, and the permissibility of certain exceptions to the order of layoff are complex and require consideration of multiple factors. The district should consult legal counsel in making decisions related to establishing the order of layoff.

When it is necessary to reduce the number of certificated employees for any of the reasons listed above, the services of employees shall be terminated in the inverse of the order in which they were employed by the district in probationary status, except as otherwise authorized by law. (Education Code 44844, 44955)

Prior to determining the seniority of employees, the Superintendent or designee shall require certificated employees to provide verification, in writing, of their employment date and credentials, as well as any documentation supporting an employment or credential(s) different from that shown in the district's records.

The Superintendent or designee shall maintain the seniority list for this purpose and shall make it available upon request.

Note: Education Code 44955 grants a permanent employee the right to be retained over a probationary employee or other employee with less seniority if the position is one for which he/she is certificated and competent to render service. However, an employee must pass a subject matter competency test before he/she is assigned to teach a subject which he/she has not previously taught, if he/she does not have a teaching credential or major area of postsecondary study, or the equivalent, in that subject.

Unless otherwise provided by law, a permanent employee shall have the right to be retained over a probationary employee or any employee with less seniority if the position is one for which he/she is certificated and competent to render service. (Education Code 44955)

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4113 - Assignment)

(cf. 4116 - Probationary/Permanent Status)

To determine the order of termination between employees who first rendered paid service on the same date, the Board shall rank order those employees solely on the basis of the needs of the district and students. Upon the request of an employee whose order of termination is to be determined based on such ranking, the Board shall furnish the employee, no later than five days prior to the commencement of the administrative hearing on the layoff, a written statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking the employee relative to the other employees in the group. (Education Code 44955)

PERSONNEL REDUCTION (continued)

The district may deviate from terminating certificated employees in order of seniority for either of the following reasons: (Education Code 44955, 44956)

1. To fill a demonstrated specific need for personnel to teach a specific course or courses of study, or to provide services authorized by a services credential with a specialization in either student personnel services or health for a school nurse, when the certificated employee has the necessary special training and experience which others with more seniority do not possess
2. To maintain or achieve compliance with constitutional requirements related to equal protection of the law

Notice and Hearing Rights

Note: In California Teachers Association v. Vallejo City Unified School District, the court found that state law expressly provides layoff rights to permanent and probationary employees but makes no further distinction based on the status of an employee's credential. According to the court, "provisional" is not a recognized classification for the purpose of determining an employee's status and rights during a layoff. Thus, unless classified as a substitute or temporary employee in accordance with law, an employee with provisional certification (e.g., intern credential, emergency credential, short-term staff permit, provisional internship permit) would by default be classified as probationary pursuant to Education Code 44915 and would be entitled to layoff rights, including notice and hearing rights, applicable to probationary employees.

When it becomes necessary to reduce the number of permanent and/or probationary employees pursuant to Education Code 44955 as specified in items #1-4 above, the district shall give notice to the affected employees, no later than March 15, stating the reasons for the action and the employees' right to a hearing. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 44949, 44955, and other applicable provisions of law.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Note: Education Code 44949 allows employees given notice of a layoff to request a hearing before an administrative law judge. On or before May 7, the administrative law judge must submit the proposed decision, containing a determination as to the sufficiency of the cause and a recommendation as to disposition regarding the layoff, to the Board for consideration and to affected employees.

When an employee has requested a hearing before an administrative law judge regarding the reduction or discontinuation of services, the Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law judge's proposed decision. None of the findings, recommendations, or determinations of the administrative law judge shall be binding on the Board. (Education Code 44949)

The Board may conduct its own hearing, adopt the administrative law judge's proposed decision, refer the case back to the administrative law judge for additional evidence, or reject or modify the proposed decision and make its own determination based upon its review of

PERSONNEL REDUCTION (continued)

the record.

Following the Board's decision, the Superintendent or designee shall give final notice, in the manner specified, to the affected employees before May 15 unless the parties agree otherwise in accordance with procedures required by law. (Education Code 44955)

When layoffs become necessary pursuant to Education Code 44955.5 as specified in item #5 above, layoff proceedings shall be carried out as required by law but in accordance with a schedule of notice and hearing adopted by the Board. (Education Code 44955.5)

Reappointment

If the number of employees is increased or the discontinued service reestablished, permanent certificated employees shall have the right to reappointment, in order of seniority, for 39 months from the date of termination. Probationary certificated employees shall have the same right for 24 months after being terminated, subject to the prior reappointment rights of permanent employees. (Education Code 44846, 44956, 44957)

Note: Education Code 44956 and 44957 grant priority for substitute service to employees who have been laid off pursuant to Education Code 44955, during the period of preferred right to reappointment, as provided below and in BP 4121 - Temporary/Substitute Personnel. Education Code 44957 gives permanent employees first priority for substitute service over probationary employees. However, Education Code 44918 and 44957 give probationary employees laid off pursuant to Education Code 44955 first rights to any vacant position in which they are qualified to serve over other employees whose right to a substitute position is derived from Education Code 44918 (i.e., substitute or temporary employees who become probationary employees after serving for at least 75 percent of the school days in a school year).

If such a laid-off employee serves as a substitute in any position requiring certification for 21 days or more within a period of 60 school days during any school year, the compensation he/she receives during that 60-day period, including the first 20 days of substitute service, must not be less than he/she would receive if he/she were being reappointed.

During the period of the preferred right to reappointment, permanent certificated employees shall, in the order of original employment, be offered first opportunity for substitute service during the absence of any employee who has been granted a leave of absence or who is temporarily absent from duty. Such substitute service may be terminated upon the return to duty of the other employee. Such substitute service shall not affect the retention of the employees' previous classification and rights. Probationary certificated employees shall have the same right to substitute service during the period of preferred right to reappointment to the extent required by law, subject to the rights of permanent certificated employees. (Education Code 44918, 44956, 44957)

(cf. 4121 - Temporary/Substitute Employees)

PERSONNEL REDUCTION (continued)

Before reappointing any certificated employee to teach a subject which he/she has not previously taught and for which he/she does not have a teaching credential or which is not within the employee's major area of postsecondary study, the Board shall require the employee to pass a subject matter competency test in the appropriate subject. (Education Code 44956)

Reappointed certificated employees shall not be subject to any requirements that were not imposed on employees who continued in service. Their period of absence shall be treated as a leave of absence and not considered a break in the continuity of their service. (Education Code 44956, 44957)

*Legal Reference:*EDUCATION CODE

44830 *Employment of certificated persons*
 44949 *Dismissal of probationary employees*
 44955 *Reduction in number of permanent employees*
 44955.5 *Termination of certificated employees*
 44956-44959.5 *Rights of employees*

GOVERNMENT CODE

3543.2 *Scope of representation*

UNEMPLOYMENT INSURANCE CODE

1089 *Notification of unemployment insurance benefits*

CODE OF REGULATIONS, TITLE 22

1089-1 *Notification of unemployment insurance benefits*

COURT DECISIONS

Vergara v. State of California, (2014) Superior Court State of California, County of Los Angeles, Case. No. BC 484642

California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4th 135

Bakersfield Elementary Teachers Association v. Bakersfield City School District, (2006) 145 Cal.App.4th 1260

Cousins v. Weaverville Elementary School District, (1994) 24 Cal.App.4th 1846

Forker v. Board of Trustees, (1984) 160 Cal.App.3d 13

Moreland Teachers Assoc. v. Kurze, (1980) 109 Cal.App.3d 648

King v. Berkeley Unified School District, (1979) 89 Cal.App.3d 1016

*Management Resources:*WEB SITES

CSBA: <http://www.csba.org>

Center USD

Board Policy

Personnel Reduction

BP 4117.3
Personnel

The Governing Board may reduce the number of probationary and permanent certificated employees when, in the opinion of the Board, one or more of the following conditions makes such reduction necessary:

1. Average daily attendance (ADA) in all of the schools in the district during the first six months of the school year has declined below the level for the same period in either of the previous two school years. (Education Code 44955)
2. A particular kind of service is to be reduced or discontinued not later than the beginning of the following school year. (Education Code 44955)
3. Attendance in the district will decline in the following year as a result of the termination of an interdistrict tuition agreement. (Education Code 44955)
4. An amendment of state law requires modification of the curriculum. (Education Code 44955)
5. The state Budget Act reveals that the district's total revenue limit per ADA for the fiscal year of that Budget Act has not increased by at least two percent. (Education Code 44955.5)

Seniority

Except as otherwise provided by law, a permanent employee who is certificated and competent to render a service shall not be terminated or given a reduction in hours and wages while a probationary employee, or other employee with less seniority, is retained to render the service. (Education Code 44955)

Prior to determining the seniority of employees, the Superintendent or designee shall require certificated employees to provide verification, in writing, of their employment date and credentials, as well as any documentation supporting an employment or credential(s) different from that shown in the district's records.

The Superintendent or designee shall prepare a master seniority list on the basis of district records and evidence presented. (Education Code 44846)

When two or more employees first rendered paid service on the same date, the Board

shall adopt a resolution specifying the criteria based on the needs of the district and students for the order of termination among those employees. Upon the request of any employee whose order of termination is so determined, the Board shall furnish, in writing, no later than five days prior to the commencement of the administrative hearing on the layoff, a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking the employee relative to the other employees in the group. (Education Code 44955)

(cf. 4113 - Assignment)

(cf. 4115 - Evaluation/Supervision)

(cf. 4117.4 - Dismissal)

The district may deviate from terminating certificated employees in order of seniority for either of the following reasons: (Education Code 44955, 44956)

1. To fill a demonstrated specific need for personnel to teach a specific course or courses of study, or to provide services authorized by a services credential with a specialization in either student personnel services or health for a school nurse, when the certificated employee has the necessary special training and experience which others with more seniority do not possess
2. To maintain or achieve compliance with constitutional requirements related to equal protection of the law

Notice and Hearing Rights

When it becomes necessary, as the result of a reduction or discontinuation of services, to reduce the number of permanent and/or probationary employees, the district shall give notice to the affected employees stating the reasons for the action and the employees' right to a hearing, no later than March 15. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 44949 and 44955.

When an employee has requested a hearing before an administrative law judge regarding the reduction or discontinuation of services, the Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law judge's proposed decision. None of the findings, recommendations, or determinations of the administrative law judge shall be binding on the Board. (Education Code 44949)

The Board may conduct its own hearing, adopt the judge's proposed decision, refer the case back to the judge for additional evidence, or reject or modify the proposed decision and make its own determination based upon its review of the record.

Upon adoption of the Board's decision, the Superintendent or designee shall give final notice, in the manner specified, to the affected employees before May 15. (Education Code 44955)

Special Procedure Based Upon Late Adoption of the State Budget

When the Board, during the time period between five days after enactment of the Budget Act and August 15, determines that the total revenue limit per ADA has not increased by at least two percent and that the district therefore needs to reduce the number of certificated staff pursuant to Education Code 44955.5, the Board shall adopt a schedule of notice and hearings and the district shall otherwise proceed pursuant to Education Code 44949 and 44955. (Education Code 44955.5)

Reappointment

If the number of employees is increased or the discontinued service reestablished, permanent certificated employees under 65 years of age shall have the right to reappointment, in order of seniority for 39 months, after being terminated. Probationary certificated employees under 65 years of age shall have the same right for 24 months after being terminated, subject to the prior reappointment rights of permanent employees. (Education Code 44956, 44957)

Before reappointing any certificated employee to teach a subject which he/she has not previously taught and for which he/she does not have a teaching credential or which is not within the employee's major area of postsecondary study, the Board shall require the employee to pass a subject matter competency test in the appropriate subject. (Education Code 44955, 44956)

(cf. 4112.2 - Certification)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4113 - Assignment)

Reappointed certificated employees shall not be subject to any requirements that were not imposed on employees who continued in service. Their period of absence shall be treated as a leave of absence and not considered a break in the continuity of their service. (Education Code 44956, 44957)

Legal Reference:

EDUCATION CODE

44830 Employment of certificated persons

44949 Dismissal of probationary employees

44955 Reduction in number of permanent employees

44955.5 Termination of certificated employees

44956-44959.5 Rights of employees

GOVERNMENT CODE

3543.2 Scope of representation

COURT DECISIONS

**California Teachers Association v. Vallejo City Unified School District, (2007) 149
Cal.App.4th 135**
**Bakersfield Elementary Teachers Association v. Bakersfield City School District, (2006)
145 Cal.App.4th 1260**
Cousins v. Weaverville Elementary School District, (1994) 24 Cal.App.4th 1846
Forker v. Board of Trustees, (1984) 160 Cal.App.3d 13
Moreland Teachers Assoc. v. Kurze, (1980) 109 Cal.App.3d 648
King v. Berkeley Unified School District, (1979) 89 Cal.App.3d 1016

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

**Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: October 17, 2007 Antelope, California**

Delete

Center USD

Board Policy

Beginning Teacher Support/Induction

BP 4131.1

Personnel

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board recognizes that intensive professional development and support will help beginning teachers apply their academic preparation more effectively in the classroom and result in greater district retention of capable beginning teachers. The Superintendent or designee shall ensure that first- and second-year teachers receive guidance to help them make an effective transition into the teaching profession.

(cf. 4131 - Staff Development)

The Superintendent or designee shall inform beginning teachers about induction programs that are available to help them fulfill the requirements of the professional clear multiple- or single-subject teaching credential pursuant to Education Code 44259.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

District-Sponsored BTSA Induction Program

When approved by the Commission on Teacher Credentialing (CTC) and the Superintendent of Public Instruction, the district may serve as a sponsor of an induction program. The program shall meet state standards for induction programs and shall support beginning teachers in meeting the competencies described in the California Standards for the Teaching Profession.

The Superintendent or designee, with input from the participating teacher, shall pair each participating teacher with a support provider who is an experienced teacher, knowledgeable about beginning teacher development and needed competencies, and

effective in interpersonal and communication skills. The roles and responsibilities of support providers shall be clearly defined in writing and communicated to all program participants.

(cf. 4138 - Mentor Teachers)

The Superintendent or designee shall provide initial preparation and additional professional development for support providers to enable them to acquire and enhance their knowledge and skills needed to work with beginning teachers.

Professional development provided to a beginning teacher shall be based on an individual induction plan which takes into consideration the teacher's prior preparation and experience.

Subject to verification and approval of the Superintendent or designee, a beginning teacher shall not be required to demonstrate that a competency has been met, nor complete a program element designed to assist beginning teachers in meeting that competency, if he/she previously met the competency while participating in a CTC-approved teacher preparation program. (Education Code 44279.1)

The beginning teacher's knowledge and classroom practice shall be regularly assessed using multiple measures and the results shall be used to monitor and revise subsequent individual induction plans. The Superintendent or designee shall maintain a complete record of each participating teacher's participation and progress toward completion of professional credential requirements.

Performance assessments conducted as part of the induction program shall not be used for employment-related evaluations, as a condition of employment, or as a basis of terminating employment. (Education Code 44279.1)

(cf. 4115 - Evaluation/Supervision)

(cf. 4117.4 - Dismissal)

The Superintendent or designee shall conduct an annual evaluation of the induction program and shall report to the Board regarding its effectiveness in meeting induction program goals.

(cf. 0500 - Accountability)

(cf. 9000 - Role of the Board)

Legal Reference:

EDUCATION CODE

41520-41522 Teacher Credentialing Block Grant

41530-41532 Professional Development Block Grant
44259 Credential requirements
44259.5 Standards for professional preparation programs
44275.4 Credential requirements, induction, out-of-state teachers
44279.1-44279.7 Beginning Teacher Support and Assessment Program (BTSA)
44325-44328 District interns
44380-44386 Alternative certification
44450-44468 University interns
44560-44562 Certificated Staff Mentoring Program
CODE OF REGULATIONS, TITLE 5
6100-6126 Teacher qualifications, No Child Left Behind Act
80055 Internship credential
80413 Credential requirements
80413.3 Credential requirements; teachers with out-of-state credentials
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
6601-6702 Preparing, training and recruiting high quality teachers and principals
7801 Definitions, highly qualified teacher

Management Resources:

**COMMISSION ON TEACHER CREDENTIALING/CALIFORNIA DEPARTMENT
OF EDUCATION POLICY**

Funding Policy for Teacher Development Programs, December 2006

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Induction Manual: A Credential Application Processing Guidebook for Commission-
Approved Induction Programs, June 2004

Final Report of the Individual Evaluation of the Beginning Teacher Support and
Assessment Program,

April 2002

Standards of Quality and Effectiveness for Professional Teacher Induction Programs,
March 2002

California Standards for the Teaching Profession, 1997

WEB SITES

Beginning Teacher Support and Assessment: <http://www.btsa.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: October 17, 2007 Antelope, California

Add

Certificated Personnel

BP 4131.1(a)

TEACHER SUPPORT AND GUIDANCE

Note: The following optional policy may be revised to reflect district practice and any collective bargaining provisions related to implementation of the district's individualized teacher support and guidance program(s).

AB 97 (Ch. 47, Statutes of 2013) eliminated a number of categorical programs that funded support and guidance for new teachers and other teachers who would benefit from assistance, including the Certificated Staff Mentoring Program for low-performing schools (Education Code 44560-44562), the Peer Assistance and Review program (Education Code 44500-44508), the alternative certification program to address teacher shortages in geographic or subject matter areas (Education Code 44380-44387), the enhanced intern program (Education Code 44387), and the Teacher Credentialing Block Grant (Education Code 41520-41522) which funded the Beginning Teacher Support and Assessment program (Education Code 44279.1-44279.7).

However, beginning teachers are still required pursuant to Education Code 44259 to complete an induction program approved by the Commission on Teacher Credentialing (CTC) in order to fulfill the requirements for a clear teaching credential. In addition, the requirements to provide support and guidance to interns participating in a university or district intern program (see BP/AR 4112.21 - Interns) and to teachers who possess a short-term staff permit, provisional internship permit, or emergency permit (see AR 4112.2 - Certification) remain applicable. Furthermore, it is widely recognized that intensive teacher support programs can benefit more experienced but struggling teachers and increase both teacher quality and retention.

The Governing Board recognizes the link between teacher effectiveness and student learning and desires to provide structured, individualized support and guidance to teachers as necessary to enhance their performance and support teacher retention. The Superintendent or designee shall develop a program of intensive professional development and consultation to help interns and beginning teachers apply their academic preparation more effectively in the classroom and to assist other teachers who need additional development in subject matter knowledge, instructional methods, and/or classroom management.

(cf. 4112.21 - Interns)

The Superintendent or designee shall coordinate individualized teacher support and guidance activities developed pursuant to this policy with other district staff development programs and staff evaluation processes.

(cf. 4115 - Evaluation/Supervision)

(cf. 4131 - Staff Development)

Teachers may volunteer to participate in a teacher support and guidance program or may be referred to such services based on their performance evaluation.

Support providers shall be experienced certificated personnel who are knowledgeable about teacher development and needed competencies and have strong interpersonal and communication skills. Support may include, but is not limited to, classroom observations, regular meetings with the support provider, and an individualized plan for professional development or coursework that takes into consideration the teacher's assignment and prior preparation and experience. The roles and responsibilities of support providers shall be clearly defined in writing and communicated to all participants.

TEACHER SUPPORT AND GUIDANCE (continued)

The Superintendent or designee shall ensure the timely assignment of qualified support providers to participating teachers and for reassignment as needed. He/she shall also ensure that each support provider receives appropriate training to serve in a support capacity and is provided adequate time and resources to assist other teachers.

The district may provide a stipend to support providers in accordance with the collective bargaining agreement and district budget.

(cf. 3100 - Budget)

(cf. 4141/4241 - Collective Bargaining Agreement)

The performance of a participating teacher shall be monitored by the support provider, Superintendent or designee, and/or a panel of teachers and administrators in order to determine whether the teacher has met program goals and to make recommendations for follow-up support or employment action, as appropriate.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Decision Not to Rehire)

(cf. 4118 - Suspension/Disciplinary Action)

The Superintendent or designee shall regularly evaluate the district's teacher support and guidance programs and shall report to the Board regarding program effectiveness in meeting district goals for teacher quality and retention. Evaluation reports may include, but are not limited to, data on program enrollment and completion, subsequent retention rates of participating teachers, and interviews or surveys of program participants.

(cf. 0500 - Accountability)

Beginning Teacher Induction Program

Note: The following paragraph may be revised to reflect induction program(s) available to district teachers. Pursuant to Education Code 44259, a teacher with a preliminary credential may complete the induction requirement for the clear credential through a program offered by one or more local educational agencies or by a regionally accredited college or university in cooperation with one or more school districts, provided that the program has been approved by the CTC and the Superintendent of Public Instruction. If a beginning teacher induction program is unavailable or the teacher needs to complete subject matter coursework to be qualified for a teaching assignment under the No Child Left Behind Act (see BP/AR 4112.24 - Teacher Qualifications Under the No Child Left Behind Act), he/she may instead complete a general education clear credential program through an accredited teacher preparation program at a California college or university.

The Superintendent or designee shall inform beginning teachers who possess a preliminary credential about induction programs or other options that are available to help them fulfill the requirements of the clear multiple subject, single subject, or education specialist credential pursuant to Education Code 44259.

TEACHER SUPPORT AND GUIDANCE (continued)

(cf. 4112.2 - Certification)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

Note: The remainder of this section is for use by districts that have been approved by the CTC as a sponsor of an induction program pursuant to Education Code 44259. All such programs must meet preconditions for program approval and program standards adopted by the CTC.

~~The district's beginning teacher induction program shall meet program standards adopted by the CTC and shall support beginning teachers in meeting the competencies described in the California Standards for the Teaching Profession:~~

~~The beginning teacher's knowledge and classroom practice shall be regularly assessed using multiple measures and the results shall be used to monitor and revise individual induction plans. The Superintendent or designee shall maintain a complete record of each participating teacher's progress toward completion of clear credential requirements:~~

~~When the teacher has successfully completed the induction program, the Board shall recommend to the CTC that he/she be awarded a clear teaching credential.~~

Legal Reference: (see next page)

TEACHER SUPPORT AND GUIDANCE (continued)

Legal Reference:

EDUCATION CODE

44259 *Credential requirements*

44259.5 *Standards for professional preparation programs*

44275.4 *Credential requirements, induction, out-of-state teachers*

44325-44328 *District interns*

44450-44468 *University interns*

44830.3 *Interns, professional development and guidance*

CODE OF REGULATIONS, TITLE 5

6100-6126 *Teacher qualifications, No Child Left Behind Act*

80021 *Short-term staff permit*

80021.1 *Provisional internship permit*

80026.5 *Orientation, guidance, and assistance for emergency permit holders*

80033 *Intern teaching credential*

80055 *Intern credential*

80413 *Credential requirements*

80413.3 *Credential requirements; teachers with out-of-state credentials*

UNITED STATES CODE, TITLE 20

6319 *Highly qualified teachers*

6601-6702 *Preparing, training and recruiting high quality teachers and principals*

7801 *Definitions, highly qualified teacher*

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

SB 2042 Multiple Subject and Single Subject Preliminary Credential Program Standards, rev.

February 2014

Intern Preservice, Support and Supervision Requirements: Preparation to Teach English Learners, Program Sponsor Alert 13-06, June 3, 2013

Education Specialist Teaching and Other Related Services Credential Program Standards, rev. May 2013

Multiple and Single Subject Induction Programs (program standards, preconditions, and language addressing the teaching of English learners), rev. January 2013

California Standards for the Teaching Profession, October 2009

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Federation of Teachers: <http://www.cft.org>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Add

Certificated Personnel

AR 4131.1(a)

TEACHER SUPPORT AND GUIDANCE

Note: The following optional administrative regulation may be revised to reflect district practice and any applicable collective bargaining provisions.

Selection of Support Providers

The Superintendent or designee shall design a written application for certificated personnel who want to be mentor teachers or support providers.

Note: Items #1-3 address qualifications of support providers and may be revised to reflect district practice. Pursuant to 5 CCR 80033, as added by Register 2014, No. 7, a district employing university and/or district interns pursuant to Education Code 44325-44328 or 44450-44468 must identify a mentor teacher who possesses a valid life or clear teaching credential and a minimum of three years of successful teaching experience; see AR 4112.21 - Interns. In addition, 5 CCR 80021.1 and 80026.5 require that a mentor teacher assigned to assist the holder of a provisional internship permit or emergency permit must be a certificated district employee or certificated retiree from a California district or county office of education who has completed at least three years of full-time classroom teaching experience; see AR 4112.2 - Certification. 5 CCR 80021 requires assignment of a mentor teacher to a holder of a short-term staff permit but does not specify qualifications for such mentors. CTC preconditions for approval of a beginning teacher induction program require that support providers hold a valid California teaching credential or equivalent professional background and experience. The following items are consistent with the requirements of these programs and apply the same criteria to the selection of support providers for any district induction or support program.

Any employee designated by the Superintendent or designee as a support provider shall, at a minimum, meet the following qualifications:

1. Possess a clear credential

(cf. 4112.2 - Certification)

2. Have at least three years of full-time teaching experience
3. Have demonstrated effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of students

The Superintendent or designee may establish a districtwide or school site advisory committee to verify that candidates fulfill the qualifications established by the district, interview candidates, and recommend candidates to the Superintendent or designee.

The Superintendent or designee shall make the final selection of support providers and shall assign support providers to participating teachers. To the extent possible, the assigned support provider shall be one who teaches at the same school, the same grade levels, and/or in the same subject matter as the teacher(s) to whom he/she is assigned. No support provider shall be assigned to more than five teachers during a school year.

(cf. 4113 - Assignment)

TEACHER SUPPORT AND GUIDANCE (continued)

The Superintendent or designee shall regularly evaluate the effectiveness of the support provider and may reassign or revoke his/her designation as a support provider.

Peer Review Panel

Note: AB 97 (Ch. 47, Statutes of 2013) eliminated the Peer Assistance and Review program (Education Code 44500-44508), which required the establishment of a joint teacher-administrator peer review panel to support teachers who volunteered or were referred to the program. The following optional section is for use by districts that choose to continue to operate such a program and should be revised to reflect district practice.

The Superintendent or designee shall establish a peer review program to provide struggling teachers with feedback and guidance. When a teacher volunteers to participate or is referred by the principal due to unsatisfactory performance, written performance goals shall be established which are aligned with student learning and teacher evaluation criteria. The teacher shall be assigned a consulting teacher who shall provide assistance and review through multiple observations of the teacher during periods of classroom instruction. In addition, the teacher shall participate in sufficient professional development activities to assist him/her to improve teaching skills and knowledge. The consulting teacher shall maintain a written record of the teacher's activities and performance and shall regularly communicate with the principal regarding the teacher's progress.

(cf. 4115 - Evaluation/Supervision)

The Superintendent or designee shall establish a joint teacher-administrator peer review panel composed of a majority of teachers selected by other teachers, with the remainder consisting of administrators selected by the Superintendent or designee. The joint teacher-administrator peer review panel shall review reports prepared by the consulting teacher and shall make recommendations to the Superintendent or designee as to whether the participating teacher should be exited from the program due to satisfactory improvement, remain in the program because he/she would possibly benefit from additional support from the program, or be recommended for dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

Delete

Center USD

Board Policy

Mentor Teachers

BP 4138

Personnel

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board encourages experienced, qualified teachers to provide mentoring and support services to beginning teachers, interns, and other teachers who would benefit from guidance and assistance designed to enhance teacher performance and improve student learning. The district shall provide a stipend to mentor teachers in accordance with law, Board policy, and administrative regulation.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4131.1 - Beginning Teacher Support/Induction)

(cf. 4139 - Peer Assistance and Review)

The Superintendent or designee shall establish procedures for the nomination and selection of teachers to serve as mentors and shall verify that selected teachers fulfill the qualifications specified in law and administrative regulation. The Board shall approve the final designation of mentor teacher(s) upon recommendation of the Superintendent or designee.

The Superintendent or designee shall determine the specific duties and responsibilities of mentor teachers and shall assign interns and beginning teachers to each mentor teacher. He/she shall coordinate mentor teacher activities with other programs designed to support and enhance teachers' skills.

(cf. 4115 - Evaluation/Supervision)

(cf. 4131 - Staff Development)

(cf. 4315.1 - Staff Evaluating Teachers)

The duration of the designation as a mentor teacher shall be for a period of five

consecutive years, provided that the teacher continues to meet all required qualifications. When the teacher has completed five years as a mentor teacher, the Board may renew his/her designation upon recommendation from the Superintendent or designee.

Certificated Staff Mentoring Program

Contingent upon state funding, the district shall provide an incentive for experienced teachers to serve as mentor teachers in "staff priority schools" with the lowest student achievement, as defined in Education Code 44561 and administrative regulation.

(cf. 0500 - Accountability)

The Superintendent or designee shall ensure that the district meets its obligations under this program to: (Education Code 44561)

1. Provide each mentor teacher with an annual salary stipend in accordance with Education Code 44562 and the annual State Budget Act
2. In assigning the mentor teacher, give priority for services to candidates participating in an alternative certification program pursuant to Education Code 44380-44387 and then to beginning teachers participating in the Beginning Teacher Support and Assessment program pursuant to Education Code 44279.1-44279.7
3. Assure that the mentor teacher has received training to serve in a mentor capacity or has previously served as a mentor in programs for new teachers, including, but not limited to, induction or intern programs
4. Provide the mentor teacher with adequate time and material resources to assist beginning teachers

Legal Reference:

EDUCATION CODE

44279.1-44279.7 Beginning Teacher Support and Assessment Program

44325-44328 District interns

44380-44387 Alternative certification

44450-44468 Teacher Education Internship Act of 1967 (university interns)

44500-44508 Peer Assistance and Review Program

44560-44562 Certificated Staff Mentoring Program

44830.3 Interns, professional development and guidance

52052 Academic performance index

CODE OF REGULATIONS, TITLE 5

80021 Short-term staff permit

80021.1 Provisional internship permit

80026.5 Guidance and assistance for emergency permit holders

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Final Report of the Individual Evaluation of the Beginning Teacher Support and Assessment Program, April 2002

Standards of Quality and Effectiveness for Professional Teacher Induction Programs (SB 2042), March 2002

California Standards for the Teaching Profession, 1997

WEB SITES

CSBA: <http://www.csba.org>

Beginning Teacher Support and Assessment: <http://www.btsa.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

**Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: April 1, 2009 Antelope, California**

Delete

Center USD

Administrative Regulation

Mentor Teachers

AR 4138
Personnel

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

Selection of Mentor Teachers

The principal may establish an advisory committee at each eligible school to nominate candidates for mentor teacher positions on the basis of program area, subject area, or other criteria. The committee shall be composed of a majority of classroom teachers selected by other classroom teachers.

A teacher seeking designation as a mentor shall submit his/her written application to the committee in accordance with the deadline established by the Superintendent or designee.

The committee shall verify that mentor teacher candidates fulfill the qualifications established by law and the district, interview candidates, and observe them in the classroom.

A majority vote of the committee shall be necessary to recommend candidates to the principal. The principal shall determine whether the candidates meet the needs of the school and shall present the recommendations to the Governing Board for approval.

Certificated Staff Mentoring Program

An experienced teacher shall be eligible to receive a stipend as a mentor teacher under the Certificated Staff Mentoring Program if he/she: (Education Code 44561, 44562)

1. Has a professional clear credential authorizing him/her to teach at the same grade levels and in the same subject matter as the beginning teachers or interns to whom he/she is assigned

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 - Special Education Staff)

(cf. 4131.1 - Beginning Teacher Support/Induction)

2. Has at least seven years of recent experience instructing at one or more of the same grade levels and in the same subject matter as the beginning teachers or interns to whom he/she is assigned

3. Teaches in a "staff priority school," defined as a school with an aggregate Academic Performance Index at or below the 30th percentile (deciles 1-3) relative to other public schools in the state in any of the five previous school years

4. Agrees to provide assistance to at least one and not more than five interns or beginning teachers for a period of at least five years

(cf. 4113 - Assignment)

5. Meets the needs of the school and has demonstrated ability to foster student achievement and learning, as determined by the school principal

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4115 - Evaluation/Supervision)

Regulation CENTER UNIFIED SCHOOL DISTRICT

approved: April 1, 2009 Antelope, California

EVALUATION/SUPERVISION

Note: Education Code 35171 mandates that the Governing Board adopt reasonable regulations related to evaluating the performance of certificated personnel, including certificated administrative and supervisory personnel. The following policy addresses the evaluation of both certificated and classified administrative and supervisory personnel and should be revised to reflect district practice.

For policy related to the evaluation of the Superintendent, see BP 2140 - Evaluation of the Superintendent.

The Governing Board believes that regular, comprehensive evaluations designed to hold administrative and supervisory staff accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the district's vision and goals and school improvement plans.

- (cf. 0000 - Vision)*
- (cf. 0200 - Goals for the School District)*
- (cf. 0460 - Local Control and Accountability Plan)*
- (cf. 0500 - Accountability)*
- (cf. 2140 - Evaluation of the Superintendent)*
- (cf. 4300 - Administrative and Supervisory Personnel)*

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

- (cf. 4331 - Staff Development)*

Note: Administrative and supervisory personnel covered by employee contracts (see BP 4312.1 - Contracts) must be evaluated in accordance with any related contract provisions. If the district has recognized a bargaining unit of supervisory employees (see BP 4140/4240/4340 - Bargaining Units), evaluation procedures for those employees are subject to negotiation pursuant to Government Code 3543.2. The following paragraph should be revised to reflect district practice.

Administrative and supervisory employees shall be evaluated in accordance with provisions of employee contracts and/or applicable collective bargaining agreements as appropriate.

- (cf. 4140/4240/4340 - Bargaining Units)*
- (cf. 4312.1 - Contracts)*

Note: Education Code 35171 requires the district to make available to certificated employees written regulations related to evaluation; see AR 4115 - Evaluation/Supervision and E 4112.9 - Employee Notifications. The following paragraph extends the distribution of these regulations to all administrative and supervisory employees, including classified personnel, and may be revised to reflect district practice.

The Superintendent or designee shall make written evaluation procedures available to all administrative and supervisory employees.

- (cf. 4112.9 - Employee Notifications)*

EVALUATION/SUPERVISION (continued)

Note: The following optional paragraph, including the frequency of evaluations, should be revised to reflect district practice and any applicable collective bargaining agreement with supervisory employees. Education Code 44670 authorizes the Board to identify an evaluator for each principal, require annual evaluations for the first and second year of employment as a new principal in the district, and establish the frequency of evaluations after the first two years of employment. Education Code 44670 also authorizes the evaluator and principal to agree upon additional evaluations outside of the regular intervals determined by the Board.

An employee shall be evaluated annually for the first and second years of employment as an administrator or supervisor in the district, and at least every two years thereafter, unless otherwise provided for in an employee contract or collective bargaining agreement. Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.

The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position.

Note: Items #1-9 below are optional and may be revised to reflect district practice. Pursuant to Education Code 44671, criteria for evaluation of principals may be based on the California Professional Standards for Educational Leaders (CPSEL) and the criteria listed below. As adopted by the Commission on Teacher Credentialing in February 2014, the CPSEL describe the knowledge, skills, and abilities needed by school administrators with respect to the development and implementation of a shared vision, instructional leadership, management and learning environment, family and community engagement, ethics and integrity, and external context and policy; see E 4319.21 - Professional Standards.

Evaluation criteria for certificated school site administrators may be based on the California Professional Standards for Educational Leaders (CPSEL) and also may include, but not be limited to, evidence of: (Education Code 44671)

1. Academic growth of students, based on multiple measures which may include student work as well as student and school longitudinal data that demonstrate academic growth over time

Assessments used for this purpose shall be valid and reliable and used for the intended purposes and for the appropriate student populations. Local and state academic assessments may include, but are not limited to, state standardized assessments and formative, summative, benchmark, end-of-chapter, end-of-course, Advanced Placement, International Baccalaureate, college entrance, and performance assessments.

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6141.5 - Advanced Placement)

EVALUATION/SUPERVISION (continued)

2. Effective and comprehensive teacher evaluations, including, but not limited to, curricular and management leadership, ongoing professional development, teacher-principal teamwork, and professional learning communities
3. Culturally responsive instructional strategies to address and eliminate the achievement gap
4. The ability to analyze quality instructional strategies and provide effective feedback that leads to instructional improvement
5. High expectations for all students and leadership to ensure active student engagement and learning
6. Collaborative professional practices for improving instructional strategies
7. Effective school management, including personnel and resource management, organizational leadership, sound fiscal practices, a safe campus environment, and appropriate student behavior
8. Meaningful self-assessment to improve as a professional educator, which may include, but not be limited to, a self-assessment based on the CPSEL and the identification of areas of strengths and areas for professional growth to engage in activities to foster professional growth
9. Consistent and effective relationships with students, parents/guardians, teachers, staff, and other administrators

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference: (see next page)

EVALUATION/SUPERVISION (continued)

Legal Reference:

EDUCATION CODE

35171 *Availability of rules and regulations for evaluation of performance*

44660-44665 *Evaluation and assessment of performance of certificated employees*

44670-44671 *Principal evaluation*

45113 *Rules and regulations for the classified service in districts not incorporating the merit system*

GOVERNMENT CODE

3540.1 *Meeting and negotiating in public educational employment, definitions*

3543.2 *Scope of representation*

3545 *Determination of bargaining units*

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Professional Standards for Educational Leaders

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Center USD

Board Policy

Evaluation/Supervision

BP 4315

Personnel

The Governing Board recognizes the importance of regular and comprehensive evaluations of administrative and supervisory personnel to provide ongoing feedback for continuous improvement of employee performance. Evaluations shall be linked to the district's vision, strategic plan, school improvement goals, professional development plan, and goals for student achievement.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4300 - Administrative and Supervisory Personnel)

Certificated Administrative and Supervisory Personnel

The Superintendent shall develop objective evaluation guidelines and standards for use in the district's evaluation system for certificated administrative and supervisory personnel. Such standards may include those of the California Professional Standards for Education Leaders as well as other standards and criteria developed by the Board and Superintendent.

The evaluation and assessment of the competency of administrative personnel shall be based on:

1. The administrator's progress toward agreed-upon goals, objectives and tasks.
2. General expectations of performance which recognize professional responsibility, accountability and attitude.
3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the Board.
4. Additional factors as determined by the Superintendent.

Each certificated administrative and supervisory employee shall be evaluated every other year. However, an employee may be evaluated every five years provided that he/she has been employed by the district for at least 10 years, his/her previous evaluation rated him/her as meeting or exceeding standards, and the evaluator and the employee agree to

this schedule. Either the evaluator or the employee may withdraw consent for this schedule at any time. (Education Code 44664)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4116 - Probationary/Permanent Status)

Any certificated administrative and supervisory employee who is new to a position may be evaluated each year for the first two years in the position. Evaluation is a continuous process and may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.

Evaluations shall be conducted within the timelines specified in law, Board policy, and administrative regulation. The evaluation process for certificated administrative and supervisory personnel shall be the same as for other certificated instructional personnel, as detailed in AR 4115 - Evaluation/Supervision.

(cf. 4115 - Evaluation/Supervision)
(cf. 4312.1 - Contracts)

Classified Senior Management and Supervisory Employees

Classified senior management and supervisory employees shall be evaluated in accordance with the procedures developed by the Superintendent or designee and approved by the Board.

(cf. 4215 - Evaluation/Supervision)

Evaluations shall be used to recognize the exemplary skills and accomplishments of classified senior management and supervisory employees and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects such staff to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

(cf. 4331 - Staff Development)

The evaluation shall be dated and signed by the classified senior manager or supervisory employee and his/her supervisor. The manager or supervisory employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in his/her personnel file.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

Legal Reference:

EDUCATION CODE

33039 State guidelines for teacher evaluation procedures

35171 Availability of rules and regulations for evaluation of performance

44660-44665 Evaluation and assessment of performance of certificated employees

45113 Rules and regulations for the classified service in districts not incorporating the merit system

GOVERNMENT CODE

3543.2 Scope of representation

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definition of highly qualified teacher

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Standards of Quality and Effectiveness for Administrative Services Credentials, 2001

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: October 17, 2007 Antelope, California

Delete

Center USD Board Policy Staff Evaluating Teachers

**BP 4315.1
Personnel**

The Governing Board expects that administrators assigned to evaluate teachers shall:

1. Possess a valid administrative credential
2. Be competent in the instructional methodologies used by the teachers they evaluate
3. Be skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Be familiar with district curriculum priorities, policies and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation and staff development
5. Participate in at least one inservice per year in clinical supervision and/or other approved instructional and evaluational techniques

(cf. 4115 - Evaluation/Supervision)

(cf. 4131 - Staff Development)

(cf. 4131.5 - Professional Growth)

(cf. 4331 - Staff Development)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6146.1 - High School Graduation Requirements/Standards of Proficiency)

(cf. 6146.5 - Elementary School Promotion/Standards of Proficiency)

The Superintendent or designee shall ensure that administrators who evaluate teachers meet the above criteria and shall observe each administrator while he/she is conducting a teacher evaluation. This observation shall be a factor in the subsequent evaluation of the administrator. The Superintendent or designee also shall discuss his/her observations with the administrator and may develop and implement an appropriate professional improvement program for the administrator.

(cf. 4315 - Evaluation/Supervision)

Legal Reference:

EDUCATION CODE

33039 Guidelines for teacher evaluation

44660-44665 Evaluation and assessment of performance of certificated employees

44681-44689 Administrator training and evaluation

GOVERNMENT CODE

3543.2 Scope of representation (re evaluation procedures)

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: April 23, 1997 Antelope, California

PROFESSIONAL STANDARDS

CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

Note: The following exhibit reflects the California Professional Standards for Educational Leaders (CPSEL), as adopted by the Commission on Teacher Credentialing (CTC) in February 2014, which describe the knowledge, skills, and abilities needed by school administrators. The CPSEL are the foundation for administrative services credential programs and are used by many districts for administrator induction programs and professional development. Pursuant to Education Code 44671, the CPSEL also may be used by districts as a basis for establishing criteria for evaluating principals; see BP 4315 - Evaluation/Supervision.

As provided below, the CPSEL describes six areas of responsibilities for an education leader, each of which is followed by several "elements" intended to clarify the standard and to organize and define key actions within that standard. Sample indicators, which provide examples of how an education leader might demonstrate the element or standard within his/her practice, are listed in the full CPSEL, available on the CTC's web site.

Standard 1. Development and Implementation of a Shared Vision: Education leaders facilitate the development and implementation of a shared vision of learning and growth of all students.

- 1A. Student-Centered Vision: Leaders shape a collective vision that uses multiple measures of data and focuses on equitable access, opportunities, and outcomes for all students.
- 1B. Developing Shared Vision: Leaders engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders.
- 1C. Vision Planning and Implementation: Leaders guide and monitor decisions, actions, and outcomes using the shared vision and goals.

Standard 2. Instructional Leadership: Education leaders shape a collaborative culture of teaching and learning informed by professional standards and focused on student and professional growth.

- 2A. Professional Learning Culture: Leaders promote a culture in which staff engages in individual and collective professional learning that results in their continuous improvement and high performance.
- 2B. Curriculum and Instruction: Leaders guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.
- 2C. Assessment and Accountability: Leaders develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes, and student learning.

PROFESSIONAL STANDARDS (continued)

Standard 3. Management and Learning Environment: Education leaders manage the organization to cultivate a safe and productive learning and working environment.

- 3A. **Operations and Facilities:** Leaders provide and oversee a functional, safe, and clean learning environment.
- 3B. **Plans and Procedures:** Leaders establish structures and employ policies and processes that support students to graduate ready for college and career.
- 3C. **Climate:** Leaders facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner.
- 3D. **Fiscal and Human Resources:** Leaders align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.

Standard 4. Family and Community Engagement: Education leaders collaborate with families and other stakeholders to address diverse student and community interests and mobilize community resources.

- 4A. **Parent and Family Engagement:** Leaders meaningfully involve all parents and families, including underrepresented communities, in student learning and support programs.
- 4B. **Community Partnerships:** Leaders establish community partnerships that promote and support students to meet performance and content expectations and graduate ready for college and career.
- 4C. **Community Resources and Services:** Leaders leverage and integrate community resources and services to meet the varied needs of all students.

Standard 5. Ethics and Integrity: Education leaders make decisions, model, and behave in ways that demonstrate professionalism, ethics, integrity, justice, and equity and hold staff to the same standard.

- 5A. **Reflective Practice:** Leaders act upon a personal code of ethics that requires continuous reflection and learning.
- 5B. **Ethical Decision-Making:** Leaders guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.

PROFESSIONAL STANDARDS (continued)

5C. **Ethical Action:** Leaders recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication necessary to consistently make fair and equitable decisions on behalf of all students.

Standard 6. External Context and Policy: Education leaders influence political, social, economic, legal, and cultural contexts affecting education to improve education policies and practices.

6A. **Understanding and Communicating Policy:** Leaders actively structure and participate in opportunities that develop greater public understanding of the education policy environment.

6B. **Professional Influence:** Leaders use their understanding of social, cultural, economic, legal, and political contexts to shape policies that lead all students to graduate ready for college and career.

6C. **Policy Engagement:** Leaders engage with policymakers and stakeholders to collaborate on education policies focused on improving education for all students.

Center USD

Exhibit

Professional Standards

E 4319.21

Personnel

CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

Inherent in these standards is a strong commitment to cultural diversity and the use of technology as a powerful tool.

A school administrator is an educational leader who promotes the success of all students by:

Standard 1: Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community

1. Facilitate the development of a shared vision for the achievement of all students based upon data from multiple measures of student learning and relevant qualitative indicators.
2. Communicate the shared vision so the entire school community understands and acts on the school's mission to become a standards-based education system.
3. Use the influence of diversity to improve teaching and learning.
4. Identify and address any barriers to accomplishing the vision.
5. Shape school programs, plans, and activities to ensure that they are integrated, articulated through the grades, and consistent with the vision.
6. Leverage and marshal sufficient resources, including technology, to implement and attain the vision for all students and all subgroups of students.

Standard 2: Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth

1. Shape a culture in which high expectations are the norm for each student as evident in rigorous academic work.
2. Promote equity, fairness, and respect among all members of the school community.

3. Facilitate the use of a variety of appropriate content-based learning materials and learning strategies that recognize students as active learners, value reflection and inquiry, emphasize the quality versus the amount of student application and performance, and utilize appropriate and effective technology.
4. Guide and support the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students relative to the content standards.
5. Provide opportunities for all members of the school community to develop and use skills in collaboration, distributed leadership, and shared responsibility.
6. Create an accountability system grounded in standards-based teaching and learning.
7. Utilize multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student.

Standard 3: Ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment

1. Sustain a safe, efficient, clean, well-maintained, and productive school environment that nurtures student learning and supports the professional growth of teachers and support staff.
2. Utilize effective and nurturing practices in establishing student behavior management systems.
3. Establish school structures and processes that support student learning.
4. Utilize effective systems management, organizational development, and problem-solving and decision-making techniques.
5. Align fiscal, human, and material resources to support the learning of all subgroups of students.
6. Monitor and evaluate the program and staff.
7. Manage legal and contractual agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff.

Standard 4: Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources

1. **Recognize and respect the goals and aspirations of diverse family and community groups.**
2. **Treat diverse community stakeholder groups with fairness and respect.**
3. **Incorporate information about family and community expectations into school decision-making and activities.**
4. **Strengthen the school through the establishment of community, business, institutional, and civic partnerships.**
5. **Communicate information about the school on a regular and predictable basis through a variety of media.**
6. **Support the equitable success of all students and all subgroups of students by mobilizing and leveraging community support services.**

Standard 5: Modeling a personal code of ethics and developing professional leadership capacity

1. **Model personal and professional ethics, integrity, justice, and fairness, and expect the same behaviors from others.**
2. **Protect the rights and confidentiality of students and staff.**
3. **Use the influence of office to enhance the educational program, not personal gain.**
4. **Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity.**
5. **Demonstrate knowledge of the standards-based curriculum and the ability to integrate and articulate programs throughout the grades.**
6. **Demonstrate skills in decision-making, problem solving, change management, planning, conflict management, and evaluation.**
7. **Reflect on personal leadership practices and recognize their impact and influence on the performance of others.**
8. **Engage in professional and personal development.**
9. **Encourage and inspire others to higher levels of performance, commitment, and motivation.**
10. **Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.**

Standard 6: Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context

1. Work with the Governing Board and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning.
2. Influence and support public policies that ensure the equitable distribution of resources and support for all subgroups of students.
3. Ensure that the school operates consistently within the parameters of federal, state, and local laws, policies, regulations, and statutory requirements.
4. Generate support for the school by two-way communications with key decision-makers in the school community.
5. Collect and report accurate records of school performance.
6. View oneself as a leader of a team and also as a member of a larger team.
7. Open the school to the public and welcome and facilitate constructive conversations about how to improve student learning and achievement.

Source: California Professional Standards for Educational Leaders by California School Leadership Academy at WestEd and the Association of California School Administrators. Reprinted with permission. Intended for use with the descriptions of practice in Moving Standards into Everyday Work, available from WestEd.

DROPOUT PREVENTION

Note: The following optional policy may be modified to reflect district practice.

AB 97 (Ch. 47, Statutes of 2013) eliminated the Pupil Retention Block Grant (Education Code 41505-41508), which had provided funding for opportunity classes and programs; supplemental instruction; and dropout prevention and recovery programs, including educational clinics, alternative work centers, and the school-based student motivation and maintenance program. At their discretion, districts may use funding from the local control funding formula to provide services that support dropout prevention efforts.

The Governing Board expects all students to remain in school until graduation in order to acquire critical knowledge and skills and be prepared for postsecondary education and/or employment. The Superintendent or designee shall identify factors that impede student success in school and shall implement integrated, systemic support and strategies that address dropout prevention and promote timely intervention and recovery.

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

The Superintendent or designee, in collaboration with community agencies and organizations as appropriate, shall develop districtwide and schoolwide strategies that support regular school attendance for all students. Dropout prevention strategies shall include efforts to provide a safe and positive learning environment that engages and motivates students, encourages students' connectedness to the schools, offers meaningful educational opportunities, and promotes student health and well-being.

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6171 - Title I Programs)

(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)

In addition, the Superintendent or designee shall develop strategies to provide targeted support to individual students who are at risk of dropping out of school. Students may be identified based on indicators such as chronic absenteeism, truancy, or tardiness; below-grade-level academic achievement as evidenced by student assessment results and/or teacher evaluations; and personal, social, health, or economic circumstances that may affect student performance and behavior in school.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6162.5 - Student Assessment)

DROPOUT PREVENTION (continued)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

Strategies to support students at risk of dropping out of school may include, but are not limited to:

1. Meetings and/or home visits with the student and parent/guardian to identify and address barriers to the student's success and inform them of the state's compulsory education law

(cf. 6020 - Parent Involvement)

2. Individualized instruction that responds to the needs and unique learning styles of students
3. Supplemental instruction during or outside the school day that is designed to help students overcome academic deficiencies

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

4. Enrollment in alternative or specialized educational programs

(cf. 6158 - Independent Study)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

5. Assistance locating employment or work-based learning opportunities which link classroom learning with real-world experiences

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

6. Academic guidance and personal counseling services

(cf. 6164.2 - Guidance/Counseling Services)

DROPOUT PREVENTION (continued)

7. Referral to a student success team, school attendance review board, or other team that addresses persistent attendance problems

(cf. 6164.5 - Student Success Teams)

Note: A student assistance program (SAP) is an integrated effort to intervene with students for substance abuse, mental health, emotional, or social issues by connecting education, programs, and school and community services to create a network of supports for students. For resources related to the implementation of SAPs, see the web sites of the California Department of Education and California SAP Resource Center.

8. Referral to school and/or community support services, such as a student assistance program, health services, social services, a substance abuse program, and other resources

(cf. 1020 - Youth Services)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

9. Continued monitoring of student attendance

10. Employment of qualified outreach consultants to perform duties related to dropout identification, prevention, intervention, and recovery as assigned

Note: Education Code 52060, as added by AB 97 (Ch. 47, Statutes of 2013), requires districts to develop a local control and accountability plan (LCAP) which includes goals and actions aligned with specified state priorities, including student engagement; see BP/AR 0460 - Local Control and Accountability Plan. Pursuant to Education Code 52060, student engagement should be measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable, and any additional metrics developed and selected by the district. Actions identified to address other state priorities (e.g., school climate, student achievement) may also contribute to dropout prevention.

The strategies may be incorporated into the district's local control and accountability plan and linked to district goals for student engagement, school climate, and student achievement.

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall ensure that employees are trained to support at-risk students and are prepared to implement intervention strategies or to make appropriate referrals to support services.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

DROPOUT PREVENTION (continued)

When a student leaves school prior to the end of a school year, or when a student successfully completed the prior school year but did not begin attending the next grade or school that he/she was expected to attend or had pre-registered to attend, the Superintendent or designee shall make efforts to determine whether the student has dropped out or has transferred to another educational setting. The Superintendent or designee may contact the student's parents/guardians to verify school enrollment and, if necessary, shall implement intervention and recovery efforts.

Note: The following optional paragraph reflects indicators specified in Education Code 52060 as measures of student engagement for purposes of the LCAP, and may be revised to reflect district practice and the grade levels offered by the district.

Using data submitted by districts through the California Longitudinal Pupil Achievement Data System, the California Department of Education calculates four-year graduation and dropout rates for districts, schools, and counties. This information is used to determine whether schools and districts meet their targets for increasing the graduation rate in reporting "adequate yearly progress" under the federal accountability system.

The Superintendent or designee shall annually report to the Board on measures of student engagement, including school attendance rates, chronic absenteeism rates, middle school and high school dropout rates, and high school graduation rates. The Board shall monitor district progress in increasing student retention in school and may require revisions in district plans and strategies as needed.

(cf. 0500 - Accountability)

Legal Reference: (see next page)

DROPOUT PREVENTION (continued)

Legal Reference:

EDUCATION CODE

- 35160 Authority of governing board
 - 48200 Compulsory education
 - 48260-48273 Truancy
 - 48400-48403 Compulsory continuation education
 - 48430-48438 Continuation education
 - 48660-48666 Community day schools
 - 49600-49604 Educational counseling
 - 51260-51269 Gang and substance abuse prevention curriculum
 - 51745-51749.3 Independent study
 - 52060-52077 Local control and accountability plan
 - 52300-52334 Regional occupational centers and programs
 - 52890 Qualifications and duties of outreach consultants
 - 54690-54697 Partnership academies
 - 60900-60901 California Longitudinal Pupil Achievement Data System
 - 64000-64001 Single plan for student achievement
- #### WELFARE AND INSTITUTIONS CODE
- 18986.40-18986.46 Interagency children's services programs
- #### UNITED STATES CODE, TITLE 20
- 6301-6322 Title I programs

Management Resources:

CSBA PUBLICATIONS

California High School Graduation and Dropout Rates, Fact Sheet, May 2013

WEB SITES

- CSBA: <http://www.csba.org>
- California Department of Education: <http://www.cde.ca.gov>
- California Dropout Research Project: <http://www.cdrp.ucsb.edu>
- California Student Assistance Program Resource Center: <http://www.casapresources.org>
- National Dropout Prevention Center: <http://www.dropoutprevention.org>
- U.S. Department of Education: <http://www.ed.gov>

Center USD

Board Policy

Dropout Prevention

BP 5147

Students

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board recognizes that regular school attendance is critical to student learning and achievement. The Board desires to provide a learning environment that engages students, helps them become self-motivated, encourages regular attendance, and enables them to meet district standards and to graduate.

(cf. 5113 - Absences and Excuses)

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

The Superintendent or designee shall develop strategies to identify and serve students at all grade levels who are at risk of dropping out of school. Students may be identified on the basis of indicators such as frequent absenteeism, truancy, or tardiness; below-grade-level achievement; or personal, social, health, or economic concerns that may make a student more likely to drop out of school.

(cf. 5113.1 - Truancy)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5149 - At-Risk Students)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6178 - Vocational Education)

(cf. 6178.1 - Work Experience Education)

(cf. 6179 - Supplemental Instruction)

The school site council at each school shall develop a comprehensive school plan for student retention in accordance with law, Board policy, and administrative regulation. The plan shall be designed to help reduce student absenteeism and dropout rates and to improve student achievement.

(cf. 0420 - School Plans/Site Councils)

Outreach Consultants

The Superintendent or designee shall ensure that eligible schools have outreach consultants to help meet the needs of at-risk students.

Priority shall be given to placing outreach consultants in schools that have at least 50 percent of students eligible for the federal free and reduced price lunch program and that are eligible for Title I funds pursuant to 20 USC 6301-6322. (Education Code 41506)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6171 - Title I Programs)

Outreach consultants shall: (Education Code 52890)

1. If hired after January 1, 2004, possess a Dropout Prevention Specialist Certificate from a California State University or enroll in a Dropout Prevention Specialist Certificate program within 90 days of the date of hire

(cf. 4112.2 - Certification)

2. Demonstrate knowledge of local alternative educational programs and employ those programs to respond to the differential needs and unique learning styles of students

3. Demonstrate knowledge of local community agencies and community programs to recruit those agencies and programs to assist in the physical or psychological remediation of students

4. Utilize local school programs, options, and opportunities to assist students in locating, securing, or retaining employment

5. Utilize techniques that enhance interpersonal communication, self-understanding, self-disclosure, and depth-level sharing

6. Employ appropriate methods to create circumstances necessary so that change is permitted and encouraged in individuals, programs, and institutions

7. Be responsible for supervising, instructing, conducting negotiations with, and advising students and adults

Legal Reference:

EDUCATION CODE

35160 Authority of governing board

41505-41508 Pupil Retention Block Grant

48400-48403 Compulsory continuation education

48430-48438 Continuation education

48660-48667 Community day schools

51745-51749.3 Independent study

52300-52334 Regional Occupational Centers

52890 Qualifications and duties of outreach consultants

54690-54697 Partnership academies

64000-64001 Single plan for student achievement

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

52014 Inclusion of activities in plan

52015 Components of plan

52900-52904 Alternative education and work centers for school dropouts

54660-54669 Elementary and Secondary School Dropout Prevention Act

54720-54735 School-based pupil motivation and maintenance program

58550-58562 Educational clinics

UNITED STATES CODE, TITLE 20

6301-6322 Title I programs

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Dropout Prevention Network: <http://www.edualliance.org/cdpn>

National Dropout Prevention Center: <http://www.dropoutprevention.org>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: June 7, 2006 Antelope, California

Delete

Center USD

Board Policy

At-Risk Students

BP 5149

Students

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board recognizes that personal, social, health, and economic circumstances of children and families sometimes place students at risk of school failure. The Board believes, however, that each student can succeed in meeting district academic standards with appropriate educational programs and support services.

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

District assessments and ongoing classroom evaluations shall be used to identify students performing below grade-level or at risk of failing to meet district standards. The Superintendent or designee shall develop strategies to address the needs of at-risk students, which may include but are not limited to instructional strategies responsive to the needs of individual students, provision of supplemental instruction outside the regular school day, provision of effective support services, parent involvement, and/or enrollment in an alternative program.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Student Wellness)

(cf. 5113.1 - Truancy)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5141.23 - Infectious Disease Prevention)

(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 - Suicide Prevention)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.4 - Identification of Individuals for Special Education)
(cf. 6164.5 - Student Success Teams)
(cf. 6164.6 - Identification and Education under Section 504)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools)
(cf. 6300 - Preschool/Early Childhood Education)

The Superintendent or designee shall ensure that employees are trained to support students and are prepared to implement intervention strategies as needed or to make appropriate referrals.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE

8800-8807 Healthy Start support services for children
11500-11506 Programs to encourage parent involvement
35160 Authority of governing boards
35183 Gang-related apparel
41505-41508 Pupil Retention Block Grant
41510-41514 School Safety Consolidated Competitive Grant
44049 Report of alcohol or controlled substance abuse
48260-48273 Truancy
48400-48454 Continuation education
48660-48666 Community day schools
49400-49409 Student health
49450-49457 Physical examinations of students
49600-49604 Educational counseling
51266-51266.5 Gang and substance abuse prevention curriculum
51268 Collaboration re drug, alcohol and tobacco prevention
51745-51749.3 Independent study programs
52200-52212 Gifted and Talented Pupil Program
52800-52887 School-Based Program Coordination Act
54400-54425 Programs for disadvantaged children

54440-54445 Migrant children
54740-54749.5 California School Age Families
56000-56001 Special education programs
56302 Identification and assessment of needs for individuals with disabilities
REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS
52014 Inclusion of activities in plan
52015 Components of plan
54685-54686.2 Early Intervention for School Success Program
HEALTH AND SAFETY CODE
11802 Joint school-community alcohol abuse primary education and prevention program
11965.5-11967.5 School-community primary prevention program
120325-120380 Immunizations
121475-121520 Tuberculosis tests for students
124025-124110 Child health and disability prevention program
PENAL CODE
11164-11174.3 Child abuse and neglect reporting
WELFARE AND INSTITUTIONS CODE
4343-4360 Primary intervention programs - mental health
4370-4390 School-based early mental health intervention and prevention
18975-18979 Child abuse prevention training
18986.40-18986.46 Interagency children's services programs
CODE OF REGULATIONS, TITLE 5
11900-11935 Healthy Start program
UNITED STATES CODE, TITLE 20
6301-6578 Title I programs

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT

Adopted: September 21, 2005 Antelope, California

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY

Certificate of Proficiency

Note: Pursuant to Education Code 48412, the State Board of Education (SBE) will award a "certificate of proficiency" to persons who pass the California High School Proficiency Examination (CHSPE) established by the California Department of Education (CDE) to assess proficiency in reading, writing, and mathematics skills. A list of test centers and testing dates (once in the fall and once in the spring) is available on the CHSPE web site. The CDE will keep a permanent record of the issuance of all certificates.

5 CCR 11523 requires the principal of each high school to distribute information about the exam to students in grades 11-12. A flyer that may be used for this purpose is available on the CDE web site in both English and Spanish. At their discretion, districts may revise the following paragraph to require distribution of such information to students in grade 10.

The principal of each school maintaining grades 11 and 12 shall distribute to each student in those grades an announcement explaining the California High School Proficiency Examination (CHSPE). Announcements from the California Department of Education (CDE) or its contractor shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (5 CCR 11523)

(cf. 5145.6 - Parental Notifications)

Note: The following optional paragraph reflects CHSPE Frequently Asked Questions on the CDE's web site.

The principal also shall advise students that the certificate of proficiency awarded upon passing the CHSPE, while equivalent to a high school diploma, is not the equivalent of completing all coursework required for high school graduation and therefore students should contact the admissions office of the college or university they are interested in attending to determine if the certificate satisfies college admission requirements.

Any student may take the CHSPE if he/she meets one of the following conditions: (Education Code 48412)

1. Is age 16 or older
2. Has been enrolled in the 10th grade for one school year or longer
3. Will complete one school year of enrollment in 10th grade at the end of the semester during which the CHSPE will be administered

If a student receives the certificate of proficiency, the district shall indicate the student's accomplishment and the date of the award on the student's official transcript. (5 CCR 11521)

(cf. 5125 - Student Records)

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

Any student who has received the certificate of proficiency may be exempted from compulsory school attendance upon his/her request, with verified parent/guardian consent as appropriate. (Education Code 48410)

(cf. 5112.1 - Exemptions from Attendance)

The consent form to be exempted from compulsory school attendance shall be provided by the Superintendent or designee and shall contain at least the following information: (5 CCR 11522)

1. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public schools
2. The date of issuance of the certificate of proficiency
3. The signature of the parent/guardian and the date
4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

If a student age 16 or 17 terminates his/her enrollment after receiving the high school proficiency certificate, he/she may re-enroll in the district. If he/she subsequently terminates enrollment again, he/she may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

(cf. 6184 - Continuation Education)

High School Equivalency Certificate

Note: Education Code 51420-51427 provide that persons may be awarded the California High School Equivalency Certificate by taking a general educational development test and receiving a score that is at least as high as that determined by the SBE to be equal to the standard of performance expected from high school graduates.

5 CCR 11530-11532, as amended by Register 2013, No. 39, delete the requirement to use only the General Educational Development (GED) test adopted by the General Educational Development Testing Service for the purpose of awarding a high school equivalency certificate. Subsequently, in March 2014, the SBE approved the use of three tests: the GED, the High School Equivalency Test (HiSET) provided by the Educational Testing Service, and the Test Assessing Secondary Completion (TASC) provided by CTB/McGraw Hill. Local testing centers will have the option to offer one or more of these tests.

An eligible person may earn a high school equivalency certificate by passing a general educational development test designated by the State Board of Education pursuant to

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

Education Code 51420, including the General Educational Development (GED) test, the High School Equivalency Test (HiSET), or the Test Assessing Secondary Completion (TASC).

Any person is eligible to take a test leading to a high school equivalency certificate if he/she is a resident of California or a member of the armed forces assigned to duty in California and meets any one of the following criteria: (Education Code 51420; 5 CCR 11532)

1. Is 18 years of age or older, or is within 60 days of his/her 18th birthday, regardless of enrollment status
2. Is not currently enrolled in school and is within 60 days of when he/she would have graduated from high school had he/she remained in school and followed the usual course of study
3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer
4. Is 17 years of age, has accumulated fewer than 100 units of high school credit, is confined to a state or county hospital or to an institution maintained by a state or county correctional facility, and meets other criteria listed in 5 CCR 11532
5. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in an academic program offered by a dropout recovery high school as defined in Education Code 52052, and has successfully completed the dropout recovery high school's instructional program which is aligned to state standards, offers the opportunity for a high school diploma, and provides services for at least one year

Center USD

Administrative Regulation

Certificate Of Proficiency/High School Equivalency

AR 6146.2
Instruction

Certificate of Proficiency

The principal of each school maintaining grades 11 and 12 shall distribute to each student in those grades an announcement explaining the California High School Proficiency Examination (CHSPE). When announcements from the California Department of Education (CDE) or its contractor are received, this information shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (5 CCR 11523)

(cf. 5145.6 - Parental Notifications)

Any student may take the CHSPE if he/she meets one of the following conditions:
(Education Code 48412)

1. Is age 16 or older
2. Has been enrolled in the 10th grade for one school year or longer
3. Will complete one school year of enrollment in 10th grade at the end of the semester during which the CHSPE will be administered

If a student receives the proficiency certificate, the district shall indicate the student's accomplishment and the date of the proficiency certificate award on the student's official transcript. (5 CCR 11521)

(cf. 5125 - Student Records)

Any student who has received the certificate of proficiency may be exempted from compulsory school attendance upon his/her request with verified parent/guardian consent.
(Education Code 48410)

The consent form shall be provided by the Superintendent or designee and shall contain at least the following information: (5 CCR 11522)

1. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public schools

2. The date of issuance of the certificate of proficiency
3. The signature of the parent/guardian and the date
4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

(cf. 5112.1 - Exemptions from Attendance)

If a student age 16 or 17 terminates his/her enrollment after receiving the high school proficiency certificate, he/she may re-enroll in the district with no adverse consequences. If he/she subsequently terminates enrollment again, he/she may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

(cf. 6184 - Continuation Education)

High School Equivalency Certificate/GED

Any person is eligible to take the General Educational Development test leading to a high school equivalency certificate if he/she is a resident of California or a member of the armed forces assigned to duty in California and meets any one of the following criteria: (Education Code 51420; 5 CCR 11532)

1. Is 18 years of age or older, or within 60 days of his/her 18th birthday, regardless of enrollment status
2. Is not currently enrolled in school and is within 60 days of when he/she would have graduated from high school had he/she remained in school and followed the usual course of study
3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer
4. Is 17 years of age, has accumulated fewer than 100 units of high school credit, is confined to a state or county hospital or to an institution maintained by a state or county correctional facility, and meets other criteria listed in 5 CCR 11532
5. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in a dropout recovery high school's academic program, and has successfully completed the dropout recovery high school's instructional program which is aligned to state standards, offers the opportunity for a high school diploma, and provides services for at least one year

Dropout recovery high school is a high school in which 50 percent or more of its students have been designated as dropouts pursuant to exit/withdrawal codes developed by the CDE. (Education Code 52052)

Regulation
adopted: October 17, 2012

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

GIFTED AND TALENTED STUDENT PROGRAM

Note: The following optional policy is for use by districts that choose to offer a gifted and talented education (GATE) program and may be revised to reflect district practice.

AB 97 (Ch. 47, Statutes of 2013) eliminated categorical funding for GATE (Education Code 52200-52212) and redirected that funding into the local control funding formula. Thus, GATE program requirements are no longer applicable.

The Governing Board believes that all students deserve an education that challenges them to reach their full potential. The district shall provide gifted and talented students with opportunities for learning commensurate with their particular abilities and talents.

(cf. 0200 - Goals for the School District)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 6000 - Concepts and Roles)

Note: The following paragraph should be revised to reflect the categories of abilities by which students may be identified for the district's GATE program. Appropriate types of data that may be used to determine whether students meet the following criteria are described in the accompanying administrative regulation.

The Superintendent or designee shall identify students for the district's gifted and talented education (GATE) program on the basis of demonstrated or potential intellectual development, creative ability, consistently high achievement levels, academic ability in particular subject area(s), leadership ability, and/or performing and visual arts talent.

The Superintendent or designee shall provide all eligible students, including economically disadvantaged students, English learners, and students of varying cultural backgrounds, with full opportunities to participate in the GATE program and shall provide special counseling or services as necessary to help such students to succeed in the program.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6174 - Education for English Language Learners)

The district's GATE program shall be designed to provide articulated learning experiences across subjects and grade levels and shall meet or exceed state academic content standards and curriculum frameworks.

(cf. 6011 - Academic Standards)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6142.93 - Science Instruction)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6178 - Career Technical Education)

GIFTED AND TALENTED STUDENT PROGRAM (continued)

Educational opportunities in the district's GATE program may include:

1. Special day classes which are designed to meet specific academic needs of gifted and talented students and are appropriately differentiated from other classes in the same subjects at the school
2. Part-time groupings, in which students attend classes or seminars that are organized to provide advanced or enriched subject matter for a part of the school day
3. Cluster groupings, in which students are grouped within a regular classroom setting and receive appropriately differentiated activities from the regular classroom teacher
4. Independent study supervised by a certificated district employee and offered through special tutors or mentors or through enrollment in correspondence courses pursuant to Education Code 51740 and 5 CCR 1633

(cf. 6158 - Independent Study)

5. Acceleration, in which students are placed in grade levels or classes more advanced than those of their chronological age group and are provided special counseling and/or instruction outside the regular classroom in order to facilitate their advanced work

(cf. 5123 - Promotion/Acceleration/Retention)

6. Opportunities to attend classes conducted by a college or community college

(cf. 6172.1 - Concurrent Enrollment in College Classes)

7. Advanced Placement classes, International Baccalaureate program, or honors classes

(cf. 6141.5 - Advanced Placement)

8. Supplemental educational activities which augment students' regular educational programs in their regular classrooms and may include the use of advanced materials and/or provide special opportunities from persons other than the regular classroom teacher

In addition, the district's program shall support the social and emotional development of GATE students in order to promote student engagement in school.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

GIFTED AND TALENTED STUDENT PROGRAM (continued)

Staff development shall be provided as needed to support teachers in understanding the unique learning styles and abilities of gifted and talented students and in developing appropriate instructional strategies.

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)

As appropriate, the Superintendent or designee may involve certificated staff, students, parents/guardians, and community members in the planning, implementation, and evaluation of the GATE program.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall regularly report to the Board regarding the progress of students enrolled in the district's GATE program. Reports may include, but are not limited to, student achievement test results, school attendance, and feedback from program staff and participants.

(cf. 0500 - Accountability)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference: (see next page)

GIFTED AND TALENTED STUDENT PROGRAM (continued)

Legal Reference:

EDUCATION CODE

37223 *Weekend classes for mentally gifted minors*

48800-48802 *Enrollment of gifted students in community college*

51740 *Instruction by correspondence*

51745-51749.3 *Independent study programs*

52060-52077 *Local control and accountability plan*

76000-76002 *Enrollment in community college*

CODE OF REGULATIONS, TITLE 5

1633 *Instruction by correspondence*

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association for the Gifted: <http://www.cagifted.org>

Council for Exceptional Children, The Association for the Gifted (CEC-TAG): <http://www.cectag.org>

National Association for Gifted Children: <http://www.nagc.org>

Center USD

Board Policy

Gifted And Talented Student Program

**BP 6172
Instruction**

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board believes that all students deserve an education that challenges them to meet their fullest potential. The Board shall provide gifted and talented students in grades K-12 opportunities for learning commensurate with their particular abilities and talents.

(cf. 0200 - Goals for the School District)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 6000 - Concepts and Roles)

The Board shall approve a district plan for gifted and talented education (GATE) which meets criteria established by the State Board of Education for program approval.

The district's program shall be designed to provide articulated learning experiences across subjects and grade levels and shall be aligned with and extend the state academic content standards and curriculum frameworks.

(cf. 6011 - Academic Standards)
(cf. 6142.7 - Physical Education)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6142.93 - Science Instruction)
(cf. 6178 - Career Technical Education)

Identification of Gifted and Talented Students

Students may be identified for the GATE program on the basis of demonstrated or

potential abilities in any one or more of the following categories: (Education Code 52202; 5 CCR 3822)

1. **Intellectual Ability:** The student demonstrates extraordinary or potential for extraordinary intellectual development.
2. **Creative Ability:** The student characteristically perceives unusual relationships among aspects of the student's environment and among ideas, overcomes obstacles to thinking and doing, and/or produces unique solutions to problems.
3. **Specific Academic Ability:** The student functions at highly advanced academic levels in particular subject areas.
4. **Leadership Ability:** The student displays the characteristic behaviors necessary for extraordinary leadership.
5. **High Achievement:** The student consistently produces advanced ideas and products and/or attains exceptionally high scores on achievement tests.
6. **Performing and Visual Arts Talent:** The student originates, performs, produces, or responds at extraordinarily high levels in the arts.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6142.6 - Visual and Performing Arts Education)

Instructional Components

The district's GATE program may include special day classes, part-time groupings, and cluster groupings which shall be planned and organized as an integrated, differentiated learning experience within the regular school day. This program may be augmented or supplemented with other differentiated activities related to the core curriculum using such strategies as independent study, acceleration, postsecondary education, and enrichment. (Education Code 52206; 5 CCR 3840)

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6141.5 - Advanced Placement)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6158 - Independent Study)
(cf. 6172.1 - Concurrent Enrollment in College Classes)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)

GATE students may regularly participate, on a planned basis, in special counseling or instructional activity during or outside of the regular school day in order to benefit from additional educational opportunities not provided in the regular classroom. (5 CCR 3840)

(cf. 6164.2 - Guidance/Counseling Services)

In addition, the district may provide specialized services designed to assist underachieving, linguistically diverse, culturally diverse, and/or economically disadvantaged GATE students to achieve at levels commensurate with their abilities. (5 CCR 3840)

**(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6174 - Education for English Language Learners)**

The district's GATE program shall include an academic component and, as appropriate, instruction in basic skills for each student. (Education Code 52206)

The district's program shall support the social and emotional development of GATE students in order to increase responsibility, self-awareness, and social awareness and adjustment.

Staff development shall be provided to support teachers of GATE students in understanding the unique learning styles and abilities of these students and in developing appropriate instructional strategies.

(cf. 4131 - Staff Development)

Advisory Committee

The Superintendent or designee shall appoint an advisory committee to support the needs of the GATE program and to assist in program planning, implementation, and evaluation. The committee shall include the district's program coordinator, certificated staff, parents/guardians of GATE students, community members, and students as appropriate.

**(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)**

Program Evaluation

The Board shall annually review the progress of students enrolled in the district's GATE program and administration of the program using methods identified in the district's GATE plan, and may require modifications in the program as indicated by the results of this review. (5 CCR 3831)

**(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)**

Legal Reference:

EDUCATION CODE

37223 Weekend classes for mentally gifted minors

41500-41573 Categorical education block grants

48800-48802 Enrollment of gifted students in community college

51740 Instruction by correspondence

51745-51749.3 Independent study programs

52200-52212 Gifted and talented education program

52800-52887 School-Based Program Coordination

64000 Categorical programs included in consolidated application

64001 Single plan for student achievement, consolidated application programs

76000-76002 Enrollment in community college

CODE OF REGULATIONS, TITLE 5

1633 Instruction by correspondence

3820-3870 Gifted and talented education program

Management Resources:

CALIFORNIA ASSOCIATION FOR THE GIFTED PUBLICATIONS

GATE Standards Workbook: A Guide to Design, Improve and Assess Gifted Programs, 2005

Meeting the Standards: A Guide to Developing Services for Gifted Students, 2002

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Gifted and Talented Education Program Resource Guide, rev. 2005

Recommended Standards for Programs for Gifted and Talented Students, rev. 2005

WEB SITES

CSBA: <http://www.csba.org>

California Association for the Gifted: <http://www.cagifted.org>

California Department of Education, Gifted and Talented Education:

<http://www.cde.ca.gov/sp/gt>

Council for Exceptional Children, The Association for the Gifted (CEC-TAG):

<http://www.cectag.org>

National Association for Gifted Children: <http://www.nagc.org>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: October 15, 2008 Antelope, California

GIFTED AND TALENTED STUDENT PROGRAM

Note: The following optional administrative regulation is for use by districts that elect to offer a gifted and talented education (GATE) program and may be revised to reflect district practice.

Program Coordinator

The Superintendent or designee shall appoint a district coordinator who has demonstrated experience and knowledge in gifted education to oversee implementation of the district's gifted and talented education (GATE) program, including student identification procedures, recordkeeping, and other duties as assigned.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee also may appoint, for each school site, a GATE coordinator who shall be responsible for implementation of program services at that school site.

Identification of Gifted and Talented Students

Students may be recommended for the GATE program by administrators, teachers, counselors, other staff, or parents/guardians. Parent/guardian consent shall be obtained before administering any assessments for the sole purpose of identifying students for this program or for placing a student in the program.

Note: Optional items #1-6 below reflect data that may be used to determine whether students are eligible for the district's GATE program and may be revised to reflect district practice. The indicators should be aligned with the categories of abilities adopted by the Governing Board to identify students for the program; see the accompanying Board policy.

The Superintendent or designee shall select students for the program based on their demonstrated or potential ability for high performance in categories identified by the Governing Board, as evidenced by any of the following indicators:

1. School, class, and individual student records
2. Individual tests, including summary and evaluation by a credentialed school psychologist
3. Group tests
4. Interviews and questionnaires of teachers, parents/guardians, and others
5. Student portfolios

GIFTED AND TALENTED STUDENT PROGRAM (continued)

6. Opinions of professional persons

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall base selection decisions upon the evaluation of pertinent evidence by the principal or designee, a classroom teacher familiar with the student's work, and, when appropriate, a credentialed school psychologist and/or other expert. These persons may review screening, identification, and placement data and shall meet when necessary to resolve any differences in assessment and recommendations. In reviewing evidence of a student's abilities, the Superintendent or designee also shall consider the economic, linguistic, and cultural characteristics of the student's background.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 6174 - Education for English Language Learners)

A student who transfers into the district shall be considered for the GATE program if he/she was identified as a gifted and talented student in his/her previous district or school or is recommended for the program. The Superintendent or designee may verify that the GATE program would be an appropriate placement for the student by examining evidence of the student's abilities based on any of the indicators listed above.

Because students who do not initially meet district criteria for the GATE program may become eligible at a later grade level, the district may re-examine student eligibility whenever the district receives a referral or the Superintendent or designee determines it to be in the student's best interest.

Center USD

Administrative Regulation

Gifted And Talented Student Program

AR 6172
Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

Definitions

A gifted and talented student is a student enrolled in a public school who is identified as possessing demonstrated or potential abilities that give evidence of high performance capability in categories selected by the Governing Board. (Education Code 52201)

A highly gifted student is one who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the student's teacher and principal. Highly gifted students shall generally constitute not more than one percent of the student population. (Education Code 52201)

A special day class for gifted and talented students consists of one or more classes totaling a minimum school day where each class: (5 CCR 3840)

- 1. Is composed of students identified as gifted and talented**
- 2. Is designed to meet the specific academic needs of gifted and talented students for enriched or advanced instruction and is appropriately differentiated from other classes in the same subjects at the school**
- 3. Is taught by a teacher who has specific preparation, experience, personal attributes, and competencies in the teaching of gifted children**

A part-time grouping is one in which students attend classes or seminars that are organized to provide advanced or enriched subject matter for a part of the school day and

those classes are composed of identified gifted and talented students. (5 CCR 3840)

A cluster grouping is one in which students are grouped within a regular classroom setting and receive appropriately differentiated activities from the regular classroom teacher. (5 CCR 3840)

Independent study provides additional instructional opportunities supervised by a certificated district employee through special tutors or mentors or through enrollment in correspondence courses specified in Education Code 51740 and 5 CCR 1633. (5 CCR 3840)

(cf. 6158 - Independent Study)

Acceleration means that students are placed in grades or classes more advanced than those of their chronological age group and are provided special counseling and/or instruction outside the regular classroom in order to facilitate their advanced work. (5 CCR 3840)

(cf. 5123 - Promotion/Acceleration/Retention)

Postsecondary education opportunities offer students the opportunity to attend classes conducted by a college or community college or to participate in Advanced Placement programs. (5 CCR 3840)

(cf. 6141.5 - Advanced Placement)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

Enrichment activities are supplemental educational activities that augment students' regular educational programs in their regular classrooms. Students use advanced materials and/or receive special opportunities from persons other than the regular classroom teacher. (5 CCR 3840)

Program Coordinator

The Superintendent or designee shall appoint a district coordinator for the gifted and talented education (GATE) program who has demonstrated experience and knowledge in gifted education and/or has opportunities to gain or continue such experience and knowledge.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

Responsibilities of the district's GATE coordinator shall include program development and implementation, identification procedures, fiscal management, and the collection of auditable records for evaluation. (Education Code 52212)

The Superintendent or designee also may appoint a GATE coordinator at each school site who shall be responsible for implementation of program services at that school site.

Program Plan

The Superintendent or designee shall develop a written plan which describes the differentiated curricula for the program and the methods used to examine the appropriateness of participating students' total educational experience. The plan shall include the components specified in 5 CCR 3831. (5 CCR 3831)

Whenever a school's GATE program is incorporated into School-Based Program Coordination, its school site council shall address the needs of GATE students within the school's single plan for student achievement. (Education Code 52853, 64001)

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)

Identification of Gifted and Talented Students

The Superintendent or designee shall design methods to seek out and identify gifted and talented students from varying linguistic, economic, and cultural backgrounds whose extraordinary capacities require special services and programs. (5 CCR 3820)

Students may be recommended for the GATE program by administrators, teachers, counselors, other staff, or parents/guardians. Parent/guardian consent shall be obtained before administering any assessments for the sole purpose of identifying students for this program.

Students shall be selected for the program based on their demonstrated or potential ability for high performance in categories identified by the Board, as evidenced by any of the following indicators: (5 CCR 3823)

1. School, class, and individual student records
2. Individual tests, including summary and evaluation by a credentialed school psychologist
3. Group tests
4. Interviews and questionnaires of teachers, parents/guardians, and others
5. Student products
6. Opinions of professional persons

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)
(cf. 6164.2 - Guidance/Counseling Services)

Final determination of a student's eligibility shall be made by the Superintendent or designee. (5 CCR 3824)

The Superintendent or designee shall base his/her decision upon the evaluation of pertinent evidence by the principal or designee, a classroom teacher familiar with the student's work, and, when appropriate, a credentialed school psychologist. An individual recognized as an expert in the gifted and talented category under consideration, and/or an individual who has in-depth understanding of the student's linguistic or cultural group, shall participate in the evaluation of the evidence unless there is no doubt as to the student's eligibility. These persons may review screening, identification, and placement data in serial order and shall be required to meet only as necessary to resolve any differences in assessment and recommendations. (5 CCR 3824)

In reviewing evidence of a student's abilities, the Superintendent or designee also shall consider the economic, linguistic, and cultural characteristics of the student's background and, when appropriate, studies of the factors contributing to the student's underachievement, including handicapping or disadvantaged conditions. (5 CCR 3823)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6174 - Education for English Language Learners)

Prior to a student's participation in the program, the Superintendent or designee shall obtain written consent from the student's parent/guardian. (5 CCR 3831)

If the Superintendent or designee determines that a student is not eligible, the student's parent/guardian may appeal the decision. The Superintendent or designee may use a committee, including the district's GATE coordinator and certificated personnel, to review the student's evidence and determine whether the initial identification decision should be reversed.

The Superintendent or designee shall consider identifying for the district's GATE program any student who has transferred from another district in which he/she was identified as a GATE student. (Education Code 52202; 5 CCR 3831)

Because students who do not initially meet district criteria for the GATE program may become eligible at a later grade level, the district may re-examine student eligibility whenever the district receives a referral through the process noted above or the Superintendent or designee determines it to be in the student's best interest.

Once identified as a GATE student, a student shall remain eligible even though services provided to the student may change.

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: October 15, 2008 Antelope, California

ACTIONS BY THE BOARD

ACTIONS REQUIRING A SUPER MAJORITY VOTE

Note: The following exhibit lists some of the Governing Board actions that require more than a simple majority vote. Other such actions may exist and may be identified in the future.

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)
(cf. 3280 - Sale or Lease of District-Owned Real Property)
2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)

Note: Item #5 below is different from temporary borrowing pursuant to Government Code 53850-53858 which requires only a majority vote of the Board.

5. Request for temporary borrowing pursuant to Government Code 53820-53833, to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)

Note: Items #7-9 below are for use by districts seeking to establish a community day school on an existing school site.

7. When the district has an average daily attendance (ADA) of 2,500 or less and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

ACTIONS BY THE BOARD (continued)

8. When the district is organized to serve only grades K-8 and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)
9. When the district desires to operate a community day school to serve any of grades K-6 (and no higher grades) on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

(cf. 6185 - Community Day School)

10. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

11. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

12. Resolution to place a parcel tax on the ballot (Government Code 53724)

<p>Note: Code of Civil Procedure 1245.240 requires that, prior to commencing an eminent domain action, the Board adopt a resolution of necessity approved by a two-thirds vote of the Board unless a greater vote is required by statute, charter, or ordinance. In addition, if the Board desires to use the property for a different purpose than stated in the resolution of necessity, then pursuant to Code of Civil Procedure 1245.245, the Board must adopt, by two-thirds vote, another resolution authorizing the different use unless a greater vote is required by statute, charter, or ordinance.</p>

13. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

ACTIONS BY THE BOARD (continued)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
3. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)
4. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)
2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local

ACTIONS BY THE BOARD (continued)

dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Center USD

Exhibit

Actions By The Board

E 9323.2

Board Bylaws

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

ACTIONS REQUIRING MORE THAN A MAJORITY VOTE

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)

(cf. 3280 - Sale, Lease and Rental of District-Owned Real Property)

2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)

3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)

4. Lease for up to three months of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)

5. Temporary borrowing before receipt of fiscal income, if implemented pursuant to Government Code 53820-53833 (Government Code 53821)

6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, ordering city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)

7. Resolution to transfer excess local funds from a deferred maintenance fund when state funds are insufficient to match local funds being held in the deferred maintenance fund (Education Code 17582, 17583)

8. For districts with an ADA of 2,500 or less seeking to add a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

9. For K-8 districts (and no higher grades) seeking to add a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

10. For districts desiring to operate a community day school on an existing school site to serve grades K-6 (and no higher grades), certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

(cf. 6185 - Community Day School)

11. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

12. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

13. Resolution to place a parcel tax on the ballot (Government Code 53724)

14. Resolution of necessity to proceed with an eminent domain action and, if the Board desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members

present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. The expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution, adopted between July 15 and August 30, to borrow funds of up to 25 percent of the estimated income and revenue to be received by the district during the current fiscal year from apportionments based on average daily attendance for the preceding school year (Government Code 53822-53824)

3. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)

2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

ExhibitCENTER UNIFIED SCHOOL DISTRICT
version: February 20, 2008 Antelope, California

Center USD

Administrative Regulation

Other Food Sales

AR 3554

Business and Noninstructional Operations

Requirements for Schools Not Participating in Federal Meal Program

Food and beverage sales outside the district's food service program shall comply with applicable nutritional standards specified in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

The sale of foods or beverages that do not comply with the standards in Education Code 49431-49431.5 may be permitted in either of the following circumstances: (Education Code 49431-49431.5)

1. The sale takes place off and away from school premises.
2. The sale takes place on school premises at least one-half hour after the end of the school day.

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitations of Funds from and by Students)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Requirements for Schools Participating in Federal Meal Program

For any district school participating in the National School Lunch and/or Breakfast Program, food and beverage sales conducted outside the district's food service program on school campuses during the school day shall comply with applicable nutritional standards specified in 7 CFR 210.11 and 220.12 or with state nutrition standards in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578, whichever rule is stricter.

These standards shall apply to all competitive foods and beverages sold from midnight before the school day to one-half hour after the end of the school day. (7 CFR 210.11)

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the Superintendent or designee shall not permit the sale of

foods by a student organization except when all of the following conditions are met: (5 CCR 15500)

1. The student organization sells only one food item per sale.
2. The specific nutritious food item is approved by the Superintendent or designee in accordance with Board policy.
3. The sale does not begin until after the close of the regularly scheduled midday food service period.
4. The sale during the regular school day is not of food items prepared on the premises.
5. There are no more than four such sales per year per school.
6. The food sold is not one sold in the district's food service program at that school during that school day.

In any middle or high school, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR 15501)

1. Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.
2. The specific nutritious food items are approved by the Superintendent or designee in accordance with Board policy.
3. Food items sold during the regular school day are not prepared on the premises.
4. The food items sold are not those sold in the district's food service program at that school during that school day.

The Superintendent or designee shall maintain records, ~~or~~ and shall require organizations selling foods and beverages to maintain records, to document compliance with federal nutrition standards for all competitive foods and beverages sold through and outside the district's food services program. At a minimum, these records shall include receipts, nutrition labels, and/or product specifications. (7 CFR 210.11)

Center USD

Administrative Regulation

Drug And Alcohol Testing For School Bus Drivers

AR 4112.42, 4212.42, 4312.42
Personnel

Definitions

For purposes of drug testing required by the U.S. Department of Transportation (DOT), drugs included in the tests are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates. (49 CFR 40.3, 40.85, 382.107)

Alcohol concentration or level means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath. For purposes of the DOT alcohol testing program, an alcohol level between 0.02 and 0.04 requires removal of the bus driver for a 24-hour period following the test. An alcohol level of 0.04 or higher requires immediate removal of the driver from performing safety-sensitive functions until the driver has successfully completed the return-to-duty process. (49 CFR 382.107, 382.201, 382.505)

Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include, but are not limited to, all time driving or otherwise in the bus; waiting at a district facility to be dispatched; inspecting, servicing, or conditioning the bus or bus equipment; loading or unloading the bus; supervising or assisting in the loading or unloading of the bus; and repairing, obtaining assistance, or remaining in attendance upon a disabled bus. (49 CFR 382.107)

(cf. 3540 - Transportation)
(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 4020 - Drug and Alcohol-Free Workplace)

Designated Employer Representative

The Superintendent or designee shall identify a designated employer representative and shall provide his/her name and telephone number to the testing contractor to contact about any problems or issues that may arise during the testing process. (49 CFR 40.35, 40.215)

The designated employer representative shall be responsible for receiving test results and other communications, taking immediate action(s) to remove drivers from safety-sensitive functions, and making other required decisions in the testing and evaluation processes. (49 CFR 40.3)

Pre-employment Testing

When hiring a new driver, the Superintendent or designee shall, with the driver's written consent, request the driver's past drug and alcohol testing record, as specified in 49 CFR 40.25, from any employer who has employed the driver at any time during the previous two years. In addition, the Superintendent or designee shall ask the driver if he/she tested positive, or refused to test, on any pre-employment drug or alcohol test that was administered during the past two years in the course of applying for another safety-sensitive transportation position that he/she did not obtain. The driver shall not be permitted to perform safety-sensitive functions if he/she refuses to provide consent to obtain the information from previous employers, the information from previous employers is not received within 30 days of the date on which the driver first performed safety-sensitive functions for the district, or the driver or a previous employer reports a violation of a drug or alcohol regulation without subsequent completion of the return-to-duty process. (49 CFR 40.25, 382.413)

Upon making a contingent offer of employment to a driver and prior to the first time the driver performs safety-sensitive functions for the district, the Superintendent or designee shall require the driver to undergo testing for drugs and to receive a verified negative test result. This testing requirement may be waived if all of the following conditions exist: (49 CFR 382.301)

1. The driver has participated in a qualified drug testing program within the previous 30 days.
2. While participating in the program, the driver either was tested within the past six months or participated in a random drug testing program for the previous 12 months.
3. The Superintendent or designee has contacted the testing program(s) in which the driver has participated and has obtained information about the program and the driver's participation as specified in 49 CFR 382.301.
4. No prior employer of the driver of whom the district has knowledge has records of the driver's violation of federal drug testing regulations within the previous six months.

In addition, the Superintendent or designee shall require the driver to undergo pre-employment alcohol testing in accordance with the procedures in 49 CFR 40.1-40.605 and to receive a test result indicating an alcohol concentration level of less than 0.04. (49 CFR 382.301)

Post-Accident Testing

As soon as practicable following an accident involving a school bus or student activity bus, the Superintendent or designee shall ensure that the driver involved is tested for alcohol and/or drugs under either of the following conditions: (49 CFR 382.303)

1. The accident involved loss of human life.
2. The driver receives a citation for ~~alcohol use within eight hours of the accident, or for drug use within 32 hours of the accident~~, a moving traffic violation and the accident involved bodily injury to a person who required immediate medical treatment away from the scene of the accident and/or disabling damage to one or more vehicles requiring towing.

The Superintendent or designee shall attempt to administer a required alcohol test up to eight hours following the accident and/or a drug test up to 32 hours following the accident. The results of an alcohol or drug test conducted by federal, state, or local officials having independent authority for the test shall be considered to meet this requirement. If the alcohol test is not administered within two hours following the accident, or the test for drugs is not administered within 32 hours following the accident, the Superintendent or designee shall make a record stating the reasons the test was not promptly administered. (49 CFR 382.303)

Random Testing

The Superintendent or designee shall ensure that random, unannounced drug and alcohol tests of bus drivers are conducted on testing dates reasonably spread throughout the year. Such tests shall be conducted during, immediately before, or immediately after the performance of safety-sensitive functions. (49 CFR 382.305)

The Superintendent or designee shall ensure that the percentage of district drivers randomly tested for drugs and alcohol meets or exceeds the minimum annual percentage rates specified in 49 CFR 382.305 or subsequently published in the Federal Register.

Each driver selected for random testing shall have an equal chance of being tested each time selections are made. (49 CFR 382.305)

Each driver who is selected for testing shall proceed to the test site immediately or, if performing a safety-sensitive function other than driving a bus, then as soon as possible after ceasing that function. (49 CFR 382.305)

Reasonable Suspicion Testing

A driver shall be required to submit to a drug or alcohol test whenever the Superintendent or designee has reasonable suspicion that the driver has violated the prohibitions against the use of drugs or alcohol. Such reasonable suspicion shall be based on specific, contemporaneous, articulable observations, conducted during, immediately before, or immediately after the performance of safety-sensitive functions, concerning the driver's appearance, behavior, speech, and/or body odors. Reasonable suspicion of drug use may

also include indications of the chronic and withdrawal effects of drugs. (49 CFR 382.307)

The person who makes the required observations for reasonable suspicion testing for drugs or alcohol shall be trained in accordance with 49 CFR 382.603. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not be the same person who conducts the alcohol test. (49 CFR 382.307)

Within 24 hours of the observed behavior or before the results of the drug or alcohol test are released, whichever is earlier, the Superintendent or designee shall prepare and sign a written record of the observations leading to a reasonable suspicion test. (49 CFR 382.307)

An alcohol test required as a result of reasonable suspicion shall be administered within eight hours following the determination of reasonable suspicion. If the test is not administered within two hours, the Superintendent or designee shall prepare and maintain on file a record stating the reasons the test was not promptly administered. (49 CFR 382.307)

In the absence of a reasonable suspicion alcohol test, the district shall take no action against a driver based solely on the driver's behavior and appearance, except that the driver shall not be allowed to report for or remain on safety-sensitive functions until an alcohol test is administered and the results show a concentration less than 0.02 or 24 hours have elapsed following the determination of reasonable suspicion. (49 CFR 382.307)

Return-to-Duty Testing

The Superintendent or designee may permit a driver who has violated federal drug or alcohol regulations to return to safety-sensitive functions after the driver has successfully complied with the education and treatment services prescribed by a substance abuse professional and has taken a return-to-duty drug or alcohol test. The driver shall not resume performance of safety-sensitive functions unless the drug test shows a negative result and/or the alcohol test shows a concentration of less than 0.02. (49 CFR 40.305, 382.309)

Follow-Up Testing

Upon receiving a written follow-up testing plan from a substance abuse professional, the Superintendent or designee shall determine the actual dates for follow-up testing consistent with those recommendations and shall ensure that such tests are unannounced and follow no discernable pattern as to their timing. No additional tests beyond those included in the plan shall be imposed by the district. (49 CFR 40.307-40.309, 382.111)

Notifications

The Superintendent or designee shall provide each driver with materials explaining the federal regulations and the district's policy and procedure related to drug and alcohol testing and shall notify representatives of employee organizations of the availability of this information. This information shall include a detailed discussion of at least the following: (49 CFR 382.303, 382.113, 382.601)

1. The identity of the person designated by the district to answer driver questions about the materials
2. The categories of drivers who are subject to drug and alcohol testing
3. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the workday the driver is required to be in compliance
4. Specific information concerning prohibited driver conduct
5. The circumstances under which a driver will be tested for drugs and/or alcohol, including post-accident testing
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver
7. The requirement that a driver submit to drug and alcohol tests
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
9. The consequences for drivers found to have violated the prohibitions against drug or alcohol use, including the circumstances under which drivers will be removed immediately from safety-sensitive functions and the requirements for education, treatment, and return-to-duty testing
10. The consequences for drivers found to have a blood alcohol concentration between 0.02 and 0.04
11. Information concerning the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Each driver shall sign a statement certifying that he/she has received a copy of the above materials. The Superintendent or designee shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver. (49 CFR 382.601)

In addition, prior to administering each alcohol or drug test, the driver shall be notified that the test is required pursuant to Title 49, Part 382, of the Code of Federal Regulations. (49 CFR 382.113)

The driver shall be notified of the results of drug and alcohol tests in accordance with 49 CFR 382.411.

Records

The Superintendent or designee shall maintain records of the district's drug and alcohol testing program in accordance with 49 CFR 40.333 and 382.401. Such records shall be maintained in a secure location with controlled access and shall be disclosed only in accordance with 49 CFR 382.405.

(cf. 3580 - District Records)

Center USD

Board Policy

History-Social Science Instruction

BP 6142.94

Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future. The district's history-social science education program shall be designed to develop students' knowledge of historical events within a chronological and geographic context and shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

The Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills that students shall be expected to achieve at each grade level.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall develop a comprehensive, sequential curriculum that is aligned with the district standards and is consistent with the state's curriculum framework. At each grade level, the curriculum shall integrate age-appropriate instruction designed to develop student achievement in the following areas:

1. Knowledge and cultural understanding, including historical, ethical, cultural, geographic, economic, and sociopolitical literacy
2. Democratic understanding and civic values, including an understanding of

national identity; constitutional heritage; and an individual's civic values, rights, and responsibilities

3. Skills attainment and social participation, including basic study skills, critical thinking skills, and participation skills that are essential for effective citizenship

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

The district's history-social science curriculum shall include a multicultural education component which is designed to teach students to respect and appreciate cultural diversity and different points of view while also developing their understanding of commonalities and collective experiences. The curriculum shall reflect the experiences of men and women and of various cultural, ethnic, racial, religious, and social groups and their contributions to the history, life, and culture of the local community, California, the United States, and other nations.

(cf. 6115 - Ceremonies and Observances)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. In addition, teachers are encouraged to supplement the curriculum through the use of biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.

(cf. 0400 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science.

(cf. 4131 - Staff Development)

The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, ~~test results from the Standardized Testing and Reporting Program at applicable grade levels~~, any applicable student assessment results, and feedback from

students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - Standardized Testing and Reporting Program)

Legal Reference:

EDUCATION CODE

33540 History-social science curriculum framework

51204 Course of study designed for student's needs

51204.5 History of California; contributions of men, women, and ethnic groups

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51220.2 Instruction in legal system; teen or peer court programs

51221 Social science course of study, inclusion of instruction in use of natural resources

51221.3-51221.4 Instruction on World War II and Vietnam War; use of oral histories

51225.3 High school graduation requirements

60040-60051 Criteria for instructional materials

60119 Public hearing on the sufficiency of instructional materials

60200-60206 Instructional materials, grades K-8

60400-60411 Instructional materials, grades 9-12

60420-60424 Instructional Materials Funding Realignment Program

60640-60649 Standardized Testing and Reporting Program

99200-99206 Subject matter projects

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, rev. 2005

Model Curriculum for Human Rights and Genocide, 2000

History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998

WEB SITES

CSBA: <http://www.csba.org>

California Council for the Humanities: <http://www.calhum.org>

California Council for the Social Studies: <http://www.ccss.org>

California Department of Education: <http://www.cde.ca.gov>

California History-Social Science Course Models: <http://www.history.ctaponline.org>

California Subject Matter Project: <http://csmp.ucop.edu>

National Association for Multicultural Education: <http://www.nameorg.org>

National Council for History Education: <http://www.nche.net>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: November 4, 2009 Antelope, California

Center USD

Administrative Regulation

Behavioral Interventions For Special Education Students

AR 6159.4
Instruction

Generally, any student identified as a student with a disability pursuant to the Individuals with Disabilities Education Act, 20 USC 1400-1482, is subject to the same disciplinary measures applicable to all students for violations of the code of conduct, except when the student's behavior is determined to be a manifestation of his/her disability.

(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

However, when the behavior of a student with a disability impedes his/her learning or the learning of others, the student's individualized education program (IEP) team shall consider the use of positive behavioral interventions and supports and other strategies consistent with 20 USC 1414(d) to address the student's behavior. (Education Code 56521.2; 34 CFR 300.324)

If, pursuant to a manifestation determination conducted as specified in 34 CFR 300.530, the student's behavior is determined to be a manifestation of his/her disability, the IEP team shall conduct a functional behavioral assessment (FBA) and implement a behavioral intervention plan (BIP) for the student. If a BIP is already in place for the student, the IEP team shall review and modify the BIP to address the student's behavior. (Education Code 56520; 34 CFR 300.324, 300.530)

In addition, when the disciplinary removal of a student with a disability will result in a change in the student's placement as specified in 34 CFR 300.530, the student shall receive an FBA and behavioral intervention services and modifications designed to address the student's behavior so that it does not recur. (34 CFR 300.530)

Functional Behavioral Assessment

~~Prior to providing any behavioral intervention service to a student with a disability, an~~
Any FBA to be conducted for a student with a disability shall focusing on identifying the function or purpose of the student's behavior ~~shall be conducted by the student's IEP team.~~

Before any FBA is conducted, the Superintendent of designee shall notify the student's parent/guardian in accordance with Education Code 56321 and obtain the parent/guardian's consent. (Education Code 56321; 34 CFR 300.324)

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

If the parent/guardian disagrees with the result of an FBA, he/she has the right to obtain an independent educational evaluation at district expense, subject to the conditions specified in 34 CFR 300.502.

Behavioral Intervention Plan and Services

When any behavioral intervention, support, or other strategy is to be used by the district, the Superintendent or designee shall consider the student's physical freedom and social interaction, administer the intervention, support, or other strategy in a manner that respects the student's dignity and personal privacy, and ensure the student's right to be placed in the least restrictive educational environment. (Education Code 56520)

When a student for whom a BIP is to be developed is also the responsibility of another agency for residential care or related services, the Superintendent or designee shall cooperate with the other agency to ensure that the BIP, to the extent possible, is implemented in a consistent manner. (Education Code 56520)

Behavior assessments and behavioral intervention services shall be provided only by individuals who possess the qualifications specified in Education Code 56525 or 5 CCR 3065.

Emergency Interventions

Emergency interventions may be used only to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the student or others and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. Emergency interventions shall not be used as a substitute for a systematic BIP that is designed to change, replace, modify, or eliminate a targeted behavior. (Education Code 56521.1)

No emergency intervention shall be used for longer than is necessary to contain the behavior. For any situation that requires a prolonged use of an emergency intervention, staff shall seek assistance of the principal or law enforcement agency, as applicable to the situation. (Education Code 56521.1)

Emergency interventions shall not involve the use of force exceeding what is reasonable and necessary under the circumstances. In addition, use of locked seclusion or a device, material, or objects that simultaneously immobilize all hands and feet shall not be allowed except as allowed by law. (Education Code 56521.1)

Parents/guardians and, if appropriate, residential care providers shall be notified within one school day whenever emergency intervention is used or serious property damage occurs. A behavior emergency report shall immediately be completed, kept in the

student's file, and forwarded to the Superintendent or designee for review. This report shall include all of the following information: (Education Code 56521.1)

1. The name and age of the student
2. The setting and location of the incident
3. The name of the staff or other persons involved
4. A description of the incident and the emergency intervention used
5. A statement of whether the student is currently engaged in a systematic BIP
6. Details of any injuries sustained by the student or others, including staff, as a result of the incident

If the behavior emergency report is for a student who does not have a BIP, the Superintendent or designee shall, within two days, schedule an IEP team meeting to review the emergency report, determine the necessity for an FBA, and determine the necessity for an interim BIP. The IEP team shall document the reasons for not conducting the FBA and/or not developing the interim BIP. (Education Code 56521.1)

If the behavior emergency report is for a student who has a BIP, any incident involving a previously unseen serious behavior problem or where a previously designed intervention is not effective shall be referred to the IEP team. The IEP team shall review the incident and determine whether the student's plan needs to be modified. (Education Code 56521.1)

Prohibited Interventions

The district prohibits the use of corporal punishment as defined in Education Code 49001 as an intervention. In addition, the district prohibits all of the following: (Education Code 56521.2)

1. Any intervention designed or likely to cause physical pain, including, but not limited to, electric shock
2. Any intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances near the student's face
3. Any intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities
4. Any intervention that is designed to subject, used to subject, or likely to subject the student to verbal abuse, ridicule, or humiliation or that can be expected to cause excessive emotional trauma

5. Any restrictive intervention that uses a device, material, or objects which simultaneously immobilize all hands and feet, including the procedure known as prone containment, except that prone containment or similar techniques may be used by trained staff as a limited emergency intervention
6. Locked seclusion, unless in a facility otherwise licensed or permitted by state law to use a locked room
7. Any intervention that precludes adequate supervision of the student
8. Any intervention that deprives the student of one or more of his/her senses

Legal Reference:

EDUCATION CODE

49001 Prohibition of corporal punishment

56321 Notice of parental rights; consent of parents

56500-56508 Procedural safeguards, including due process rights

56520-56525 Behavioral interventions

CODE OF REGULATIONS, TITLE 5

3065 Staff qualifications - related services

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act, especially:

1412 State eligibility

1415 Procedural safeguards

CODE OF FEDERAL REGULATIONS, TITLE 34

300.1-300.818 Assistance to states for the education of students with disabilities

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845

WEB SITES

Behavior Analyst Certification Board: <http://www.calaba.org/bacb.shtml>

U.S. Department of Education, Office of Special Education Programs:

<http://www2.ed.gov/about/offices/list/osers/osep>

Center USD

Board Bylaw

Filling Vacancies

BB 9223

Board Bylaws

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)
6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)
8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
9. A Board member's refusal or neglect to file his/her required oath ~~or bond~~ within the time prescribed (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)
11. The making of an order vacating a Board member's office or declaring the office vacant when the Board member fails to furnish an additional or supplemental bond (Government Code 1770)
12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the Board)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3003 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Attv.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

CSBA: <http://www.csba.org>

California State Attorney General's Office, Quo Warranto Applications:

http://ag.ca.gov/opinions/quo_warranto.php

Center USD

Board Bylaw

Orientation

BB 9230

Board Bylaws

Board Candidate Orientation

The Governing Board desires to provide Board candidates with ~~orientation~~ information that will enable them to understand the responsibilities and expectations of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, district operations, and Board responsibilities and the county election official's contact information. ~~He/she may also provide candidates with information about the election process, including, but not limited to, information about campaign conduct and ballot statement information.~~

(cf. 9200 - Limits of Board Member Authority)

(cf. 9220 - Governing Board Elections)

(cf. 9270 - Conflict of Interest)

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to district staff and information.

(cf. 1340 - Access to District Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

New Board Member Orientation

The Board shall convene a meeting to provide an orientation and information to incoming Board members to assist them in understanding the Board's functions, policies, procedures, protocols, and agreed-upon standards of conduct. Incoming Board members shall receive the district's policy manual and other materials related to the district and Board member responsibilities.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

Upon their election, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.

The Superintendent may provide incoming Board members with additional background and information regarding the district's vision and goals, operations, and current challenges in areas that include, but are not be limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

Incoming members are encouraged to attend Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the district. Incoming members also may, at district expense and with approval of the Board, attend workshops and conferences relevant to their individual needs or to the needs of the Board as a whole or the district.

(cf. 9240 - Board Development)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops

33362-33363 Reimbursement of expenses; board member or member-elect

ELECTIONS CODE

13307 Candidate's statement

20440 Code of Fair Campaign Practices

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body

54952.7 Copies of Brown Act to board members

Management Resources:

CSBA PUBLICATIONS

School Board Leadership, 2007

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Guide to Effective Meetings, 2007

Professional Governance Standards, 2000

Maximizing School Board Leadership, 1996

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Becoming a Better Board Member: A Guide to Effective School Board Service, 2006

WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

National School Boards Association: <http://www.nsba.org>

**Bylaw CENTER UNIFIED SCHOOL DISTRICT
adopted: October 15, 2008 Antelope, California**

Center USD

Board Policy

Bullying *Prevention and Intervention*

BP 5131.2

Students

The Governing Board recognizes the harmful effect of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any students.

No student or group of students shall through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131-Conduct)

(cf. 5136-Gangs)

(cf. 5145.3-Nondiscrimination/Harassment)

(cf. 5145.7-Sexual Harassment)

(cf. 5145.9-Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2-Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420-School Plans/Site Councils)

(cf. 0450-Comprehensive Safety Plan)

(cf. 1220-Citizen Advisory Committees)

(cf. 1400-Relations Between Other Government Agencies and the Schools)

(cf. 6020-Parent Involvement)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and

Draft revision by CJUSD Bullying Prevention Team

other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137-Positive School Climate)
(cf. 6164.2-Guidance/Counseling Services)

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6163.4-Student Use of Technology)
(cf. 6142.8-Comprehensive Health Education)
(cf. 6142.94-History-Social Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131-Staff Development)
(cf. 4231- Staff Development)
(cf. 4331-Staff Development)

~~Based on an assessment of bullying incidents at school,~~ The Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being ~~victimized~~ bullied. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School Staff who witness *or become aware of suspected* bullying shall immediately intervene to stop the incident *and take steps to ensure student safety* when it is safe to do so. (Education code 234.1)

| As appropriate, the Superintendent or designee shall notify the parents'/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students *or others* may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in ~~AR 5145.7-Sexual Harassment-AR 5131.2~~

Draft revision by CJUSD Bullying Prevention Team

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall ~~investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or targeted student's educational performance.~~ *determine if the incident(s) impact school activity, school attendance, or targeted student's educational performance.*

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. *If images are pornographic in nature, these images should be shown to parents or law enforcement only.*

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138-Conflict Resolution/Peer Mediation)

(cf. 5144-Discipline)

(cf. 5144.1-Suspension and Expulsion/due Process)

(cf. 5144.2-Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4-Behavioral Interventions for Special Education Students)

Legal Reference: (see next page)

New

Center USD

Administrative Regulation

Bullying Prevention and Intervention

AR 5131.2
Students

Prohibited behavior defined as bullying is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or pupils including but not limited to sexual harassment; caused, attempted to cause, threatened to cause, or participated in an act of hate violence; or has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment, and can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900, Education Code 48900.2, Education Code 48900.3, Education Code 48900.4)

Complaints of bullying, or any behavior prohibited by the district's Bullying policy – BP 5131.2, shall be handled in accordance with the following procedure:

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to bullying or who has witnessed bullying may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall complete a "Report of Suspected Bullying" form and submit it to the ~~district Coordinator for Nondiscrimination~~/Principal. In addition, any school employee who becomes aware of any incident of bullying involving a student shall, within 24 hours, submit a "Report of Suspected Bullying" to the ~~Coordinator~~/Principal, whether or not the victim files a complaint.

2. **Availability of “Report of Suspected Student Bullying” form:** Forms to report suspected bullying shall be readily available to students, school staff, and community members at all school sites and the district office. The form shall also be available to download through schools’ and district web sites.
3. **Initiation of Investigation:** The ~~Coordinator~~/Principal shall initiate and record on the district “Investigation of Suspected Student Bullying” form an impartial investigation of an allegation of bullying within five school days of receiving notice of the bullying behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have “notice” of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to bullying, or from the student’s parent/guardian, a district employee or any other person.

If the ~~Coordinator~~/Principal receives an anonymous complaint or media report about alleged bullying, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged bullying.

If the ~~Coordinator~~/Principal receives a complaint about alleged bullying that occurred off campus, and not on the way to or from school, the ~~Coordinator~~/Principal shall determine if the incident(s) impact school activity, school attendance, or targeted school performance, and if so, the ~~Coordinator~~/Principal shall conduct an investigation.

4. **Initial Interview with Complainant:** When a student or parent/guardian has complained or provided information about bullying, the ~~Coordinator~~/Principal shall ~~describe~~ outline the district’s ~~grievance~~ complaint procedure and ~~discuss~~ determine what actions are being sought by the student in response to the complaint. The Complainant shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the bullying and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district’s ability to investigate.
5. **Investigation Process:** The ~~Coordinator~~/Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964) The ~~Coordinator~~/Principal shall record the investigation on district “Investigation of Suspected Student Bullying” form, maintain copies of all related documents and record information in the student information system.

The ~~Coordinator~~/Principal shall interview individuals who are relevant to the investigation, including but not limited to the complainant and/or the target, the person accused of bullying, anyone who witnessed the reported bullying, and anyone mentioned as having relevant information. The ~~Coordinator~~/Principal may take other

steps such as reviewing any records, notes, or statements related to the bullying or visiting the location where the bullying is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the ~~Coordinator~~/Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the alleged target, the parent/guardian of the alleged bully, a teacher or staff member whose knowledge of the students involved may help in determining ~~who is telling the truth~~ the veracity of information, law enforcement, and district legal counsel or the district's risk manager.

Interim Measures: The ~~Coordinator~~/Principal shall take necessary interim measures to ensure the safety of students during and pending the results of the investigation.

Factors in Reaching a Determination: In reaching a decision about the complaint, the ~~Coordinator~~/Principal may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of intent to cause harm physically, emotionally, to personal property, or through humiliation.
- d. Evidence of repetition over time. This can be repeated acts targeting this individual, or a pattern of targeting others.
- e. Evidence of any past bullying complaints ~~that were found to be untrue~~
- f. Evidence of an imbalance of power (ie: physical, numbers of individuals, social status, and/or limited ability to defend).

To judge the severity of the bullying, the ~~Coordinator~~/Principal may take into consideration:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The identity, age, and sex of the alleged bully the target, and the relationship between them
- d. The number of persons engaged in the bullying behavior and at whom the bullying was directed
- e. The location of the incident(s), and context in which they occurred

f. Other incidents at the school involving different students

8. **Written Report on Findings and follow-Up:** No more than 30 days after receiving the complaint, the ~~Coördinator~~/Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for extenuating circumstances. If the extension is needed, the ~~Coördinator~~/Principal shall notify the complainant and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that bullying occurred, the report shall also include plans recorded on the district "Student Action Plan" form and "Student Safety Plan" form including measures to prevent any retaliation or further bullying.

The ~~Coördinator~~/Principal shall meet with the targeted student(s) and parent/guardian to review and sign the "Student Safety Plan". A copy of this plan shall be given to the parent/guardian of the target and placed in his/her cumulative file. In addition, the ~~Coördinator~~/Principal shall meet with the bully and parent/guardian to review and sign the "Student Action Plan". A copy of this plan shall be given to the parent/guardian of the bully and placed in his/her cumulative file.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the district's Bullying Prevention and Response policy. As needed, these actions may include any of the following:

1. Providing training to students, staff, and parents/guardians about how to recognize bullying and how to respond

(cf. 4131-Staff Development)

(cf. 4231-Staff Development)

(cf. 4331-Staff Development)

2. Disseminating and/or summarizing the district's policy and regulation regarding bullying

3. Consistent with the laws regarding the confidentiality of students, communicating the school's response to parent/guardians and the community

(cf. 4119.23/4219.23/4319.23-Unauthorized Release of Confidential/Privileged Information)

(cf.-5125-Student Records)

4. Removing offending graffiti and/or contacting parent/guardian and/or social media sites to request offensive posts be removed.

(cf. 5131.5-Vandalism and Graffiti)

5. Taking appropriate steps to ensure the safety of the targeted student(s)
6. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of bullying which he/she knew was not true.

(cf. 4118-Suspension/Disciplinary Action)

(cf. 4218-Dismissal/Suspension/Disciplinary Action)

(cf. 5144.2-Suspension and Expulsion/due Process (Students with Disabilities))

Notifications

A copy of the district Bullying Prevention and Response policy and regulations shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6-Parental Notifications)

2. Be displayed in a prominent location in the main administration building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5) (Appropriate Ed code?)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5) (Appropriate Ed code)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5) (Appropriate Ed code)
5. Be included in the student handbook
6. Be provided to employees and employee organizations



New

CENTER JOINT UNIFIED SCHOOL DISTRICT

Report of Suspected Student Bullying

Definition of bullying: Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Directions: Complete this form to report student behavior concern. Please forward to an administrator immediately.

An investigation will be conducted to determine what occurred and if corrective actions are needed.

Date of Alleged Incident(s):		School:
Name of student allegedly targeted:		Grade:
Name of other student involved:		Grade:
Name of other student involved:		Grade:
Name of other student involved:		Grade:
What happened? (choose all that apply)		
<input type="checkbox"/> Direct physical aggression/fighting <input type="checkbox"/> Getting another person to hit or harm student <input type="checkbox"/> Teasing, name-calling, threatening <input type="checkbox"/> Making rude or threatening gestures <input type="checkbox"/> Using racial or religious slurs <input type="checkbox"/> Excluding or rejecting the student <input type="checkbox"/> Sexual name calling <input type="checkbox"/> Intimidating, exploiting or extorting <input type="checkbox"/> Spreading harmful rumors or gossip <input type="checkbox"/> Other: _____		
Where did the incident happen? (choose all that apply)		
<input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Lunch room <input type="checkbox"/> Restroom <input type="checkbox"/> Playground/field <input type="checkbox"/> Field trip/activity/event <input type="checkbox"/> Off school property <input type="checkbox"/> Email/text/computer <input type="checkbox"/> Other: _____		
When did the incident happen?		
<input type="checkbox"/> During class time <input type="checkbox"/> Passing period <input type="checkbox"/> Recess <input type="checkbox"/> Before/after school <input type="checkbox"/> Lunchtime <input type="checkbox"/> Other: _____		
Please indicate if the incident targeted a student with these actual or perceived characteristics:		
<input type="checkbox"/> Physical Difference	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Special needs or disability
<input type="checkbox"/> Non-dominant race, color or national origin		<input type="checkbox"/> Other:

Please describe the incident in more detail. (Please attach a sheet if more space is needed)

Person Reporting Alleged Incident		
Name:	Phone:	Title:
Person Completing Form		
Name:	Phone:	Title:
Signature:	Date Completed:	

Maintain copy of all related documents and record in student information system.



New

CENTER JOINT UNIFIED SCHOOL DISTRICT Investigation of Suspected Student Bullying (This form to be completed by Administrator)

Olweus definition of bullying:

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Elements of Bullying (All must be present)

- Intent to cause harm physically, emotionally, to personal property ,or through humiliation.
- Imbalance of power. Ie physical, numbers of individuals, social status, limited ability to defend.
- Severe or pervasive. (This can be repeated acts targeting this individual, or a pattern of targeting others.)

Administrator Conducting Investigation	
Name:	Title:
School:	
Summary of Investigation:	
Witness statements attached if applicable. Attach additional pages if needed	
Outcome of Investigation: Did the incident investigated meet the district's definition of bullying?	
<input type="checkbox"/>	Evidence does not support allegation
<input type="checkbox"/>	Bullying did not occur; the following actions were taken:
<input type="checkbox"/>	Bullying behavior did occur; create the following <ol style="list-style-type: none"> 1. Action Plan for the student(s) who engaged in bullying behavior. 2. Safety Plan for the targeted student.
<input type="checkbox"/>	Student Action Plan completed
	Date:
<input type="checkbox"/>	Student Safety Plan completed
	Date:
Contact the parent/guardian(s) of the student(s) who were involved.	
Parent Name:	Date:
Parent Name:	Date:
Parent Name:	Date:

Maintain copies of all related documents and record in student information system.



New

CJUSD BULLYING PREVENTION PROGRAM Student Safety Plan

Directions: Administrator is to complete this safety plan with the student targeted by bullying behavior. Begin by asking the student what would need to happen to make things safe at school.

Student Name: _____	School: _____	Date: _____

To support your safety, the school will:

A. _____

B. _____

To support your safety, the student will:

A. _____

B. _____

To support your safety, the family will:

A. _____

B. _____

If you feel threatened or unsafe at school, you will:

A. _____

B. _____

The following services may be beneficial for the student and/or family:

A. _____

B. _____

Student Signature: _____	Date: _____
Parent Signature: _____	Date: _____
Completed by: _____	Date: _____
Other: _____	Date: _____

Please indicate the staff person *who will follow up* with the student to see if the plan is working and to ensure the student feels safe at school.

Name: _____	Date and method of follow up: _____
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Maintain copy of all related documents and record Intervention page in student information system. Place copy of Safety Plan in student cumulative file.



New

CJUSD BULLYING PREVENTION PROGRAM Student Action Plan

Directions: Administrator is to complete this form with each student who engaged in bullying behavior.

Student Name:	School:	Date:

The administrator has determined that the behavior noted below is considered bullying because

- Had a detrimental effect on the student's physical health, personal property, or feeling of well-being
- There has been determined to be an imbalance of power
- There is evidence that the behavior is severe or pervasive

The specific behavior you engaged in that is considered bullying is:

You will need to change this behavior by:

A.

B.

The school will:

A.

B.

Your family will:

A.

B.

The following services may be beneficial for the student and/or family:

A.

B.

Student Signature: _____	Date: _____
Parent Signature: _____	Date: _____
Completed By: _____	Date: _____
Other: _____	Date: _____

Please indicate the staff person *who will follow up* with the student to ensure he/she is making the changes needed to be successful at school and with other students.

Name:	Date and method of follow up:

Maintain copy of all related documents and record on Intervention page in student information system. Place copy of Action Plan in student cumulative file.