

REGULAR BOARD MEETING AGENDA OF THE GOVERNING BOARD

**April 5, 2017**

This agenda and all supporting documentation are considered a public record and are available for public inspection at the designated address below per SB 343 (Negrete McLeod) and the Brown Act.

**THERMALITO UNION ELEMENTARY SCHOOL DISTRICT**

400 Grand Avenue  
Oroville, California

**VISION**

We provide a secure, well-maintained and nurturing environment for all. Students are engaged through interactive learning—emphasizing and integrating communication, creativity, collaboration, critical thinking and curiosity, to confidently meet the diverse challenges of tomorrow.

**MISSION**

In a safe and respectful environment, we inspire, educate, and challenge our students, empowering them to succeed in an ever-changing world.

1. **Convene Regular Meeting at the District Office:** **5:00 p.m.**
2. **Public Comment:** Any member of the public may address the Board regarding any item listed for discussion during closed session (Government Code 54954.3)
3. **Closed Session:** The Board will convene in closed session on the following items:  
  
Public Employment (Government Code 54957)  
Hiring of:
  - Classified/Certificated Substitute  
Anticipated Litigation (Government Code 54956.9)  
Public employee Discipline/Dismissal/Release (Gov. Code 54957)  
District Representative with Bargaining Unit, CSEA / TTA  
Public Employee Performance Evaluation (Government Code 54957)  
Superintendent
4. **Reports from Closed Session -** Announcement of Action taken in Closed Session and Vote, if any: **6:30 p.m.**
5. **Pledge of Allegiance:**
6. **Student Report to the Board:** Tasha Clark, Kaia Diaz, Jacob Thaute, Jayden Webb, Sierra Avenue School

American Disabilities Assistance - Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify the Superintendent or his secretary. We will make every effort to consider expressed preferences, or provide equally effective means of communication to ensure equal access to Thermalito Union School District programs and events.

7. **Change Order of Agenda upon President's Discretion:**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**Adoption of the Agenda:**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

8. **Public Comments on Agenda Items:** Any member of the public wishing to address an item listed on the agenda may do so. When called upon please announce your name and item to be addressed. Comments will be limited to three (3) minutes per individual.

9. **Informational Reports/Presentation:**

- a. Review of 2016-2017 Williams Act Complaints (3<sup>rd</sup> Quarter – January 1, 2017 – March 31, 2017)

Pursuant to Education Code 35186 and Administrative Regulation # 1312.4, the District is required to report, on a quarterly basis, to the Board and to the County Superintendent of Schools summarized data on the nature and resolution of all complaints. From the inception of the Williams Acts requirements on January 1, 2005, up to and including March 31, 2017, the District has not received any formal complaints pertaining to those subjects falling within the scope of the Williams Act (instructional materials, teacher vacancy or misassignment, or facilities).

10. **Reports to the Board:**

- a. Ed Gregorio, Principal, Sierra Avenue School

11. **Consent Agenda:**

**Approval of the Consent Agenda:**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**Board Minutes:** 03/09/17 & 03/20/17

**Inter-district Attendance Requests:**

2017-2018 (Approve)	In: 6 (0)	Out: 14 (10)
2017-2018 (Deny)	In: (0)	

2016-2017 (Approve)	In: 1 (126)	Out: 1 (127)
2016-2017 (Deny)	In: (14)	

**Board Policies/Administrative Regulations:**

- a. First Reading of Policies
- BP 3515 – Campus Security
  - AR 6185 – Community Day School

b. Policy Updates

- BP 0410 – Nondiscrimination in District Programs and Activities
- BP 0420.41 – Charter School Oversight
- AR 4157.1/4257.1/4357.1 – Work-Related Injuries
- AR 5125.3 – Challenging Student Records
- AR 5148 – Child Care and Development
- AR 5148.3 – Preschool/Early Childhood Development
- BP 6142.94 – History-Social Science Instruction
- AR/BP/E 6173 – Education for Homeless Children
- BP 6185 – Community Day School
- E1 9323.2 – Actions by the Board
- BP 0460 – Local Control Accountability Plan

**Conference/Workshop:**

- a. Approval for Robin Harbour to attend the 2017 California Association for Bilingual Education (CABE) Institute on May 17, 2017 in Riverside, CA.
- b. Approval for Julie Carr to attend the California League of Middle Schools Climate Conference on April 22-24, 2017 in North Lake Tahoe.

**Contracts:**

- a. Approval of the 2016-17 Contractual Services Agreement with Butte County Office of Education for use of district classrooms for Special Education Programs.
- b. Approval of consultant agreement with WestEd for training provided to TLC staff on March 1, 2017.
- c. Approval of MOU with Chico Unified School District to provide Preschool Director support for the 2017-18 school year.

**Operations:**

- a. Approval of the TLC Parent Handbook, Staff Development Plan and Parent Involvement Plan.
- b. Approval to adopt McGraw-Hill English Language Arts/English Language Development Wonders curriculum for grades TK-5.

**Personnel:**

- a. Approval of job description for Assistant Principal of Nelson Avenue School and Principal of Alternative Education and updated Certificated Administration Salary Schedule.
- b. Approval of assignment for Karen Brown, teacher at Nelson Avenue School, for the 2017-2018 school year at an approximately 81% assignment under the Willie Brown Act.
- c. Approval of classified and certificated substitutes for the 2016-17 school year.

12. **Public Comments From Individuals:** Any member of the public wishing to speak on a matter not listed on the board agenda may do so at this time. Comments will be limited to three (3) minutes per individual.
13. **Reports to the Board:** This time is for reports limited to topical updates, late-breaking news or reminders and generally *should be no longer than two (2) minutes*. (Written reports may be left the day prior to the meeting).

**Classified (CSEA Union Rep):**

**Certificated (TTA Union Rep):**

**Management:**

**Superintendent:**

**New Business:**

14. Board Priorities List – Discussion Only

15. Approval of Resolution 16-17-13, requesting reimbursement for reduced days of operation for TLC Preschool due to evacuation.

Comment:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

16. Approval of Resolution 16-17-14, reduction of classified services at TLC Preschool effective the 2017-18 school year.

Comment:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**Board Discussion Only:**

Board Self-Assessment

**Board Comments:**

17. **Reconvene to Closed Session**

18. **Report of Action Taken in Closed Session**

**Adjournment:**

\_\_\_\_\_

## Upcoming 2017 Events:

April 7	Field Trip to Chico Theater Company (Poplar 2 <sup>nd</sup> grade)
April 8	Dream Big Music Festival at State Theater – 2pm
April 10	Reptile Day at TLC
April 13	Field Trip to Shasta Caverns (Sierra 2 <sup>nd</sup> grade)
April 13	Poplar PTO Movie Night
April 28	Field Trip to Oroville Police, Fire and Library (Poplar K)
May 2	Field Trip to Gateway Science Museum (Poplar 3 <sup>rd</sup> grade)
May 3	Sierra Avenue Open House 5:30pm-7:00pm
May 4	Poplar Avenue Open House
May 4	TLC Open House
May 9	Nelson Avenue Open House
May 11	Field Trip to Chico State (Poplar K)
May 11	Board Meeting
May 12	Field Trip to Cal Skate/Wildwood Park (Sierra 2 <sup>nd</sup> grade)
May 16	Field Trip to Bishop's Pumpkin Farm (Plumas TK/K)
May 18	Field Trip to Bishops B
May 18	Plumas Avenue Open House
May 18	Field Trip to Bishop's Hamburger Farm (Poplar 1 <sup>st</sup> Grade)
May 19	Field Trip to Worm Farm (TLC)
May 23	LCAP Meeting
May 24	Nelson Avenue Spring Concert 7:00pm
May 25	Board Meeting
June 1	English Learner Reclassification Celebration at Sierra Avenue 6:00pm
June 7	Nelson Avenue Promotional Ceremony 7:00pm
June 9	TLC Graduation
June 22	Board Meeting
June 29	Board Meeting

**Thermalito Union School District**  
**Quarterly Report on Williams Uniform Complaints**  
[Education Code § 35186]

Person completing this form: Prenny Hancock Title: Executive Assistant to Superintendent

Quarterly Report Submission Date: ☐ July-September 2016 (1<sup>st</sup>)  
☐ October-December 2016 (2<sup>nd</sup>)  
☒ January – March 2017 (3<sup>rd</sup>)  
☐ April – June 2017 (4<sup>th</sup>)

Date for information to be reported publicly at Governing Board meeting on April 5, 2017

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Gregory Blake  
Printed Name of District Superintendent

  
Signature of District Superintendent

March 31, 2017  
Date

# THERMALITO UNION SCHOOL DISTRICT

400 Grand Avenue  
Oroville, California

## REGULAR BOARD MEETING/WORKSHOP MINUTES OF THE GOVERNING BOARD

March 9, 2017

Convene Regular Meeting at the District Office:	The meeting was called to order at 5:00 p.m.
Members Present:	Mrs. Fultz, Mrs. Ielati, Mrs. Anderson, Mrs. Walker, Mrs. Shields, Mr. Blake
Member Absent:	None.
Public Comment Prior to Closed Session:	None.
Closed Session:	The Board convened to closed session at 5:05 p.m.
Public Present:	Sue Bowman, Emily Brownfield, Robyn Solansky, Bill Harrington, Robin Harbour, Sue Russell, Karen Konig, Ed Gregorio, Rochelle Simmons, Haidee Donati, Lisa Cruikshank, Margie Jessen, Stacie Schuman.
Reports from Closed Session - Announcement of	The meeting reconvened to open session at 6:30 p.m.
Action taken in Closed Session and Vote, if any:	None.
Pledge of Allegiance:	The pledge of allegiance was led by students from Community Day School.
Student Reports to the Board:	Community Day School (CDS) students, Cameron Lizarazu, Molly Miller, Dylan Shaw and Jay Winchester reported to the board. The students shared with the board some of the activities they enjoy in their classrooms at CDS, some of which include reading, learning about green houses, rocks and the US Constitution. They reported they also enjoy playing kickball with their teachers Mrs. Carr and Mrs. Brownfield and are currently preparing to the the CAASP test.
Change Order of Agenda Upon President's Discretion:	There were no requests to change the order.
Adoption of the Agenda:	The motion to adopt the Board Agenda was made by Mrs. Shields and seconded by Mrs. Ielati; votes were five ayes. Motion passed.

Public Comments on Board Agenda Items:

Tammy Duggan commented on Retirements A, stating that Chip Frink will be missed at Sierra. She continued that Mr. Frink takes kids under his wing that do not have a place and he brings a lot of creativity and energy to the school. Ms. Duggan stated she wanted to publicly recognize him for all he did for the district.

Reports to the Board:

Julie Carr and Emily Brownfield reported on the use of iReady at the Community Day School. Mrs. Brownfield shared that iReady is utilized frequently at CDS as a supplement to the classroom curriculum and most of the students have grown over a grade level. Mrs. Carr explained that technology at CDS includes google classroom, hyperdocs and digital literacy, she expressed gratitude for the technology as it has increased student engagement ten fold. Mrs. Carr shared that the Nurtured Heart Approach is continually in use at CDS and Kay Paden, a Nurtured Heart Instruction from BCOE, Howard Placer, the founder of the Nurtured Heart Approach have visited CDS.

Tabatha Hennessy, Erika Lee and Kelly Anderson teachers from Poplar Avenue School reported on PK1 Conference they recently attended. They thanked the Board for approving their request to attend the conference and shared a few of the things they brought back for use in the classrooms.

Consent Agenda:

The motion to approve the consent agenda was made by Mrs. Shields and seconded by Mrs. Walker.

Mrs. Fultz called for a vote which was five ayes. Motion passed.

Public Comments on Items Not Listed on Agenda:

Rita Smith addressed the Board and commented on the food program stating the food we serve the children should show the children that we care about them.

(CSEA Union Rep):

None.

(TTA Union Rep):

Julie Carr thanked the Board for approving the salary raises as it shows that you value the work we do. Mrs. Carr started she is really proud to work in this district and really proud of the response from all district staff during the dam emergency.

Management:

Rochelle Simmons, Principal at Nelson Avenue invited the Board to the next pastries with the principals event on March 29, 2017 from 8:30am-10:00am, this event will include classroom tours. Ms. Simmons reported



that the field trip to San Francisco has been moved to May 3 due to transportation issues. Ms. Simmons shared that Pablo Ortega was recognized at the recent BCAA Classified Employee Recognition event. She recognized great teachers that work in the district and shared that a Math teacher went to the Chico school district to check out their math program and curriculum during her time off, a great reflection of the dedicated teachers we have here in the district.

Stacie Schuman, Principal at Plumas Avenue reported that the family lego night event was successful with over 100 in attendance. Ms. Schuman reported the spelling bee at Plumas will be on 3/10/17 and kindergarten teacher, Lydia White, will be recognized at the upcoming BCAA Certificated Employee event.

Ed Gregorio, Principal at Sierra Avenue reported the Read Across America day at Sierra was great and parents were also invited to come and read in the classrooms. Sierra Avenue's spelling bee winners were decided after 15 rounds with Anyah Ballard and Jay Alijandro Empasis emerging as the winners. Mr. Gregorio invited the Board to next Thursday's Books and Breakfast event at Sierra.

Bill Harrington, Principal at Poplar reported the students at Poplar are doing great with the 3<sup>rd</sup> through 5<sup>th</sup> grade students currently completing Interim Assessment Blocks. Tutoring at Poplar is up to speed after a small setback due to the evacuations. Mr. Harrington thanked all those who came to Read Across America at Poplar. The Poplar Art Night is scheduled for April 6<sup>th</sup> from 5:30pm-7:00pm and pastries with parents and the spelling bee will be held next Tuesday. Mr. Harrington also reported that on Saturday, March 11 a team led by Poplar Avenue teacher Erika Lee will be bowling in a tournament in Chico in support of The Joseph Alvarez Organization for Ill Children.

Sue Bowman, Principal at CDS, shared with the Board that CDS will be kicking off the open house season on March 15, 2017 at 5:00pm.

Robin Solansky reported the TLC Paint Nite held last Friday was successful and on March 8<sup>th</sup>, all the TLC staff attended a training on meaningful observations, just in time to conduct observations at the site.

Lisa Cruikshank shared she was able to attend Read Across America at Sierra and Poplar and the kids were delightful and respectful. All students have completed

the iReady Diagnostics and it predicts a growth in both Math (4%) and ELA (8%) in the upcoming CAASSP testing. Ms. Cruikshank reported that K-5 grades will be adopting Wonders curriculum for ELA and ELD, staff are excited to get a quality curriculum that integrates both ELA and ELD. Builders Club, which is a part of Kiwanis, will be started up at Nelson Avenue School. The focus of the club is character building and leadership as well as service. The hope is students who join Builders Club will join Key Club in high school and continue to work on leadership and service goals.

Connie Cavanaugh was happy to report that the cameras are up and running. Ms. Cavanaugh stated she is really proud to work in this district and it was really great to see our teachers captured doing great work to help support our families during the recent evacuations.

Superintendent:

Mr. Blake reported that as the new guy it was stressful with all of the stuff going on with the dam and then with evacuations but it was great to see how our staff came together and helped. Mr. Blake reported that he was at the Superintendents Symposium, when the news of the damaged spillway and initial school closure was first announced. There was a safety training at this symposium while this emergency was going on, which was very timely and it was a great Professional Development event for a superintendent, and thanked the Board for approving the request for attendance. Mr. Blake shared that BCOE did a really great job of keeping us all coordinated and updated as events unfolded and also recognized the efforts of Executive Assistant, Prenny Hancock, during this emergency as he and Ms. Cavanaugh were out of the office at the outset of this emergency. Mr. Blake invited the Board to the BCAA Certificated recognition event to be held on March 21, 2017

New Business:

Approval of the 2016-2017 2<sup>nd</sup> Interim Budget Report

Ms. Cavanaugh reviewed the 2<sup>nd</sup> Interim Budget Report with the Board stating that there were not a lot of dramatic changes from the 1<sup>st</sup> Interim Budget Report. She also shared that the Governors Bduget for 2017-2018 is far less than in years past and while we will see increases in revenue it will not be as dramatic as it has been in the last few years.

The motion to approve the 2016-2017 2<sup>nd</sup> Interim Budget Report was made by Mrs. Walker and

seconded by Mrs. Anderson; votes were five ayes.  
Motion passed.

Approval of Resolution 16-17-10, creation of  
a New Fund for Preschool Reserves

Ms. Cavanaugh reported the preschool grant, earning based on number of students and the purpose of this fund is to save any reserves for future use when funding may decline.

The motion to approve Resolution 16-17-10, New Fund for Preschool Reserves was made by Mrs. Ielati and seconded by Mrs. Shields; votes were five ayes.  
Motion passed.

Approval of Resolution 16-17-11, creation of  
a New Fund, Fund 17 for Technology Upgrades and  
Repairs

Ms. Cavanaugh reported that due to the number of devices in the district, the technology committee wants to set aside money for the replacement of technology as it becomes necessary. As a committee they don't have a sense of what that number will be but a discussion can be held with regards to this at the upcoming board priorities workshop.

The motion to approve Resolution 16-17-11, New Fund 17 for Technology Upgrades and Replacement was made by Mrs. Anderson and seconded by Mrs. Shields; votes were five ayes. Motion passed.

Approval of Resolution 16-17-12, related to the  
Reduction or elimination of particular kinds of  
Certificated services for the 2017-2018 academic year

Mr. Blaked shared that this resolution is based on projected number of students and needs. Ms. Robin Harbour asked why there would be a decrease in FTE if enrollment is increasing. Ms. Cavanaugh shared that the increase is at the Middle School level and not the elementary level and the reduction in FTE is at the elementary level.

The motion to approve Resolution 16-17-12, related to the reduction or elimination of particular kinds of certificated services for the 2017-2018 academic year was made by Mrs. Walker and seconded by Mrs. Anderson; votes were five ayes. Motion passed.

Approval of form J 13-A, a waiver requesting  
that CDE maintain apportionments and credit  
instruction time during the emergency closure of  
closure of schools from February 10, 2017 through  
February 16, 2017

Tammy Duggan asked if the district knew when we will get official approval from the state. Ms. Cavanaugh responded that the process includes the Board approving the waiver, then BCOE will approve the waiver and in the past it has been within two months. Mr. Blake shared that CDE is aware that this waiver will be coming as County Superintendent of Schools, Tim Taylor, has been communicating with the State Superintendent of Schools, Mr. Torlakson, regarding this emergency and waiver.

The motion to approve form J 13-A, a waiver requesting CDE maintain apportionments and credit instruction time during the emergency closure of schools from February 10, 2017 through February 16, 2017 was made by Mrs. Walker and seconded by Mrs. Shields; votes were five ayes. Motion passed.

Approval of the 2017-2018 academic calendar

Mr. Blaked stated the calendar up for approval was given to the leadership of both units and the payroll department and it has the stamp of approval from those groups.

The motion to approve the 2017-2018 academic calendar was made by Mrs. Shields and seconded by Mrs. Anderson; votes were five ayes. Motion passed.

Approval of the TA 16-17-01 with CSEA Chapter 182 and the 2016-2017 revised Salary Schedule

The motion to approve TA 16-17-01 with CSEA Chapter 182 and the 2016-2017 revised Salary Schedule was made by Mrs. Anderson and seconded by Mrs. Shields; votes were five ayes. Motion passed

Approval of the TA 16-17-01 with Thermalito Chapter 182 and the 2016-2017 revised Salary Schedule

Tammy Duggan stated on behalf of TTA she would like to thank the board publicly for approving this agreement and is glad that it has been settled for the year and thank you to everyone who worked on it to get it done. Mrs. Walker thanked Mr. Blake for his work and for the smooth process in reaching this agreement.

The motion to approve TA 16-17-01 with Thermalito Teachers Association (TTA) and the 2016-2017 revised Salary Salary Schedules Schedule was made by Mrs. Walker and seconded by Mrs. Ielati; votes were five ayes. Motion passed.

Approval of the 2016-2017 Salary Increase and Revised Salary Scheduled for Confidential, Certificated and Classified Management

The motion to approve the 2016-2017 Salary Increase and Revised Salary Schedule for Confidential, Certificated and Classified Management was made by Mrs. Shields and seconded by Mrs. Anderson; votes were five ayes. Motion passed.

Approval of the 2016-2017 Salary Increase for the Superintendent and Assistant Superintendent and First Amendment to Employment Contract with the Assistant Superintendent

The motion to approve the 2016-2017 Salary Increase for the Superintendent and Assistant Superintendent and First Amendment to the Assistant Superintendent's Contract was made by Mrs. Shields and seconded by Mrs. Walker; votes were five ayes. Motion passed.

Approval of revision to Board Policies 4112.41/  
4212.41/4312.41, Employee Drug Testing

Mrs. Fultz stated that there was a need to rephrase this policy. Mr. Blaked clarified that at this time we do a blanked pre-employment of all employees and law requires us to list positions requiring testing. Mrs. Shields stated here opinion is everyone who works with students should be tested for the safety issue. Robin Harbour asked if administrators were excluded and Mr. Blake responded that they fall under the certificated staff. Members of the Board discussed the need to add the Paraeducator, Library Clerk and Food Services positions to the list of positions requiring testing.

The motion to approve Board Policies 4112.41/4212.41/4312.41, Employee Drug Testing with the addition of Paraeducator and Library Clerk positions due to student supervision and Food Service positions due to operating equipment, was made by Mrs. Anderson and seconded by Mrs. Shields; votes were five ayes. Motion passed.

Board Discussion:

None.

Board Comments:

Mrs. Anderson wished the retirees good luck in their future plans, and gave a shout out to our teachers for their efforts during the evacuation. She invited all to the Board priorities Workshop on Monday, March 20<sup>th</sup> at 5:30 p.m. She shared she was able to be at Poplar for the Read Across America event. Mrs. Anderson stated it is amazing that CDS is being recognized for their Nurtured Heart Approach efforts and is excited to see what happens with garden at Poplar.

Mrs. Ielati welcomed everyone back after the evacuations.

Mrs. Walker thanked thos who volunteered at the evacuation centers. Mrs. Walker noted that the discussion on school meals could happen at the health and wellness meeting. She also asked if the LCAP timeline and other district meetings and meeting minutes be made available on the website so stakeholders are able to get this information and know what their role in the process is.

Mrs. Shields stated she was impressed with our community of teachers and staff and their response during the recent emergency. She shared that she was recently involved with a juried art show at the courthouse in Chico for high school students.

Mrs. Fultz expressed her thanks for all who helped and responded during the recent evacuation and thanked Mr. Blake for providing accommodations for her when she was evacuated. Mrs. Fultz also shared she was able to attend Read Across America at Poplar and had a great experience.

Adjournment:

The regular board meeting adjourned at 8:28

Date Board Approved: _____
Board President: Darlene Fultz

# THERMALITO UNION SCHOOL DISTRICT

400 Grand Avenue  
Oroville, California

## REGULAR BOARD MEETING/WORKSHOP

### MINUTES OF THE GOVERNING BOARD

March 20, 2017

Convene Regular Meeting at the District Office: The meeting was called to order at 5:00 p.m.

Members Present: Mrs. Fultz, Mrs. Ielati, Mrs. Anderson, Mrs. Walker, Mrs. Shields, Mr. Blake

Member Absent: None.

Public Comment Prior to Closed Session: None.

Closed Session: The Board convened to closed session at 5:05 p.m.

Public Present: Margie Jessen, Bill Harrington, Ed Gregorio, Joyce Dennison, Robyn Solansky, Karen Williams, Lisa Cruikshank, Stacie Schuman, Rochelle Simmons, Julie Carr, Connie Cavanaugh, Prenny Hancock

Reports from Closed Session - Announcement of The meeting reconvened to open session at 5:30 p.m.

Action taken in Closed Session and Vote, if any: None.

Pledge of Allegiance: The pledge of allegiance was led by Alicia Walker.

Change Order of Agenda Upon President's Discretion: There were no requests to change the order.

Adoption of the Agenda: The motion to adopt the Board Agenda with the removal of items 9 and 10 and the addition of item 9 as Public Comments, was made by Mrs. Shields and seconded by Mrs. Ielati; votes were five ayes. Motion passed.

Public Comments on Board Agenda Items: None.

Board Workshop: Mr. Blake introduced John McIntosh, Butte County Office of Education Consultant and Mary Sakuma, Deputy Superintendent from Butte County Office of Education, the facilitators for the meeting.

Mr. Blake reviewed with the Board the priorities identified as target focus areas for 2014-2015. The Board discussed/brainstormed ideas for their priorities:

#### Achievement:

- Focus on what we are doing about achievement as shown on test scores
- Clearly identify interventions for students and evidence how effective they are
- Across the board central plan for interventions (same at each site)
- Grade level collaboration districtwide initiative
- Equal access to science Equipment
- Show growth data
- Provide appropriate professional development for staff to aid in the increase of student achievement
- Communication to families.
- Raise awareness regarding intervention programs
- Instructional coaching-revamp
- Districtwide technology, same opportunities available at all sites
- 1:1 chrome books for students
- Focus Board Meeting time on student achievement
- Student Hope Score ( Survey)
- Clarity on qualifications for intervention programs

#### Finance:

- More input from stakeholders on LCAP action items based on data and cost
- Explore possibility of stipends for CDS staff
- Reexamine staffing versus profit levels for food program, check on whether there is a negative impact on current staff
- Increase reserve, up to 17% for small school districts
- Compare principals salary, make sure it is comparable to other Butte County principals
- Review sub pay for admin
- Prudent and cautious with budget uncertainty at state level

#### Facilities:

- Fencing of all campuses; focus on Plumas and CDS
- Water filling stations/functioning water fountains
- Districtwide check of all roofing systems
- Maintenance plan updates to the board
- Playground upgrades
- Use FIT to determine needed repairs
- Painting
- Check sites for unsightly/unsafe pipes left from removal of old water fountains
- Sensor faucets
- Warm water for handwashing
- HVAC checks/necessary repairs
- Shade Structure
- Parking lots – Poplar

#### Safety:

- Intersection of Nelson and 6<sup>th</sup> street (safety/traffic study)
- Neighborhood school boundaries
- Bus routes, walking routes
- Continue A.L.I.C.E. training; staff training onsite on August 10<sup>th</sup>; outreach/awareness to community/ parents
- Additional cross walk at Grand Avenue (safety study)
- Nurtured Heart Training/Updates
- Evacuation Plans



- Identify targeted flood areas at the schools
- NOTE: March 30<sup>th</sup>, meeting at 6pm at Nelson Avenue School, hosted by Butte County Sheriff and Office of Emergency Services.
- Continue mandated trainings (Keenan)
- Sidewalks near schools
- Gravel parking outside at Nelson (south) is a safety issue at drop off and pick up time
- Board Notification for safety related incidents

Personnel:

- K-2 Support @CDS/different site? (Item for discussion at future board meeting)
- Assess CDS staff/student support
- Grade level schools (K-2, 3-5) configuration
- Gifted and Talented Program (GATE)
- Evaluate class sizes (needs at 4<sup>th</sup> – 8<sup>th</sup> grade)
- Revisit the Parent Coordinator position (reflects the current needs of the district)
- Examine possibility of expanding Special Ed service opportunities
- Bus Drivers Recruitment/Retention
- EL Support, what does the data reflect? Districtwide EL considerations
- Independent Study Program Staffing
- Report from the School Nurse to the board
- Continue with counselors and assess needs
- Staff recognition at Board Meetings
- Site/Grade level configurations for SDC (Rationale)

Other:

- Explore other options (include quality, taste, etc) for food service program
- D.O. Front office staffing, configuration. First Impressions
- More transparency regarding meetings, e.g. LCAP, School Site Council, etc.
- Technology Coordination
- STEM - 2
- VAPA
- Field Trips
- Invite Director of Food Services to provide update to the Board on the Food service program.
- Student Recognition at Board Meetings (e.g. Superintendent's Award)
- Website maintenance/update

Board Comments:

Mrs. Fultz thanked all involved in rescheduling the meeting and thanked the board members for giving thought to the priorities.

Public Comments on Board Agenda Items:

Margie Jessen commented that there was lots of discussion about facilities and the outside structure but the inside of the facilities will also need repairs soon and budgets should be built to accommodate those repairs. Ms. Jessen also commented on A.L.I.C.E training and suggested that it needs to move beyond training to the implementing phase. Ms. Jessen voiced support for the concept of grade level schools versus neighborhood schools stating it would be great to have all grades

combined together for collaboration and student support.

Julie Carr thanked the board for their emphasis on safety. Ms. Carr stated CDS has a huge problem with traffic safety and several kids have been hit by cars going too fast. Ms. Carr asked if there was a way to include law enforcement in the process and also suggested our district have a greater social media presence. Ms. Carr stated she appreciated all that is being done.

Stacie Schuman commented that at her site they are trying really hard to communicate with parents using flyers, voicemail and remind but there is still poor attendance at parent events.

Mrs. Fultz suggested safety assemblies to help students learn about pedestrian/bike safety and Mrs. Ielati suggested looking into STARS patrol for pedestrian and vehicle supervision to help with traffic safety.

Adjournment:

The regular board meeting adjourned at 7:31 p.m.

Date Board Approved: \_\_\_\_\_

Board President: Darlene Fultz

**CAMPUS SECURITY**

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

(cf. 0450 - Comprehensive Safety Plan)

**Surveillance Systems**

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

(cf. 5131.1 - Bus Conduct)

(cf. 5145.12 - Search and Seizure)

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

(cf. 5144 - Discipline)

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

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Legal Reference:

EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

## **Business and Noninstructional Operations**

BP 3515 (b)

32280-32288 School safety plans  
35160 Authority of governing boards  
35160.1 Broad authority of school districts  
38000-38005 Security patrols  
49050-49051 Searches by school employees  
49060-49079 Student records

### **PENAL CODE**

469 Unauthorized making, duplicating or possession of key to public building  
626-626.10 Disruption of schools

### **CALIFORNIA CONSTITUTION**

Article 1, Section 28(c) Right to Safe Schools

### **UNITED STATES CODE, TITLE 20**

1232g Family Educational Rights and Privacy Act

### **COURT DECISIONS**

New Jersey v. T.L.O. (1985) 469 U.S. 325

### **ATTORNEY GENERAL OPINIONS**

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

### **Management Resources:**

#### **CSBA PUBLICATIONS**

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Safe Schools: A Planning Guide for Action, 2002

#### **NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS**

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

#### **WEB SITES**

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss/ss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Board Adopted: 04/05/17 (first reading)

## **Instruction**

AR 6185 (a)

### **COMMUNITY DAY SCHOOL**

#### **Involuntary Transfer**

The Superintendent or designee may assign a student to a district community day school if the student meets one or more of the following conditions: (Education Code 48662)

1. The student is expelled for any reason.

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

2. The student is probation-referred pursuant to Welfare and Institutions Code 300 or 602.

3. The student is referred by a school attendance review board (SARB) or other district-level referral process.

(cf. 5113.1 - Chronic Absence and Truancy)

The Superintendent or designee shall give first priority for assignment to a community day school to students expelled for mandatory expulsion offenses pursuant to Education Code 48915(d). Second priority shall be given to students expelled for other reasons, and third priority shall be given to students referred pursuant to item #2 or #3 above. These priorities are applicable unless there is an agreement that the County Superintendent of Schools will serve any of these students. (Education Code 48662)

When the student to be involuntarily transferred to a community day school is a student with disabilities, as defined under the federal Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973, assignment to a community day school shall be determined by the student's individualized education program (IEP) or 504 team, as applicable. (20 USC 1415; 34 CFR 104.35)

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

(cf. 6159 - Individualized Education Program)

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

Students who have been involuntarily transferred to a community day school based on an expulsion order, probation referral, SARB referral, or other district-level referral process shall be notified in accordance with the applicable laws and/or district policy. Such process shall include timely written notification of the transfer to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

#### **Instruction**

Academic programs offered in the community day school shall be comparable to those available to students of a similar age in the district. (Education Code 48663)

The minimum school day for a district community day school shall be 360 minutes of classroom instruction provided by a certificated employee. Independent study shall not be used as a means of providing any part of this minimum day. (Education Code 48663)

(cf. 6112 - School Day)

(cf. 6158 - Independent Study)

Board Adopted: 04/05/17 (first reading)

## **April 5, 2017 – Policy Updates**

### Nondiscrimination in District Programs and Activities

(BP revised) Policy updated to reflect NEW LAW (AB 30, 2015) which, effective January 1, 2017, prohibits the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. Policy also adds language regarding the use of uniform complaint procedures to investigate and resolve any allegation of unlawful discrimination, expands the means by which notice of the district's nondiscrimination policy will be distributed, reflects NEW LAW (SB 1375, 2016) which requires districts to post specified information regarding Title IX on their web site by July 1, 2017, and adds the district's responsibility to make its web site accessible to individuals with disabilities.  
See BP 0410

### Charter School Oversight

(BP revised) Policy updated to reflect a recommendation in the 2016 edition of CSBA's Charter Schools: A Guide for Governance Teams that the district not appoint a representative to serve on the board of directors of a nonprofit public benefit corporation that operates a charter school, but rather implement other means of fulfilling its oversight responsibilities. Section on "Monitoring Charter School Performance" updated to delete references to the Academic Performance Index and federal measure of Adequate Yearly Progress, and to reflect NEW LAW (SB 828, 2016) which requires charter schools to submit an annual update of their local control and accountability plan. Policy also revised to reflect the Every Student Succeeds Act (P.L. 114-95) which provides for a new system of school support and improvement for Title I schools, including charter schools, beginning in the 2017-18 school year.  
See BP 0420.41

### Work-Related Injuries

(BP 4157.1/4257.1/4357.1 deleted; AR added) Policy moved to administrative regulation and updated to clarify notification requirements, including requirements related to (1) the method and timeline for notifications; (2) availability of notifications in both English and Spanish; (3) notice to an employee who is a victim of crime at the workplace that he/she may be potentially eligible for workers' compensation benefits; (4) the filing of a report of work-related injury or illness with the district's insurer or, if the district is self-insured, with the Department of Industrial Relations (DIR); (5) notice to the DIR's Division of Occupational Safety and Health of any work-related death or serious injury/illness; and (6) the posting of workers' compensation information in a conspicuous location frequented by employees.  
See AR 4157.1/4257.1/4357.1

### Challenging Student Records

(AR revised) Regulation reorganized and updated to reflect the requirement to notify a parent/guardian when the superintendent corrects or removes a student record following an appeal in which the board grants the parent/guardian's request. Regulation also adds material on the composition and conduct of the hearing panel that may be established to assist in making determinations regarding challenges to student records.  
See AR 5125.3

### Child Care and Development

(AR revised) Regulation updated to reflect NEW LAW (SB 792, 2015) which requires employees and volunteers at a child care center to be immunized against influenza, pertussis, and measles, with specified exemptions. Regulation revised to reflect NEW LAW (SB 277, 2015) which eliminates the personal beliefs exemption for immunization of enrolled children unless a letter or affidavit was submitted by January 1, 2016, in which case the exemption will only be effective until the child reaches the next grade

span. Regulation also reflects NEW LAW (AB 982, 2015) which authorizes the district liaison for homeless students, a Head Start program, or a transitional shelter to identify a child in need of subsidized child care services.

See AR 5148

#### Preschool/Early Childhood Education

(AR revised) Regulation updated to reflect NEW LAW (SB 792, 2015) which requires employees and volunteers at a preschool to be immunized against influenza, pertussis, and measles, with specified exemptions. Regulation also reflects NEW LAW (AB 982, 2015) which expands the list of entities that can identify a child in need of subsidized preschool to include the district liaison for homeless children and youth, a Head Start program, or a transitional shelter.

See AR 5148.3

#### History-Social Science Instruction

(BP revised) Policy updated to reflect key concepts in the History-Social Science Framework for California Public Schools adopted by the State Board of Education in July 2016, including, but not limited to, a new emphasis on developing student's literacy skills within the context of history-social science instruction. Policy also reflects law that encourages the use of personal testimony through oral history, videos, or other multimedia formats and establishes requirements for personal testimony provided through oral histories.

See BP 6142.94

#### Education for Homeless Children

(BP/AR/E revised) Policy, regulation, and exhibits updated to reflect the federal McKinney-Vento Homeless Assistance Act as amended by the Every Student Succeeds Act (P.L. 114-95), as well as updated U.S. Department of Education non-regulatory guidance. Policy includes new material on the designation of a district liaison for homeless children and youth, identification of homeless students, confidentiality of student records containing information about a homeless student's living situation, and coordination of services with other entities. Policy also reflects new mandate to adopt policy to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, and NEW LAW (SB 1068, 2016) which requires the California Department of Education (CDE) to provide specified informational and training materials to district liaisons. Regulation revises the definitions of "homeless student" and "school of origin," revises the duties of the district liaison, reflects requirement to provide the district liaison's contact information to the CDE and other specified persons, provides that a homeless student will be immediately enrolled even if he/she misses application or enrollment deadlines, and revises the content of the written explanation of the district's decision related to eligibility, school selection, or enrollment. Exhibits updated to revise the content of the district's explanation of its decision(s) related to eligibility, school selection, or enrollment and to revise the dispute form for use by parents/guardians who choose to appeal the district's decision.

See BP 6173

See AR 6173

See E 6173

#### Community Day School

(BP/AR revised) Policy updated to expand material related to program goals, collaboration with county offices of education and other districts in the development of a plan related to services for expelled students, and program evaluation. Material on location of the community day school moved from AR to BP and clarified. Regulation updated to streamline the process for involuntarily transferring a student into a community day school and to delete unnecessary details regarding facilities which reflected requirements applicable to all school facilities.

See BP 6185

See AR 6185

#### Actions by the Board

(E revised) Minor revision made in E(1) to add requirement for two-thirds vote of the board when a K-8 district chooses to establish a community day school.

See E 9323.2

#### Local Control and Accountability Plan

(BP revised) Policy updated to reflect NEW LAW (Proposition 58, 2016) which requires the local control and accountability plan (LCAP) development process to include solicitation of parent/guardian and community input on effective and appropriate instructional methods, including language acquisition programs. Policy also reflects the State Board of Education's (SBE) adoption of evaluation rubrics (the "California School Dashboard") that will assist districts in evaluating progress toward their LCAP goals.

See BP 0460

#### Nutritional Standards for Food and Beverages

AR 3554

#### Behavioral Interventions for Special Education Students

AR 6159.4



**NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 1240 - Volunteer Assistance)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4033 - Lactation Accommodation)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)  
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)  
(cf. 5131.2 - Bullying)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)  
(cf. 6164.6 - Identification and Education Under Section 504)  
(cf. 6178 - Career Technical Education)  
(cf. 6200 - Adult Education)

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups and, as applicable, to the public. As

## **Philosophy-Goals-Objectives and Comprehensive Plans**

BP 0410 (b)

appropriate, such notification shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.

(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)  
(cf. 5145.6 - Parental Notifications)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

### **Access for Individuals with Disabilities**

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2 - Animals at School)  
(cf. 7110 - Facilities Master Plan)  
(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

(cf. 6020 - Parent Involvement)  
(cf. 9320 - Meetings and Notices)  
(cf. 9322 - Agenda/Meeting Materials)

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Gregory Blake, Superintendent  
400 Grand Avenue  
Oroville, CA 95965  
(530) 538-2900

## **Philosophy-Goals-Objectives and Comprehensive Plans**

BP 0410 (c)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

#### GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

#### PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

#### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

#### UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

#### UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

#### UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

#### CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

### Management Resources:

#### CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

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

#### CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

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

Dear Colleague Letter: Transgender Students, May 2016

## **Philosophy-Goals-Objectives and Comprehensive Plans**

BP 0410 (a)

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

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

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

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

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

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

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

Board Adopted: 04/05/17, 04/24/14, 05/09/12, 06/26/08 (revisions)

04/10/08, 10/11/07, 04/12/07, 11/16/06, 10/28/04 (revisions)

02/24/00 (amended)

02/25/99 (final adoption)

**CHARTER SCHOOL OVERSIGHT**

The Governing Board recognizes its ongoing responsibility to oversee that any charter school the Board has authorized is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

(cf. 0420.4 - Charter School Authorization)

(cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually. (Education Code 47604.32, 47607)

The Superintendent or designee shall attend meetings of the charter school board whenever possible and shall periodically meet with a representative of the charter school.

**Waivers**

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to the SBE on behalf of the charter school.

(cf. 1431 - Waivers)

**Provision of District Services**

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

**Material Revisions to Charter**

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed.

## **Philosophy-Goals-Objectives and Comprehensive Plans**

BP 0420.41(b)

(Education Code 47607)

If an approved charter school proposes to establish or move operations to one or more additional sites, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

### **Monitoring Charter School Performance**

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP).

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, annual update of the school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge up to three percent of the charter school's revenue for actual costs of supervisory oversight or, if the facility is provided under Education Code 47614, the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees. (Education Code 47613)

(cf. 7160 - Charter School Facilities)

### **Technical Assistance/Intervention**

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5
2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the

## **Philosophy-Goals-Objectives and Comprehensive Plans**

BP 0420.41(c)

charter school pursuant to Education Code 52074

If a charter school receiving federal Title I funding has been identified for program improvement, it shall implement improvement strategies in accordance with its existing school improvement plan.

(cf. 0520.2 - Title I Program Improvement Schools)

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to the academic achievement of all numerically significant subgroups of students served by the charter school.

(cf. 0420.42 - Charter School Renewal)

(cf. 0420.43 - Charter School Revocation)

### **Complaints**

Each charter school shall establish and maintain policies and procedures to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

### **School Closure**

In the event that the Board revokes or denies renewal of a charter or the school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of the charter is denied, the charter is revoked, or the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Legal Reference:

EDUCATION CODE

215 Suicide prevention policy

220 Nondiscrimination

## **Philosophy-Goals-Objectives and Comprehensive Plans**

BP 0420.41(d)

221.9 Sex equity in competitive athletics  
222 Lactation accommodations for students  
17280-17317 Field Act  
17365-17374 Field Act, fitness for occupancy  
35330 Field trips and excursions; student fees  
38080-38086 School meals  
39831.3 Transportation safety plan  
39843 Disciplinary action against bus driver; report to Department of Motor Vehicles  
42100 Annual statement of receipts and expenditures  
44030.5 Reporting change in employment status due to alleged misconduct  
44237 Criminal record summary  
44691 Information on detection of child abuse  
44830.1 Certificated employees, conviction of a violent or serious felony  
45122.1 Classified employees, conviction of a violent or serious felony  
47600-47616.7 Charter Schools Act of 1992  
47634.2 Nonclassroom-based instruction  
47640-47647 Special education funding for charter schools  
48000 Minimum age of admission for kindergarten; transitional kindergarten  
48010-48011 Minimum age of admission (first grade)  
48850-48859 Educational placement of foster youth and homeless students  
48907 Students' exercise of free expression; rules and regulations  
48950 Student speech and other communication  
49011 Student fees  
49061 Student records  
49110 Authority of issue work permits  
49414 Epinephrine auto-injectors  
49475 Health and safety, concussions and head injuries  
51224.7 Mathematics placement policy  
51225.6 Instruction in cardiopulmonary resuscitation  
51745-51749.3 Independent study  
52051.5-52052 Academic performance index, applicability to charter schools  
52060-52077 Local control and accountability plans  
52075 Uniform complaint procedures  
56026 Special education  
56145-56146 Special education services in charter schools  
60600-60649 Assessment of academic achievement  
60850-60859 High school exit examination  
69432.9 Cal Grant program; notification of grade point average  
**CORPORATIONS CODE**  
5110-6910 Nonprofit public benefit corporations  
**GOVERNMENT CODE**  
1090-1099 Prohibitions applicable to specified officers  
3540-3549.3 Educational Employment Relations Act  
81000-91014 Political Reform Act of 1974  
**HEALTH AND SAFETY CODE**  
104420 Tobacco Use Prevention Education grant program  
104559 Tobacco-free schools  
**LABOR CODE**  
1198.5 Personnel records related to performance and grievance  
**PENAL CODE**  
667.5 Definition of violent felony  
1192.7 Definition of serious felony  
**CALIFORNIA CONSTITUTION**  
Article 9, Section 5 Common school system



## **Philosophy-Goals-Objectives and Comprehensive Plans**

BP 0420.41(e)

Article 16, Section 8.5 Public finance; school accountability report card

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

11700.1-11705 Independent study

11960-11969 Charter schools

15497.5 Local control and accountability plan template

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6311 State plan

7221-7221j Charter schools

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 166 (2006)

80 Ops.Cal.Atty.Gen. 52 (1997)

78 Ops.Cal.Atty.Gen. 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Guide for Governance Teams, rev. 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

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

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program: Title V, Part B of the ESEA, April 2011

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

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

Board Adopted: 04/05/17 (revision)

05/09/12 (final adoption)

## **All Personnel**

AR 4157.1 /4257.1/4357.1 (a)

### **WORK-RELATED INJURIES**

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

(cf. 3320 - Claims and Actions Against the District)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)  
(cf. 4154/4254/4354 - Health and Welfare Benefits)  
(cf. 4157/4257/4357 - Employee Safety)  
(cf. 4157.2/4257.2/4357.2 - Ergonomics)  
(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of his/her right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

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

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, he/she shall report the work-related injury or illness to the Superintendent or designee as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the district's insurance carrier within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the insurance carrier within five days after being notified of or learning about the death. (Labor Code 6409.1)

## **All Personnel**

AR 4157.1 /4257.1/4357.1 (a)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

### Legal Reference:

#### EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

#### LABOR CODE

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6409.1 Reports

#### CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights

### Management Resources:

#### DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

#### WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

Board Approved: 04/05/17 (first reading)

## **Students**

AR 5125.3 (a)

### **CHALLENGING STUDENT RECORDS**

At the beginning of each school year or, for a student enrolled after the beginning of the school year, at the time of enrollment, parents/guardians shall be notified of the availability of the following procedures for challenging the contents of student records. Any student who is 18 years of age or attends a postsecondary institution shall have the sole right to challenge the contents of his/her records in accordance with the following procedures. (Education Code 49061, 49063)

(cf. 5125 - Student Records)

(cf. 5145.6 - Parental Notifications)

#### **Procedures for Challenging Records**

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (Education Code 49070; 34 CFR 99.20)

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student

Within 30 days of receiving a request to correct or remove any information from a record, the Superintendent or designee shall meet with the parent/guardian and the district employee who recorded that information, if he/she is presently employed by the district. (Education Code 49070)

If the challenge involves a student's grade, the teacher who gave the grade shall be given an opportunity to state, orally and/or in writing, the reasons for which the grade was given. Insofar as practicable, the teacher shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith, or incompetency, a student's grade as determined by the teacher shall be final. (Education Code 49066)

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

#### **Resolution of Challenge/Appeals**

After considering all relevant information, the Superintendent or designee shall sustain or deny the parent/guardian's allegations. (Education Code 49070)

If the parent/guardian's allegations are sustained, the Superintendent or designee shall order the correction or removal and destruction of the information. (Education Code 49070)

## Students

AR 5125.3 (b)

If the Superintendent or designee denies the allegations, the parent/guardian may, within 30 days, appeal the decision in writing to the Governing Board. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the district employee who recorded the information, if he/she is presently employed by the district. The Board shall then decide whether to sustain or deny the allegations. The decision of the Board shall be final. (Education Code 49070)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board sustains any or all of the allegations, the Superintendent or designee shall immediately order the correction or removal and destruction of the pertinent information from the student's records and shall inform the parent/guardian in writing that the information has been corrected or destroyed. (Education Code 49070)

If the parent/guardian does not file an appeal, or if the appeal is denied by the Board, the parent/guardian shall be informed of his/her right to submit a written objection to the information. Any statement submitted by the parent/guardian shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the related part of the record is disclosed. (Education Code 49070; 34 CFR 99.21)

### Hearing Panel

The Superintendent or designee and/or the Board may appoint a hearing panel to assist in making determinations regarding a challenge to student records or an appeal, as applicable, provided that the parent/guardian gives written consent to releasing relevant student record information to the panel members. Such a hearing panel shall consist of the following persons: (Education Code 49071)

1. A chairperson who is a principal of a public school other than the school at which the record is on file
2. A certificated employee appointed by the district's certificated employee council or, if no such council exists, by a parent/guardian
3. A parent/guardian appointed by the Superintendent or designee or the Board, whoever convenes the panel

If possible, the members of the hearing panel shall not be acquainted with the student, his/her parent/guardian, or the employee who recorded the information, except when the parent/guardian appoints the certificated employee pursuant to item #2 above. (Education Code 49071)

The panel shall be provided with verbatim copies of the information that is the subject of the controversy. The panel shall, in closed session, hear the parent/guardian's objections to the student record and, if the employee is presently employed by the district, the employee's testimony. The proceedings of the hearing shall not be disclosed or discussed by panel members except in their official capacities. The panel shall submit, to the Superintendent or designee or the Board as applicable, its written findings setting forth the facts and decisions of the panel. (Education Code 49071)

Legal Reference:  
EDUCATION CODE

## **Students**

AR 5125.3 (c)

49061 Definitions  
49063 Notification of parents of their rights  
49066 Grades; change of grade; physical education grade  
49070 Challenging content of records  
49071 Hearing panel  
UNITED STATES CODE, TITLE 20  
1232g Family Educational and Privacy Rights Act  
1681-1688 Title IX of the Education Amendments of 1972  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy, especially:  
99.20-99.22 Procedures for amending educational records

Board Adopted: 04/05/17 (revision)  
01/25/01 (final adoption)  
01/11/01 (first reading)

**CHILD CARE AND DEVELOPMENT****Licensing**

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

**Program Components**

The district's child care and development program shall include the following components:

1. The use of a developmental profile reflecting each child's physical, cognitive, social, and emotional development to plan and conduct developmentally and age appropriate activities (Education Code 8203.5; 5 CCR 18272)

Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Education Code 8203.5; 5 CCR 18270.5, 18272)

2. An educational program that complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

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

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

(cf. 6174 - Education for English Language Learners)

3. A staff development program which complies with 5 CCR 18274

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

4. Parent/guardian involvement and education that complies with 5 CCR 18275 and involves parents/guardians through an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

(cf. 6020 - Parent Involvement)

## Students

AR 5148 (b)

5. A health and social services component that complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed

(cf. 1020 - Youth Services)

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

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.23 - Asthma Management)

(cf. 5141.6 - School Health Services)

6. A community involvement component that complies with 5 CCR 18277

7. A nutrition component that ensures children in the program are provided nutritious meals, beverages, and snacks that meet state and federal standards and have access to drinking water throughout the day, including meal times (Health and Safety Code 1596.808; 5 CCR 18278; 42 USC 1766)

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

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

8. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent survey, and environment rating scale using forms provided by the CDE (5 CCR 18270.5, 18279, 18280)

(cf. 0500 - Accountability)

9. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level

## Staffing

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292 based on the ages of the children served.

Any person employed at a district child care center and any volunteer who provides care and supervision to children at such a center shall be immunized against influenza, pertussis, and measles. If a person meets all other requirements for employment or volunteering, as applicable, but needs additional time to obtain and provide his/her immunization records, the person may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that he/she has been immunized as required. In addition, each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year. A person shall be exempt from these requirements only under any of the following circumstances: (Health and Safety Code 1596.7995)

1. The person submits a written statement from a licensed physician declaring either that immunization is not safe because of the person's physical condition or medical circumstances or that the person has evidence of current immunity to influenza, pertussis, and measles.
2. In the case of the influenza vaccine, the person submits a written declaration that he/she has declined the vaccination.
3. In the case of the influenza vaccine required during the first year of employment or volunteering, the



## Students

AR 5148 (c)

vaccine is not timely because the person was hired after December 1 of the previous year and before August 1 of the current year.

(cf. 1240 - Volunteer Assistance)  
(cf. 4112.4 - Health Examinations)

Documentation of the required immunizations or exemptions from immunization shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

(cf. 4112.6 - Personnel Files)

In addition to the above immunization requirements, teachers employed in a child care center shall present evidence of a current tuberculosis clearance and meet other requirements specified in Health and Safety Code 1597.055. (Health and Safety Code 1597.055)

### Eligibility and Enrollment

The district's subsidized child care and development services may be available to infants and children through 12 years of age and to individuals with disabilities through 21 years of age in accordance with their individualized education program and Education Code 8208. (Education Code 8208, 8263.4; 5 CCR 18089, 18407, 18422)

Eligible families shall be those who document both an eligibility basis and a need for care, as follows: (Education Code 8263)

1. The family is eligible for subsidized services on the basis of being a current aid recipient, income eligible, or homeless and/or the family's children are recipients of protective services or have been identified as being or at risk of being abused, neglected, or exploited.
2. The family has a need for child care based on either of the following:
  - a. The unavailability of the parents/guardians to care for and supervise their children for some portion of the day because they are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated
  - b. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8263)

## Students

AR 5148 (d)

Second priority for enrollment shall be given to families who are income eligible, as defined in Education Code 8263.1. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Education Code 8263, 8263.1)

The district shall allow eligible children 11-12 years of age to combine enrollment in a before-school or after-school program with subsidized child care services during the time that the before-school or after-school program does not operate. Children 11-12 years of age, except for children with disabilities, shall be eligible for subsidized child care services only for the portion of care needed that is not available in a before-school or after-school program. (Education Code 8263.4)

After all children eligible for subsidized services have been enrolled, the district may enroll children in accordance with the priorities established by the Governing Board.

The district's decision to approve or deny services shall be communicated to the parent/guardian through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18118)

(cf. 5145.6 - Parental Notifications)

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that he/she no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services, documentation used to determine the child's eligibility and need, and copies of all Notices of Action. (5 CCR 18081, 18095)

## Fees and Charges

Except when offering a program that is prohibited by law from charging any fees, the Superintendent or designee may charge fees for services according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services, or the maximum daily/hourly rate specified in the contract,

## **Students**

AR 5148 (e)

whichever is least. (Education Code 8250, 8263, 8273, 8273.1, 8273.2, 8447; 5 CCR 18078, 18108-18110)

However, no fee shall be charged to a family that is receiving CalWORKS cash aid, an income-eligible family whose child is enrolled in a part-day California State Preschool Program, or a family whose income level, in relation to family size, is less than the first entry in the fee schedule. (Education Code 8273.1; 5 CCR 18110)

In addition, any family receiving child care on the basis of having a child who is a recipient of child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. Any family whose child is receiving child care on the basis of being at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months, unless the family becomes eligible based on receipt of child protective services or certification of need by a county child welfare agency. The cumulative period of exemption for these purposes shall not exceed 12 months. (Education Code 8273.1)

Fees shall be assessed at initial enrollment and reassessed when a family is recertified or experiences a change in status. Fees shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (Education Code 8273; 5 CCR 18082, 18114, 18115)

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. This process shall also be used to determine whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8273.3)

## **Disenrollment**

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (Education Code 8263.3)

1. Families with the highest income in relation to family size shall be disenrolled first.
2. If two or more families have the same income ranking, children without disabilities who have been enrolled in child care services the longest shall be disenrolled first. After all children without disabilities have been disenrolled, children with disabilities shall be disenrolled, with those who have been enrolled in child care services the longest being disenrolled first.
3. Families whose children are receiving child protective services or are at risk of neglect, abuse, or exploitation, regardless of family income, shall be disenrolled last.

## **Health Examination**

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within 30 days of enrollment. (Education Code 8263)

## Students

AR 5148 (f)

The requirement for a physical examination and evaluation may be waived if a parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

A child may be exempted from the immunization requirements only if: (Education Code 8263; Health and Safety Code 120335)

1. A licensed physician indicates that immunization is not safe due to the physical condition or medical circumstances of the child.
2. The parent/guardian submitted a letter or affidavit prior to January 1, 2016 stating that such examination is contrary to his/her personal beliefs. An exemption from immunization granted for personal beliefs is effective only until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12).

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

## Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence, and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
2. Family emergency (Education Code 8208)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor. Except for children who are recipients of child protective services or are at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than any of those stated above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive

## Students

AR 5148 (g)

unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

## Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

In addition, if a parent/guardian disagrees with any district action to deny his/her child's eligibility for subsidized child care services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, he/she may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, he/she may, within 14 calendar days, appeal the decision to the CDE. (5 CCR 18120-18122)

## Records

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required by the CDE.

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Board Adopted: 04/05/17 (revision)  
04/14/16 (final adoption)  
03/31/16 (first reading)

DRAFT

## **Students**

AR 5148.3 (a)

### **PRESCHOOL/EARLY CHILDHOOD EDUCATION**

When approved by the California Department of Education (CDE) under the California State Preschool Program, the district may operate one or more part-day preschool programs in accordance with law and the terms of its contract with the CDE.

(cf. 5148 - Child Care and Development)

The district's preschool program shall include all required program components, as described in 5 CCR 18272-18281 and AR 5148 - Child Care and Development, for the educational program, the creation of a developmental profile for each child, staff development, parent involvement and education, community involvement, health and social services, nutrition, and program evaluation. (5 CCR 18271-28281)

#### **Minimum Hours/Days of Operation**

The district's part-day preschool program shall operate a minimum of three hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8235; 5 CCR 18136)

#### **Staffing**

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. If the district cannot recruit a sufficient number of parents/guardians or volunteers to meet the required adult-child ratio, teacher aides shall be hired as necessary. (5 CCR 18135, 18290)

(cf. 1240 - Volunteer Assistance)

(cf. 6020 - Parent Involvement)

Any person employed at a district preschool and any volunteer who provides care and supervision to children at a preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code 1596.7995 and AR 5148 - Child Care and Development. Documentation of required immunizations, or applicable exemptions, shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

(cf. 4112.4 - Health Examinations)

(cf. 4112.6 - Personnel Files)

In addition, preschool teachers shall present evidence of a current tuberculosis clearance and meet other requirements as specified in Health and Safety Code 1597.055.

#### **Wraparound Child Care Services**

In accordance with its contract with the CDE, the district may offer full-day services to meet the needs of eligible families through a combination of part-day preschool and wraparound child care services that are offered for the remaining portion of the day or year following completion of the preschool services. Child care and development services offered through this program shall meet the requirements of general child care and development programs pursuant to Education Code 8240-8244. (Education Code 8239)

Wraparound services shall operate a minimum of 246 days per year unless otherwise specified in the

## **Students**

AR 5148.3 (b)

contract. Within this period of time, the part-day preschool program shall operate 175-180 days. After the completion of the preschool program, a part-time general child care and development program may operate a full day for the remainder of the year. (Education Code 8239)

### **Family Literacy Services**

When any district preschool program receives funding for family literacy services pursuant to Education Code 8238.4, the Superintendent or designee shall coordinate the provision of: (Education Code 8238)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development
2. Parenting education for parents/guardians of participating children to support their child's development of literacy skills, including, but not limited to, parent education in:
  - a. Providing support for the educational growth and success of their children
  - b. Improving parent-school communications and parental understanding of school structures and expectations
  - c. Becoming active partners with teachers in the education of their children
  - d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the district special education referral
3. Referrals to providers of adult education and instruction in English as a second language as necessary to improve parents/guardians' academic skills

(cf. 6200 - Adult Education)

4. Staff development for teachers in participating classrooms that includes, but is not limited to:
  - a. Development of a pedagogical knowledge, including, but not limited to, improved instructional strategies
  - b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms
  - c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities
  - d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

(cf. 4131 - Staff Development)



## **Students**

AR 5148.3 (c)

### **Eligibility and Enrollment**

Children eligible for the district's preschool program include those who will have their third or fourth birthday on or before September 1 of the fiscal year that they are being served. (Education Code 8208, 8235, 8236)

When a child is eligible for both the preschool program and the district's transitional kindergarten program, the family may choose the most appropriate program for the child. In accordance with the enrollment priorities described below, the child may be enrolled in both programs provided that the child is not enrolled in both programs for the same time period on the same day.

(cf. 5111 - Admission)

(cf. 6170.1 - Transitional Kindergarten)

Eligibility for subsidized preschool shall be as follows:

1. Children shall be eligible for subsidized preschool services if their family is a current aid recipient, income eligible, or homeless and/or the children are recipients of protective services or have been identified as being or at risk of being abused, neglected, or exploited. (Education Code 8235, 8263, 8263.1; 5 CCR 18131, 18134)
2. Children shall be eligible for subsidized wraparound preschool and child care services if their family meets at least one of the criteria specified in item #1 above and needs child care services due to either of the following circumstances: (Education Code 8239, 8263)
  - a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless.

(cf. 6173 - Education for Homeless Children)

- b. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated.

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment in a preschool program shall be given to neglected or abused children 3 or 4 years of age who are recipients of child protective services or who, based upon written referral from a legal, medical, or social service agency, are at risk of being neglected, abused, or exploited. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8236; 5 CCR 18131)

(cf. 1020 - Youth Services)

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

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

## **Students**

AR 5148.3 (d)

After all children with first priority are enrolled, the district shall give second priority to eligible children 4 years of age who are not enrolled in a transitional kindergarten program prior to enrolling eligible children 3 years of age. (Education Code 8236)

After enrolling all eligible children who meet the criteria for subsidized services, up to 10 percent of the program's enrollment, calculated throughout the entire contract, may be filled with children who exceed the age limitations and children whose family income is no more than 15 percent above the income eligibility threshold. (Education Code 8235; 5 CCR 18133)

The district may certify eligibility and enrollment up to 120 calendar days prior to the first day of the beginning of the preschool year. After establishing eligibility at the time of initial enrollment, a child shall remain eligible for the remainder of the program year. (Education Code 8237; 5 CCR 18082)

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18095, 18118)

(cf. 5145.6 - Parental Notifications)

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that he/she no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file containing a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the district has made a diligent search for children eligible for subsidized services. (5 CCR 18130, 18133, 18081, 18084)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

## **Fees and Charges**

## **Students**

AR 5148.3 (e)

Fees for participation in the district's preschool program shall be assessed and collected in accordance with the fee schedule established by the Superintendent of Public Instruction. (Education Code 8273, 8273.2; 5 CCR 18078)

(cf. 3260 - Fees and Charges)

However, no fee shall be charged to an income-eligible family whose child is enrolled in a part-day preschool program, a family that is receiving CalWORKs cash aid, or a family that is otherwise exempted pursuant to Education Code 8273.1. (Education Code 8273.1; 5 CCR 18110)

In addition, any family qualifying for subsidized preschool on the basis of having a child who is a recipient of child protective services, or having a certification by a county child welfare agency that services continue to be necessary, may be exempt from these fees for up to 12 months. Any family whose child is receiving subsidized preschool on the basis of being at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months, unless the family becomes eligible based on receipt of child protective services or certification of need by a county child welfare agency. The cumulative period of exemption for these purposes shall not exceed 12 months. (Education Code 8273.1)

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. This process shall also be used to determine whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8273.3)

## **Disenrollment**

When necessary due to a reduction in state reimbursements, families shall be disenrolled in the following order: (Education Code 8236, 8263.3)

1. Children 3 years of age whose families have the highest income in relation to family size shall be disenrolled first, followed by children 4 years of age whose families have the highest income in relation to family size.

At each age level, if two or more families have the same income ranking, the child with disabilities shall be disenrolled last. If there are no families that have a child with disabilities, the child who has received services the longest shall be disenrolled first.

2. Families of children 3 or 4 years of age who are receiving child protective services or who have been documented to be at risk of being neglected, abused, or exploited, regardless of income, shall be disenrolled last.

## **Parent Hearing**

If a parent/guardian disagrees with any district action to deny his/her child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, he/she may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the

## **Students**

AR 5148.3 (f)

Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, he/she may, within 14 calendar days, appeal the decision to the CDE. (5 CCR 18120-18122)

Board Adopted: 04/05/17, 08/27/15, 02/26/13 (revisions)  
05/29/09 (final adoption)  
05/14/09 (first reading)

**HISTORY-SOCIAL SCIENCE INSTRUCTION**

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 include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

(cf. 6115 - Ceremonies and Observances)  
(cf. 6141 - Curriculum Development and Evaluation)  
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)  
(cf. 6142.3 - Civic Education)  
(cf. 6142.4 - Service Learning/Community Service Classes)  
(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 students are expected to possess at each grade level.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall develop and submit to the Board for approval a comprehensive, sequential curriculum aligned with the district standards and consistent with the state's curriculum framework for history-social science. The curriculum shall be designed to develop students' core knowledge in history and social science and their skills in chronological and spatial thinking, research, and historical interpretation. History-social science instruction shall also include an explicit focus on developing students' literacy in reading, writing, speaking, listening, and other language skills.

(cf. 6142.91 - Reading/Language Arts Instruction)  
(cf. 9000 - Role of the Board)

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 by using 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. 6161.1 - 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)

Personal testimony from persons who can provide first-hand accounts of significant historical events is encouraged and may be provided through oral histories, videos, or other multimedia formats. If oral history is used for instruction related to the role of Americans in World War II or the Vietnam War, such testimony shall exemplify the personal sacrifice and courage of the wide range of ordinary citizens who were called upon to participate in the war, provide views and comments concerning reasons for participating in the war, and provide commentary on the aftermath of the war in Eastern Europe and the former Soviet Union. (Education Code 51221.3, 51221.4)

## **Instruction**

BP 6142.94 (b)

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, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

### **Legal Reference:**

#### **EDUCATION CODE**

33540 History-social science curriculum framework  
51008-51009 Instruction on farm labor movement  
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  
51226.3 Instruction on civil rights, genocide, slavery, Holocaust, and deportation to Mexico  
51226.7 Ethnic studies  
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  
60640-60649 California Assessment of Student Performance and Progress  
99200-99206 Subject matter projects

### **Management Resources:**

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, 2016  
Common Core State Standards for English Language Arts and Literacy in History-Social Studies, Science, and Technical Subjects, 2013

California English Language Development Standards, 2012

Model Curriculum for Human Rights and Genocide, 2000

History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998

#### **NATIONAL COUNCIL FOR THE SOCIAL STUDIES PUBLICATIONS**

College, Career, and Civic Life (C3) Framework for Social Studies State Standards: Guidance for Enhancing the Rigor of K-12 Civics, Economics, Geography, and History, 2013

#### **WEB SITES**

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

California Council for History Education: <http://www.csus.edu/al/cche>

California Humanities: <http://www.calhum.org>

California Council for the Social Studies: <http://www.ccss.org>

## **Instruction**

BP 6142.94 (c)

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/chssp>

National Association for Multicultural Education: <http://www.nameorg.org>

National Council for History Education: <http://www.nche.net>

National Council for the Social Studies: <http://www.socialstudies.org>

Board Adopted: 04/05/17 (revisions)  
01/28/10 (adoption)  
01/14/10 (first reading)

## **Instruction**

AR 6173 (a)

### **EDUCATION FOR HOMELESS CHILDREN**

#### **Definitions**

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals

(cf. 6173.1 - Education for Foster Youth)

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes youth who are not in the physical custody of a parent or guardian. (20 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which he/she was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

#### **District Liaison**

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

Director of Special Projects  
400 Grand Avenue  
Oroville, CA 95965



## **Instruction**

AR 6173 (b)

(530) 538-2900

lcruikshank@thermalito.org

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies

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

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

2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools

3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district

(cf. 5148.3 - Preschool/Early Childhood Education)

4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services

(cf. 5141.6 - School Health Services)

5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

(cf. 5145.6 - Parental Notifications)

6. Disseminate notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, family shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.

7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below

8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

(cf. 3541 - Transportation Routes and Services)

9. Ensure that school personnel providing services to homeless students receive professional development and other support

## **Instruction**

AR 6173 (c)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090
11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.

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

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

(cf. 6159 - Individualized Education Program)

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. He/she shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

## **Enrollment**

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

## **Instruction**

AR 6173 (d)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian or an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the decision along with a statement regarding the right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for

## **Instruction**

AR 6173 (e)

matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if he/she is in grades K-8
2. Through graduation if he/she is in high school

## **Resolving Enrollment Disputes**

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of their roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position

## **Instruction**

AR 6173 (f)

2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

If a parent/guardian or unaccompanied youth disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

## **Transportation**

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

## **Transfer of Coursework and Credits**

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the

## **Instruction**

AR 6173 (g)

student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(cf. 6143 - Courses of Study)

### **Applicability of Graduation Requirements**

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on

## **Instruction**

AR 6173 (h)

behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

## **Eligibility for Extracurricular Activities**

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

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

## **Notification and Complaints**

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Board Adopted: 04/05/17, 01/07/16, 04/23/15 (revisions)  
01/12/06, 05/12/0510/28/04 (revisions)  
11/14/02 (final adoption)  
10/24/02 (first reading)

## **Instruction**

BP 6173 (a)

### **EDUCATION FOR HOMELESS CHILDREN**

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for them to meet the same challenging academic standards as other students.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3260 - Fees and Charges)

(cf. 5113.1 - Chronic Absence and Truancy)

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

(cf. 1113 - District and School Web Sites)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.



## **Instruction**

BP 6173 (b)

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 3553 - Free and Reduced Price Meals)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 5148.3 - Preschool/Early Childhood Education)  
(cf. 6159 - Individualized Education Program)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6171 - Title I Programs)  
(cf. 6172 - Gifted and Talented Student Program)  
(cf. 6174 - Education for English Language Learners)  
(cf. 6177 - Summer Learning Programs)  
(cf. 6178 - Career and Technical Education)  
(cf. 6179 - Supplemental Instruction)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

(cf. 1020 - Youth Services)

District liaisons and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students and to provide training on the definitions of terms related to homelessness. (42 USC 11432)

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other

## **Instruction**

BP 6173 (c)

outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

(cf. 0500 - Accountability)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6190 - Evaluation of the Instructional Program)

### Legal Reference:

#### EDUCATION CODE

2558.2 Use of revenue limits to determine average daily attendance of homeless children  
39807.5 Payment of transportation costs by parents  
48850 Educational rights of homeless and foster youth  
48852.5 Notice of educational rights of homeless students  
48852.7 Enrollment of homeless students  
48915.5 Recommended expulsion, homeless student with disabilities  
48918.1 Notice of recommended expulsion  
51225.1-51225.3 Graduation requirements  
52060-52077 Local control and accountability plan  
CODE OF REGULATIONS, TITLE 5  
4600-4687 Uniform complaint procedures  
UNITED STATES CODE, TITLE 20  
1087vv Free Application for Federal Student Aid; definitions  
1232g Family Educational Rights and Privacy Act  
6311 Title I state plan; state and local educational agency report cards  
UNITED STATES CODE, TITLE 42  
11431-11435 McKinney-Vento Homeless Assistance Act  
12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies

### Management Resources:

#### CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

#### CALIFORNIA DEPARTMENT OF EDUCATION

Homeless Education Dispute Resolution Process, January 30, 2007

#### NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

Homeless Liaison Toolkit, 2013

#### U.S. DEPARTMENT OF EDUCATION GUIDANCE

Dear Colleague Letter, July 27, 2016

Education for Homeless Children and Youths Program, Non-Regulatory Guidance, July 2016

#### WEB SITES

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CACChildWelfareCouncil.aspx>

California Department of Education, Homeless Children and Youth Education: <http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

Board Adopted: 04/05/17, 01/07/16, 8/18/05 (revision)  
10/24/02 (final adoption)  
10/10/02 (first reading)

**Thermalito Union Elementary School District**

**DISTRICT EXPLANATION OF DECISION  
RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT**

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: \_\_\_\_\_ Name of person completing form: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): \_\_\_\_\_

Name of unaccompanied student: \_\_\_\_\_

School requested: \_\_\_\_\_

District's placement decision (name of school): \_\_\_\_\_

Action(s) proposed/refused by the district related to eligibility, school selection, or enrollment:

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The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

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Other options that the district considered, if any, included the following options which were rejected for the following reasons:

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Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

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You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next \_\_\_\_ (insert number of days) \_\_\_\_ days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within \_\_\_\_ (insert number of days) \_\_\_\_ days.

If you are not satisfied with the Superintendent's decision, you may appeal to the \_\_\_\_ (insert county name) \_\_\_\_ County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

**CONTACT INFORMATION:**

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: Lisa Cruikshank, Director of Special Projects  
Address: 400 Grand Avenue, Oroville, CA 95965  
Phone number: (530) 538-2900

County Liaison: If you appeal the district's decision to the county office of education, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Name of County Office of Education homeless liaison: Meagan Meloy  
Address: 1859 Bird Street, Oroville, CA 95965  
Phone number: (530) 879-3781

State Coordinator: If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the district, county office, and parent/guardian information and will notify you of the decision within ten

working days of receiving the materials.

Name of state homeless coordinator: Leanne Wheeler, State Coordinator Homeless Education

Address: 1430 N Street, Suite 6408, Sacramento, CA 95814

Phone number: (916) 319-0383 or Email: [lwheeler@cde.ca.gov](mailto:lwheeler@cde.ca.gov)

**RIGHTS:**

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

**Thermalito Union Elementary School District**

**ENROLLMENT DISPUTE FORM**

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the district's liaison for homeless students.

Date submitted: \_\_\_\_\_

Student's name: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of school requested: \_\_\_\_\_

I wish to appeal the eligibility, school selection, or enrollment decision made by:

☐ District liaison    ☐ District Superintendent    ☐ County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have been provided with:

- ☐ A written explanation of the district's decision
- ☐ Contact information for the district's homeless liaison
- ☐ Contact information for the county office of education's homeless liaison
- ☐ Contact information for the state homeless coordinator

**COMMUNITY DAY SCHOOL**

The Governing Board recognizes the need to provide an appropriate alternative educational option for expelled students who are prohibited from attending regular schools in the district, students referred by probation pursuant to Welfare and Institutions Code 300 or 602, and students referred by a school attendance review board or another district-level referral process. The district's community day school program shall be designed to meet the needs of these students and ensure academic progress necessary for their success when returned to a regular school environment.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5144 - Discipline)

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

The Superintendent or designee shall collaborate with the County Superintendent of Schools and, as appropriate, other districts within the county to develop, for Board adoption, a plan for providing education services and appropriate placements to all expelled students in the county. (Education Code 48926)

The district's community day school program shall be designed to give students substantial individual help with their problems. To the extent possible, the program shall include:

1. Cooperation with the county office of education, law enforcement, probation, and human services agencies personnel who work with at-risk youth
2. Low student-teacher ratio
3. Individualized instruction and assessment
4. Maximum collaboration with district support service resources, including, but not limited to, school counselors and psychologists, academic counselors, and student discipline personnel

(cf. 0400 - Comprehensive Plans)

(cf. 1020 - Youth Services)

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall establish procedures for the involuntary transfer of students to a community day school in accordance with law. (Education Code 48662)

The Superintendent or designee may require community day school students to attend school for up to seven days each week in a directed program designed to provide students with the skills and attitudes necessary for success when they are returned to a regular school environment. (Education Code 48666)

A community day school shall not be situated on the same site as a regular district elementary, middle, junior high, comprehensive senior high, opportunity, or continuation school, except when allowed by law and when the Board certifies by a two-thirds vote that no satisfactory alternative facilities are available for the community day school. Such Board certification shall be valid for not more than one school year and may be renewed by a subsequent two-thirds vote of the Board. (Education Code 48661)

## **Instruction**

BP 6185 (b)

(cf. 9323.2 - Actions by the Board)

Community day schools shall be operated in safe, well-maintained facilities that meet the requirements of Education Code 17292.5.

The Superintendent or designee shall regularly report to the Board regarding the academic performance and other outcomes of students enrolled in a community day school.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

### Legal Reference:

#### EDUCATION CODE

1980-1986 County community schools

17085-17096 Emergency portable facilities

17280-17316 Field Act, approvals

17365-17374 Field Act, fitness of occupancy

48260-48273 Truants

48660-48666 Community day schools

48900-48926 Suspension or expulsion

52052 Accountability

52064.5 Program evaluation; state evaluation rubrics

#### WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction

602 Minors violating laws defining crime; ward of court

#### CALIFORNIA CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability systems

#### UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

#### UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

#### CODE OF FEDERAL REGULATIONS, TITLE 34

104.35 Evaluation and placement of students with disabilities

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidelines for Establishing a Community Day School

#### WEB SITES

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

Board Adopted: 04/05/17 (revisions)

06/29/00 (final adoption)

06/15/00 (first reading)



**ACTIONS REQUIRING A SUPER 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 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)
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)
7. When the district is organized to serve only grades K-8 and seeks to establish a community day school for any of grades K-8 (Education Code 48660)  
(cf. 6185 - Community Day School)
8. 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)
9. 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)
10. 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)
11. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

## **Bylaws of the Board**

E (1) 9323.2 (b)

(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 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)
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)

## **Bylaws of the Board**

E (1) 9323.2 (c)

(cf. 3311 - Bids)

5. Resolution to award a contract for a public works project at \$187,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the Uniform Public Construction Cost Accounting Act for projects of \$175,000 or less, all bids received are in excess of \$175,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

### **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)

Board Adopted: 04/05/17, 12/11/14 (revisions)  
01/10/13, 08/10/11, 01/10/08, 04/05/06 (revisions)  
02/27/03 (final adoption)  
02/13/03 (first reading)

**Local Control and Accountability Plan**

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

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

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

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

(cf. 0420 - School Plans/Site Councils)

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

(cf. 0400 - Comprehensive Plans)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

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

(cf. 1312.3 - Uniform Complaint Procedures)

**Plan Development**

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

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

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

### **Public Review and Input**

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

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

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

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

(cf. 5145.6 - Parental Notifications)

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

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

(cf. 9320 - Meetings and Notices)

**Adoption of the Plan**

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

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

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

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

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

**Monitoring Progress**

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

(cf. 0500 - Accountability)

**Technical Assistance/Intervention**

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

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

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

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

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

Legal Reference:

EDUCATION CODE

305-306 English language education

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

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

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 5

15494-15497.5 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

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

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Every Student Succeeds Act - Update #6, January 18, 2017

LCFF Frequently Asked Questions

WEB SITES

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

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

Board Adopted: 04/05/17 (revisions)

12/12/13 (adoption)



## BOARD ACTION ITEM SUMMARY

FROM: Rochelle Simmons, NAMS Principal

TO: Board of Trustees

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Meeting Date: **April 5, 2017**

Topic: Send Teacher to CAFE Intensive Institute Conference

Description: I request permission from the Board to send Robin Harbour to the 2017 California Association for Bilingual Education (CAFE) Institute on May 17, 2017, in Riverside, CA. This Intensive Institute will examine and explore Integrated ELD instruction using materials that correlate to the CCSS math, NGSS, and ELD standards.

Funding: (Site Title I) \$907.00





## BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Susan Bowman,  
Community Day Schools, Principal

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MEETING DATE: April 5, 2017

TOPIC: *California League of Middle Schools,  
Climate Conference*

DESCRIPTION: I request permission from the Board to send Mrs. Julie Carr, Heritage CDS teacher to this conference.

The dates for the conference are April 22-24, 2017. The conference will be held in North Lake Tahoe.

This conference is focused on “Building Safe and Supportive Learning Spaces for All.”.

Total (estimated) costs:

: \$1,100.00

FUNDING: CDS LCFF  
01-0150-6110 5200



## BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Connie Cavanaugh

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MEETING DATE: April 5, 2017

TOPIC: Approval of the 2016-17 Contractual Services Agreement with BCOE for use of district classrooms for Special Education Programs.

DESCRIPTION: The district has a long term history with providing classroom space for Special Education Programs operated by the Butte County Office of Education (BCOE). This agreement continues the same level of classroom space as provided in prior years. BCOE reimburses the district \$7,000 for each classroom used.

FUNDING: N/A



**Tim Taylor**

Superintendent

ttaylor@bcoe.org

**Tad Alexander**

Assistant

Superintendent

talexander@bcoe.org

**Jim Simone**

Maintenance

Operations &

Facilities Manager

530-532-5600

Fax: 530-532-5629

jsimone@bcoe.org

#### Board of Education

Amy Christianson

Howard M. Ferguson

Ryne Johnson

Jeanine MacKay

Brenda J. McLaughlin

Roger Steel

Mike Walsh

An Equal Opportunity  
Employer

#### District Contractual Services Agreement

The Thermalito Union School District and the Butte County Office of Education agree as follows:

1. The above named school district agrees to furnish the following services for the Butte County Office of Education for the classrooms located at:

- Nelson Ave Middle School, Room 1 – District owned
- Sierra Avenue School – Room 18 – District owned
- Sierra Avenue School – Room 17 – District owned

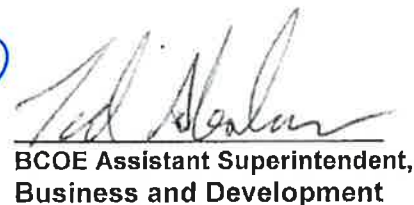
Custodial services and supplies, minor maintenance (light bulb replacement, etc.), utilities and garbage for the school year 2016/17.

2. For the above service, the Butte County Office of Education will pay to the district the sum of \$21,000.00.

3. The above sum is to be transferred from the county school service fund to the district general fund by the Butte County Office of Education in March of the contracted school year.

4. The agreement is to continue in effect until June 30<sup>th</sup> of the contracted school year.

  
District Representative,  
Business Services

  
BCOE Assistant Superintendent,  
Business and Development

Org Key 33650

"WHERE CHILDREN COME FIRST"



## BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Robyn Solansky, CDC Coordinator

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MEETING DATE: **April 4, 2017**

TOPIC: TLC Professional Development

DESCRIPTION: To request approval contract with WestEd to provide TLC staff with Desired Results Developmental Profile Training on Wednesday March 8, 2017. The cost of the training is \$3000.00 for an 8 hour training.

FUNDING: CSPP



III. CONDITIONS:

- A. Assignment and Transfer: Consultant shall not assign or transfer this agreement or any interest therein to any other party without first having obtained the written consent of the District. Consultant shall personally perform all services required hereunder, unless written permission otherwise is obtained from the District.
- B. Sensitive Issues: Consultant will, in the performance of this contract, refrain from actions or remarks pertaining to race, religion, gender or use of profanity, which would reflect negatively upon individuals or groups or be offensive to others.
- C. Independent Contractor: At all times during the terms of this agreement, Consultant shall be an independent contractors and shall not be an employee of the District. District shall have the right to control Consultant insofar as the results of Consultant's services rendered pursuant to this agreement. Consultant is specifically responsible for obtaining worker's compensation insurance, at his/her option, and the District is not responsible for providing such coverage.
- D. Hold Harmless: Consultant shall save and hold harmless, defend, and indemnify the District from any and all liability and expense on account of any suits, verdicts, judgements, costs or claims of any nature arising out of or in any way connected with Consultant's activities upon District property. Consultant shall obtain liability insurance in an amount sufficient to meet the conditions of this agreement as is set forth herein.
- E. Applicable Law: This agreement is subject to all applicable laws of the State of California, all of which are made a part of the terms and conditions of this agreement as is set forth herein.
- F. Entire Agreement: This agreement is the full and entire agreement between the parties and no other oral agreements exist between the parties. No alterations or amendments in this agreement shall be made except in writing and signed by both the District and the Consultant.
- G. Discontinue Contract: Either party may discontinue this contract with thirty (30) day notice should funding be eliminated or reduced by federal, state or grant cuts.

Thermalito Union Elementary School District  
Gregory Blake, Superintendent

Virgilio F. Tinio, Jr.  
Virgilio F. Tinio, Jr. (Mar 20, 2017)

Consultant Virgilio F. Tinio, Jr.  
Contracts Manager, WestEd

\_\_\_\_\_  
Date

Mar 20, 2017

\_\_\_\_\_  
Date

For District/School Use Only.
School
Principal's Signature
Funding
Director of Finance
<b>PURCHASE ORDER #</b>

Justification



## BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Connie Cavanaugh

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MEETING DATE: April 5, 2017

TOPIC: Approval of Memorandum of Understanding with Chico Unified School District to provide Preschool Director support for the 2017-18 school year.

DESCRIPTION: The district has been sharing the Preschool Director with Chico Unified since April of 2016. Both districts agree that we would like to continue to share these services for the 2017-18 school year. Thermalito will charge back 100% of the cost of Robyn's salary and benefits for each day she works in Chico (not to exceed 50% of her contracted days). This agreement will be mutually beneficial for each district.

This agreement is extended for one year only. Before the end of the year we will review the impact of the agreement and make a recommendation to continue or end the arrangement.

FUNDING: N/A

**Memorandum of Understanding**  
between  
**the Chico Unified School District**  
and  
**the Thermalito Union Elementary School District**

**Re: Purchase of Consultant time of Thermalito Union Child Development Coordinator**

This Memorandum of Understanding ("MOU") is between the Chico Unified School District ("CUSD") and the Thermalito Union Elementary School District ("TUESD") as follows:

**TERMS**

CUSD proposes to purchase up to 117 days of service from the TUESD for the **Child Development Coordinator** at the daily rate of pay, including all related benefit costs, as per the TUESD salary schedule (8 hour workday). Amount not to exceed \$60,000.

Mileage incurred for travel between Chico site locations will be reimbursed. Additional home to work commute mileage (Chico vs. Thermalito) will be reimbursed. Additional mutually agreed upon mileage expenses will be reimbursed.

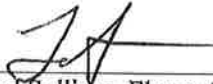
The days of service will take place between **July 1, 2017 - June 30, 2018** as mutually agreed to by CUSD and TUESD.

**SALARY SCHEDULE**


The rate of pay is determined by the **TUESD Salary Schedule** for Certificated Administration, Classified Management and Confidential Employee effective 7/1/2017.

**SUNSET PROVISION**

This MOU is valid only until the close of business June 30, 2018 and shall be null and void and of no effect after that date.

  
\_\_\_\_\_  
Ted Sullivan, Elementary Director of Education  
Chico Unified School District

3/23/17  
Date

  
\_\_\_\_\_  
Connie Cavanaugh, Assistant Superintendent  
Thermalito Union Elementary School District

3.30.17  
Date

CUSD BOARD RATIFIED

MAR 22 2017





## BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Robyn Solansky, Child Development Coordinator

---

MEETING DATE: **April 5, 2016**

TOPIC: Approval for TLC Parent Handbook, Staff Development Plan, and Parent Involvement Plan

DESCRIPTION: I would like to request the board's approval for the TLC Parent Handbook, Staff Development Plan and Parent Involvement Plan. These plans have been updated for our program and the state requires board approval.

FUNDING: none

**Thermalito Family Involvement  
and Literacy Center (TLC)**

**TLC Preschool Program**

# PARENT HANDBOOK



*TLC Preschool Program provides a nurturing environment, where families and teachers partner to provide children with a quality social and academic foundation, for a successful education through Intentional Play and Hands-on Learning.*

# **TLC Staff Directory**

**Robyn Solansky, CDC Coordinator**  
rsolansk@thermalito.org  
538-2950 ext. 304/310

**Karin Zimmerman, MPT**  
[kzimmerm@thermalito.org](mailto:kzimmerm@thermalito.org)  
538-2950 ext. 123

**Kristina Soares, MPT**  
[ksoares@thermalito.org](mailto:ksoares@thermalito.org)  
538-2950 ext. 121

**Dawn Smith, MPT**  
[dlott@thermalito.org](mailto:dlott@thermalito.org)  
538-2950 ext. 122

**Becky Chandler, APT/Para II**  
jchandle@thermalito.org

**Jessica Mentz, APT/Para II**  
jmentz@thermalito.org

**Zang Lee, Para II/Bilingual**  
zlee@thermalito.org

**Adelia Diaz, APT/Para II**  
[adiaz@thermalito.org](mailto:adiaz@thermalito.org)

**Colleen Ferguson, APT/Para II**  
[cferguson@thermalito.org](mailto:cferguson@thermalito.org)

**Sandy Yang, APT/Para II**  
[syang@thermalito.org](mailto:syang@thermalito.org)

**Allison Wood, APT/Para II**  
[awood@thermalito.org](mailto:awood@thermalito.org)

**Christina Schol, TLC Secretary**  
530-538-2950 ext. 300  
[cschol@thermalito.org](mailto:cschol@thermalito.org)

## **Admission and Eligibility**

TLC offers quality child care services to families in our community without regard to race, color, creed, religion, national origin, or ancestry. Children ages 3 through 5 (who are not yet in kindergarten) and meet one or more of the following criteria are eligible for enrollment:

1. Child protective services or at risk of abuse, neglect, or exploitation
2. The parent (s) and any other adult counted in the family size are any of the following
  - a. Employed
  - b. Seeking Employment
  - c. Participating in vocational training leading directly to a recognized trade, Para-profession or profession
  - d. Family is homeless and seeking permanent housing for family stability
  - e. Incapacitated
3. Meet income eligibility levels
4. Children who are four years old have priority over children who are three

Parents have thirty (30) days from the first day of enrollment to have a physician's report form completed by a health professional.

Application and documentation of above criteria must be received and validated by the TLC coordinator. Any changes in income, family size, employment, or training must be reported immediately, within 5 calendar days, in order to remain compliant with state guidelines. Failure to notify the program coordinator will result in a warning letter to bring information current, and then termination for related failures to inform TLC of changes.

A waiting list will begin once the TLC Preschool Program reaches capacity.

### **ADA**

Children with individual education plans (IEP) will be accepted when reasonable accommodations can be made and family meets eligibility requirements

### **End of Summer Enrollment Policy**

The last day of enrollment for full day students entering kindergarten will be the last Monday before the new school year begins in August (i.e. First day of school is Monday, August 24; your child's last day will be Friday, August 21).

## **Funding**

TLC Child Development Program receives funding from California Department of Education, under the Child Development Program and Services and Tuition fees. These funds allow our program to hire fully-qualified and experienced teachers to create an environment that is safe, well-supplied, and exciting for your child. Since we are funded through the California Department of Education, we have certain guidelines we have to follow including:

- ❖ Desired Results Developmental Profile (DRDP). This is an assessment tool that teachers use to gather information about your child. The information gathered is used for getting to know your child, preparing lesson plans, and sharing the information with parents.
- ❖ Early Childhood Environment Rating Scale (ECERS)
- ❖ Parent Survey is done annually and used to evaluate and assess our program.

All of these assessment tools are used to help us provide a quality program for your child.

## **Mandated Reporters**

TLC Child Development Program is required to follow Section 11166.5 of the Penal Code and Performance Standard 1301.31 (e) which states any “Child Care Custodian” to report suspected child abuse. This means that if any staff member has reasonable suspicion that child abuse is occurring or has occurred, they must report this to the Butte County Children’s Services Division. They cannot keep this information “confidential.”

## **Attendance, Policies, and Procedures**

Regular attendance is important for your child to build trust, to value the importance of school, and to be part of the TLC Preschool Community. TLC Preschool receives our funding from each child’s regular attendance and following their contracted times. The following are excused absences from the Education Code 8208 (E) and Title 5 Section 18066:

1. Excused absences due to the illness or quarantine of the parent or child. This would include doctor visits.
2. Excused absences due to court ordered parent visitation
3. Family Emergencies:
  - a. Siblings are ill
  - b. Transportation issues (2 days maximum)
  - c. Power Outages
  - d. School Lockdown
  - e. Court Order Visitation
  - f. When unsure please contact Program Coordinator
4. Best Interest of Child (BIC): A family can receive 10 BIC days per year when from the parents standpoint the absence is in the best interest of the child

Documentation must be provided that specifically defines when a child is to be with the non-enrolled parent and will not be attending the program (ex. Halloween, birthday, summer vacation)

### **Unexcused Absence Definition:**

No more than five (5) unexcused absences are permitted or dis-enrollment will occur and families will be placed back on the waiting list:

1. No transportation (after 2 days)
2. Overslept
3. Child was sleepy or tired
4. Un-defined absence (no reason provided)

### **Holiday Schedule**

TLC Part Day Traditional Preschool Program follows the same calendar as Thermalito Union School District. TLC Full Day/Full Year Program is open 246 days a year. During traditional school breaks, our program is open for parents who are working or can provide documentation that their educational program is in session. The program may close for a staff development day during the year. This will be preplanned with plenty of notice for parents to arrange alternate childcare.

### **Discontinuation/Withdrawal of Enrollment**

TLC Child Development Programs reserves the right to terminate services for reasons of delinquency in payment of fees, reaching a third late fee within one year, or inability of the child or parent to comply with the program's policies or procedures. This also includes, but not restricted to: ongoing disruptive behavioral problems, emotional problems, or problems that are a safety risk to themselves, other children or staff. The coordinator maintains final discretion in matters of enrollment.

Withdrawal from the program requires notification **in writing** two weeks in advance of a child's permanent withdrawal from the program.

### **Arrival and Departure**

Children are expected to attend the program during their contracted hours. Any changes to the child's schedule must be submitted in writing and approved by the coordinator at least two (2) weeks in advance of the requested schedule change. It is important that all families adhere to their contracted times. Children enrolled in our full day program are contracted for a minimum of 6.5 hours per day, per individual times; please notify your child's teacher prior to appointment if your child will be late due to an appointment. *Program routines are structured around the natural breaks during the day when parents drop off and pick up their children.*

Parents must escort their children to the program and release them to the appropriate staff member.

**Children must be signed in at drop off and signed out at pick up with a full signature and exact times stated.** This is extremely important as the information is used to check attendance during emergency drills and events.

**California state law requires that children receive a daily health check upon arrival at the program. Parents are required to remain until the child is accepted.**

**Please do not use your cell phone during drop off and pick up times, this is a time for you to say goodbye or greet your child after a long day.**

Upon departure, teachers will release a child only to a parent or another authorized person on the child's emergency contact form. The teacher shall verify the identification of any person, other than the parent, who picks up a child. Again, the person picking up the child must sign out and note the time of departure.

In cases of separation or divorce, we must have a court order stating whom the child will be permitted to leave with; otherwise, either parent may take the child, as we have no jurisdiction. It is the parent's responsibility to furnish a copy of the court order for the child's file. If there is shared custody, it is the responsibility of the parent who enrolled the child to make sure the program policies are followed.

## **Fees and Procedures**

A billing statement is provided on the last Monday of every month for the next month's tuition. Payments need to be made prior to service being provided. Fees are considered late by the 3<sup>rd</sup> of each month. Please contact TLC Coordinator if you need to make payment arrangements.

Payments can be made by check, cash, or money order. Post-dated checks will not be accepted. Return checks will be assessed fees payable in cash or money order for:

- ❖ The full amount of the check in cash
- ❖ Any additional fees incurred as a result of the check not clearing
- ❖ If two checks are returned, all payments must be made in cash thereafter

No refunds will be made from fees paid.

There is no discount for absences or Best Interest Days.

A child may be dropped from enrollment if tuition fees are not paid by 3<sup>rd</sup> of each month.

## **Late Pick-Up Guidelines**

The pick-up is considered "late" if the child is not picked up at the scheduled contracted time. As per the signed Admission Agreement, the parent/guardian is responsible for ensuring that the child is picked up at the designated agreed times. Program schedules and staff duties do not provide supervision of children during non-contracted hours.

When a child is still here after contracted times, the following procedures will be implemented:

- ❖ Designated contact persons listed on the Medical Emergency information form will be notified until someone can be found to pick-up the child
- ❖ If there is no one available, Butte County Sheriff's department is contacted, and they, in turn, will call Child Protective Services to report abandonment

Please call ahead of time if you are going to be late picking up your child. Staff will let your child know so they will not be concerned.

### **First Time:**

*Staff will give parent a Late Notice to be signed and a copy will be placed in your child's file.*

### **Second Time:**

*Staff will give parent a Late Notice to be signed and a copy will be placed in your child's file.*

### **Third Time:**

*A Notice of Action for termination of services will be generated and will be given to parents. Child will be placed back on the programs waiting list.*

### **Dress and Grooming**

The Board of Education has adopted a policy which expects all students to dress appropriately for all school activities. A pupil's dress and grooming are the parents' responsibility. We encourage parents to dress their children in clothing which is appropriate for school. Bare-feet, thong-type shoes, and metal heel or tow clips are prohibited. In all cases, students must wear or bring shoes suitable for running, jumping or other P.E. activities. Sandals must have heel straps. Clothing must adequately cover the body and body parts so as to preserve modesty. Clothing must not be too brief, too tight-fitting or too revealing. Cut-off jeans or other un-hemmed garments are not permitted. Shorts must extend at least to the midpoint between the hip and knee. Clothing offensive to good morals, good taste, or good order is prohibited. Hats are not allowed at school.

A detailed copy of the student's dress code may be obtained from the school office.

Children's belongings must have their name written on it in clear print. The program cannot be responsible for lost items. Please send your children in appropriate clothing for the weather.

Each child should have at least one change of clothing including socks, underwear and an extra pair of shoes (if possible) in their cubby. **Older clothing is the best choice.**

### **Personal Belongings**

Some articles your child will need are:

- ❖ A light blanket, fitted crib sheet, and soft toy for nap time. (Blankets need to be taken home at the end of each week and brought back on Monday.)
- ❖ Sunscreen (if desired, Parents are responsible for applying to the child)
- ❖ Warm clothing when necessary

***Please do not bring toys to school.*** All classrooms are equipped with toys and equipment specifically selected to be educational, stimulating, fun, and safe, as well as developmentally appropriate for preschool children.

### **Rest Time**

Rest time takes place from 12:30-2:30 pm. Parents are responsible for providing bedding. A fitted crib sheet and small blanket works best, or two small blankets. Mats are required to be covered, so one to cover the mat and one to cover your child. Children are allowed to bring a soft doll or stuffed animals to their mats. All bedding must fit in the container provided. Teachers may offer to read stories to children on their mats and/or rub their backs. There is always an adult supervising the children during rest time. Children are encouraged to rest but not forced to sleep.

### **Positive Behavior Support Policy**



## **Policy**

Positive Behavior Support Policy is designed to encourage children to be fair, to respect property, and to assume personal responsibility and respect for others.

## **Procedure**

We have a responsibility in serving children to deal with incidents in which a child is injured through the actions of another. It is our job to provide a safe place where children learn to interact peacefully and without the need to hurt others to get one's way. We work closely with the parents of the children involved to find solutions so that all persons can be protected, feel safe and learn positive social behaviors. The following action steps will be implemented:

### **Sending Child Home:**

- ❖ Extreme aggressive physical harmful behavior (punching, kicking, shoving, threats to self/others, destroying school property, spitting on or at others purposefully, biting and/or any other harmful actions that involve blood) and health and safety of others is placed at risk due to child's behavior. The child may not remain in the classroom environment and will be sent home immediately.

### **Action Steps:**

- ❖ Safety Hazards (including running off from group), Unsafe Environment, Tantrums that affect the flow of classroom instruction, and all other challenging behaviors including attempting to bite, hitting, kicking and cursing:
  1. Immediate removal from group activity
  2. Informal discussion with parent/guardian at pick-up or via phone call.
  3. Together Parent and Teacher will create a plan of action that helps support the child in positive behavior growth

\* It is important to be aware and take into account each child's needs/home life.

Working together to develop a joint strategy for positive change and growth, we will maintain positive communication and conferencing with parents. Some strategies may include:

- ❖ Documentation – accident and incident reports.
- ❖ Looking for patterns of behavior
- ❖ “Shadowing” – one-to-one with the child in crisis
- ❖ Bringing in outside observers to help analyze the situation
- ❖ Consideration of an early transition into another classroom.

## **Positive Behavior Plan**

### **STEP 1: Informal Parent Meeting**

### **STEP 2: Parent Conference set up within two (2) days of incident**

~ Parent and Teacher will develop a Behavior Plan with classroom and home guidelines. The plan will be signed by teacher and parent and placed in your child's file. It is also important at this time to look at the home and school environment and analyze the situation. Questions about recent changes of pattern in the child's life are important to address. Sometimes a move, new relationships in the home, or anything that is different and breaks the consistency in a child's life could make a difference. Talking about this can help the child by making the necessary changes to help prevent the likelihood of reoccurrence.

~ Follow-up meeting scheduled

### **STEP 3: Two (2) day suspension from program**

~ Resources and referrals for child/family

**STEP 4:** Dis-enrollment from program. When we are not able to meet the child's needs and a more intimate environment may be needed. A Notice of Action for termination of services will be generated and provided to the parent.

## **Health and Safety**

The program will keep accurate emergency contact information for each child. These records include our authorization of who should be called in case a child becomes ill and the parent cannot be reached. It is the parents' responsibility to keep these records current, if address, telephone numbers, or any other relevant information changes.

If a child becomes sick or injured while at the program the staff will:

1. Notify the parent, or contact authorized alternate on the emergency card
2. Contact the school nurse if consultation is needed
3. In the event of emergency medical attention, 911 will be contacted
4. Contact child's physician, if noted
5. If child is not picked up within two hours of parent notification, the staff may transport the child to the parents designed hospital emergency room. The parent is responsible for any charges incurred. In such emergency cases, the parent will be notified immediately and will be asked to meet the staff member accompanying the child at the emergency room.
6. For minor accidents, such as skinned knee or small bump, the teachers and the coordinator will assess the situation. The child will be treated with a cleansing of the affected area, ice pack if needed, and a lot of tender loving care.
7. In all cases, minor or major, an incident report will be filled out, and a copy will be provided for your records after your signature is submitted.

A sick child belongs at home where he/she can be comfortable and relaxed. It is the parent's responsibility to make other child care arrangements when your child is ill with any of the following:

- ❖ Vomiting within the previous 24 hour period
- ❖ A heavy, non-clear nasal discharge
- ❖ A constant cough or sore throat
- ❖ Fussy, cranky and generally not himself or herself

- ❖ A skin rash appears
- ❖ Symptoms of a possible communicable disease
  - i. If your child has been exposed to a contagious disease please notify the TLC staff
  - ii. If there is a major communicable disease outbreak, any non-immunized children will be asked not to attend until the period of contagion is over.

The following list is other symptoms that your child will need to stay home for:

- ❖ Fever of 100 degrees or higher
- ❖ Diarrhea
- ❖ Green Nasal Discharge (unless a signed clearance from physician is provided)
- ❖ White or Yellow discharge from the eyes
- ❖ Head Lice (Pediculosis): TLC has a “No Nit Policy”
- ❖ Scabies (Sarcoptes Scabiei Mites)
- ❖ Impetigo
- ❖ Strep Throat/Scarlet Fever
- ❖ Ringworm
- ❖ Meningitis
- ❖ Hepatitis A
- ❖ Hand, Foot, and Mouth Disease (Coxsackie Virus)
- ❖ Chicken Pox
- ❖ Mumps
- ❖ Measles
- ❖ Roseola
- ❖ Dermatitis

**Child needs to be symptom-free with no medication for 24 hours before returning to school and in some cases, a doctor’s notice may be required to return to school.**

## **Medications**

Parents are required to complete a “Medication Release and Chart” form if they want their child to receive a doctor-prescribed medication. You may obtain this form from your child’s physician. We will administer medication to your child only with a doctor’s written instruction. Over the counter medication is not administered by staff unless it is prescribed by a doctor.

1. Place medication in a plastic bag, clearly labeled with the child’s name, dosage and date
2. Make sure the bag is given directly to program staff for staff storage
3. Fill out and sign permission form

## **Incidental Medical Services (IMS)**

TLC will provide IMS to children when we are able to work closely with the parents of individual situations as well as the Thermalito Union Elementary School Nurse. These services include:

- ❖ Blood Glucose Testing
- ❖ Inhaled Medications
- ❖ Epi-Pen
- ❖ Glucagon
- ❖ G-Tube

#### ❖ Carrying out Medical Orders

For each situation TLC will require Parental/Authorized Representative written permission, written instructions from the child's physician (that includes: description of services, services can safely be performed by a layperson, description of the training required, who can provide the training, if medication included, must be specific as to dosage, time schedule, potential side effects, and expected protocol) and physicians checklist as needed

TLC will make reasonable accommodations to meet individual needs

### **Visiting/Observing/Conferences**

Our program has an open door policy. Parents are invited to visit their child's classroom at any time. We welcome and encourage all parents to come into the classroom and volunteer.

### **Parent Responsibilities**

TLC Child Development Programs strive to provide your child with quality child care in your absence. To meet your child's needs, it is necessary for us to communicate openly and closely. Your child will feel more secure and comfortable if the trusted adults in his/her life have a warm rapport. In order for the program to meet your child's needs, our staff will need the following:

1. An up-to-date work and/or class schedule, telephone number, and cell phone for each parent. This must include the location and contact number of at least one parent at all times that the child is in the program.
2. Written notification of any changes of personal information, such as telephone number and address. Please provide a cell phone number, if available, for emergencies
3. The parent should communicate any changes in a child's behavior due to stress, crisis or illnesses in the family. Every comment will be treated with the utmost confidence. While we respect your right to family privacy, we will be able to respond appropriately if we know the cause of the child's behavior.
4. The child's belongings should be taken home each day. This includes notices, art work or wet clothes that are in your child's cubby.
5. The parent or responsible person must sign the attendance sheet with a complete signature and the exact time, legibly printed, when the child is brought to and picked up from the program. When late, please inform the teacher of why the child is late.
6. No child will be released to anyone who is presumed to be under the influence of any substance or is acting erratically. Butte County Sherriff Department and/or Child Protective Services will be contacted along with the emergency contact person

A parent may authorize another person to pick up their child by:

1. Listing the authorized person on the child's emergency contact card
2. Giving written and dated notice to the teacher authorizing the child's release to someone else
3. A phone call may be accepted if you talk to the coordinator, but only in an emergency situation. Please note that an I.D. will be checked
4. Any person being asked to pick up the child must be added to the child's emergency card in the classroom

Any individual having authorization to pick up a child from our program must be a responsible adult, at least 18 years of age who will be required to present valid California Drivers License or a DMV issued California Identification Card. No child will be released to an unauthorized person even if the child knows the person.

Under California Law, a child 6 years old or younger cannot be left inside a motor vehicle without the supervision of a person who is 12 years of age or older. Breaking this law is punishable by fine of \$100.00.

### **Child Nutrition**

The Thermalito Union School District Child Nutrition Department together with The Child and Adult Care Food Program provide a nutritious breakfast, lunch, and afternoon snack (Full Day Program) for children are enrolled in our preschool program. All food that is served to the children meets the California Department of Education Nutrition Services Division guidelines. Monthly menus are posted in each classroom and may change according to program needs. Please do not send gum or candy to school with your child. Meal times are as follows:

<b>Breakfast</b>	<b>8:15 am - 8:45 am</b>
<b>Lunch</b>	<b>11:20 am - 12:00 pm</b>
<b>Snack</b>	<b>(Full Day) 2:45 pm</b>

If your child arrives after breakfast is served it is the parent's responsibility to feed them breakfast. Children receive healthy food that meets nutrition guidelines; if you send food from home please encourage healthy food choices that your child can eat with meals that are served

### **Class Schedule**

Each teacher has a daily schedule they follow to meet the needs of the children enrolled. Your child will be included in activities that are creative, fun, and follow the outlines suggested in the Houghton Mifflin Pre-K Curriculum. These will include circle time activities, stories, songs, outside activities, meals, free choice, rest, and planned activities. If you have questions about your child's daily schedule, please contact his/her teacher.

### **TLC Staff**

All TLC employees have been screened and fingerprinted through Thermalito Union School District and continue their education in Early Childhood Education through workshops, college classes, and staff collaboration.

### **No Religious Instruction**

TLC Preschool refrains from any religious instruction

# **TLC Staff Qualifications**

## **Robyn Solansky**

CDC Coordinator  
BA Human Development  
AA Early Childhood Education  
20+years Child Dev. Teacher  
Nurtured Heart Approach Certificate  
CPR/First Aid Certificate

## **Kristina Soares**

Site Supervisor  
AA Early Childhood Education  
13+years Child Dev. Teacher  
CPR/First Aid Certificate

## **Karin Zimmerman**

Site Supervisor  
Master Teacher Permit  
20+ years Child Dev. Teacher  
CPR/First Aid Certificate

## **Dawn Lott**

Site Supervisor  
39 College Units  
11+years Child Dev. Teacher  
CPR/First Aid Certificate

## **Becky Chandler**

Paraeducator II /Associate Preschool Teacher  
32 College Units  
10 years Daycare Provider  
7 years Preschool Teacher  
CPR/First Aid Certificate

## **Jessica Mentz**

Paraeducator II/Associate Preschool Teacher  
8 years Preschool Teacher  
35.5 College Units

## **Zang Lee**

Paraeducator II/Bilingual  
AS in Early Childhood Education  
AS in Social & Behavioral Science  
5 years of Preschool Experience  
CPR/First Aid Certificate

## **Adelia Diaz**

Paraeducator II/ Associate Preschool Teacher  
16 College Units  
2+ years Preschool Teacher

## **Colleen Ferguson**

Paraeducator II/ Associate Preschool Teacher  
21.5 College Units  
10+ years Preschool Teacher

## **Sandy Yang**

Paraeducator II/Associate Preschool Teacher

If you have any questions or comments please contact:

Robyn Solansky  
CDC Coordinator  
530-538-2950 ext. 304

Greg Blake  
Superintendent  
530-538-2900

You have the right to file a complaint with the following agency:

Community Care Licensing  
520 Cohasset Road, Suite 170  
Chico, CA 95926

Food Services question or comment, please contact:

Karen Williams  
Food Service Director  
530-538-2970

DRAFT

## **NOTES**

DRAFT





*Thermalito Union School District  
Thermalito Family Involvement and Literacy Center (T.L.C.)*

**TLC Staff Development Plan:**

All TLC Staff will be encouraged to continue their professional development and advance on Child Development Permit

TLC Master Teachers and Program Coordinator are required to keep their Child Development Permit Current

TLC Master Teachers and Program Coordinator will participate in TUESD workshops

TLC Master Teachers and Program Coordinator will attend TUESD collaboration meetings

All TLC Staff will attend monthly staff meetings and collaborate as a staff

When TLC staff request specific training, or a specific training need has been identified by TLC Coordinator, the TLC program coordinator will do their best to provide time and funds for staff members to attend specific trainings

All TLC staff will receive annual evaluations according to TUESD policies

Upon hire each TLC Staff member will receive their specific job description, receive a verbal orientation, and be introduced to TLC staff

TLC Program Coordinator will encourage open communication with staff

TLC Program Coordinator will have an “open door” for TLC staff

TLC Program Coordinator will use email for staff communication, meet with individual staff personally, and use staff meetings for program growth

TLC Program Coordinator will invite guest speakers to TLC for professional development opportunities

September 2015\RS



*Thermalito Union School District  
Thermalito Family Involvement and Literacy Center (T.L.C.)*

**Parent Involvement Plan:**

TLC Staff will greet families each day in the classroom, encourage their child to show them around the classroom, and provide positive comments about their children

Parents are informed of TLC's open door policy; we welcome all parents into the program anytime for observation and to volunteer in the classroom.

TLC will share DRDP assessment with parents twice a year, and make additional contact for parent conferences if needed

TLC Teachers will have available for parents a portfolio or other documentation system for each individual child to share with parents at their request

Parents will receive parent communications about parent meetings hosted by TLC and TUESD

Families of TLC students are invited to the monthly book exchange at Poplar Ave School.

TLC will host a Family Literacy Night Twice a year

TLC will host four parent meetings a year

TLC will provide homework activities when appropriate to family to encourage reading together at home.

Each August TLC will host a Parent Meeting to review TLC Handbook, which includes program philosophy, program goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due process procedures

TLC will form a Parent Advisory Committee each school year to advise TLC on issues related to services to families and children; we will encourage a representative from each of our classrooms

TLC will communicate community events to families via text messaging and social media and flyers

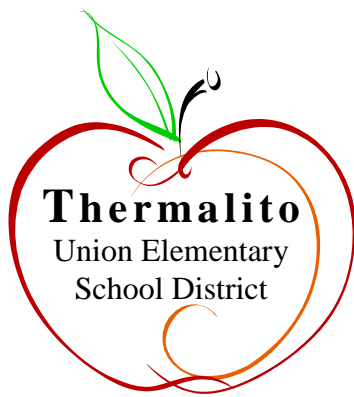
Parents will receive monthly newsletters with staff highlights, ages & stages information, and other current TLC information

March 2017 RS

(530) 538-2950  
Poplar Avenue School

2075 Poplar Street

Oroville, CA 95965  
Rooms 23, 24 & 25



## BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Lisa Cruikshank, Director of Special Projects

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MEETING DATE: **April 5, 2017**

TOPIC: TK-5<sup>th</sup> ELA/ELD Adoptions

DESCRIPTION: On behalf of TK-5<sup>th</sup> grade teachers in Thermalito, I would like to request approval to adopt McGraw-Hill English Language Arts/ English Language Development Wonders curriculum. This year, about 23 TK-5<sup>th</sup> grade teachers piloted Wonders and Benchmark curriculum. All teachers had the opportunity to evaluate and give input on which program better fits the rigor of our new state standards. The ELA/ELD adoptions committee, consisting of teachers at each grade level, gathered input and reported back to the district. The recommendation was ELA/ ELD Wonders curriculum for an 8 year adoption.

FUNDING: LCFF Base and Restricted Lottery  
Approximately \$275,000

## **Thermalito Union School District Job Description**

**Job Title:** Assistant Principal of Nelson Avenue Middle School & Principal of Alternative Education  
**Department:** Middle School Campus  
**Reports To:** Superintendent  
**Prepared Date:** 03/23/17  
**Approved By:** Governing Board  
**Approved Date:** 04/05/17

### **SUMMARY**

Serves as a support to students, parents and staff regarding student discipline, counseling, academic advisement and administrative duties in the middle school and community day school setting. This position covers two elements: Assistant Principal at Nelson Avenue Middle School and Principal of Alternative Education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Prepares department records.

Develops and administers disciplinary procedures in accordance with District policies and State laws; receives referrals and confers with students, parents, teachers and community agencies; responds to and resolves parent, student and staff complaints; serves on discipline or expulsion panels as assigned.

Supervises students on campus before and after school; monitors students during lunch, recess, and other activities; disciplines students according to established guidelines.

Establishes, coordinates and maintains communication with community and parent groups; attends and conducts a variety of meetings and events; develops correspondence to promote school activities and achievements.

Responds to and resolves difficult and sensitive inquiries and complaints from parents and the general community.

Assists in oversight of instructional material, supplies, equipment, facilities, and community resources; approves use of school facilities, in the absence of the principal.

Attends and participates in professional group meetings; stays abreast of current research, scientifically-based innovations in education and administration.

Assists in administration, implementation and management of school and district programs in curriculum, budget, operations, guidance, students and staff.

Plans, organizes, coordinates and participates in programs and activities related to the operation of an assigned middle school, including instruction, student discipline and other programs; enforces applicable State and District codes, policies and laws; and administers District and school site discipline policies and safety programs.

Monitors and organizes attendance functions; prepares letters and calls parents as needed regarding chronically absent or tardy students.

Chaperones a variety of school events such as games and dances.

Refers students to social service and governmental agencies, supports groups and other community resources as appropriate; consults with law enforcement agencies regarding students as necessary.

Serves as liaison to other agencies, students, school personnel, families and community organizations; maintains relations between school, the community and community services; responds to inquiries and provides information.

Prepares records and reports; prepares and maintains accurate data, records, and files, prepares and conducts in-service training for faculty and staff to promote and increase awareness of available student support services or procedures and to develop techniques for identifying and referring students needing additional assistance, prepares letters to parents, progress reports, referrals and related documents.

Prepares individualized reviews of students' academic records.

Assists in planning, coordination and evaluation of the total program of pupil services, including guidance and counseling. Participates in a variety of meetings and monitoring student behaviors, including I.E.P. and Student Study Team (SST).

Analyzes state and local assessment data. Develops and implements targeted intervention plans for low achieving students. Utilizes the district software to disaggregate data for teachers. Facilitates Instructional Professional Development (ID) days supporting Professional Learning Committees.

Provides guidance to teachers in the development of targeted intervention and instructional strategies.

Coordinates and executes student scheduling. Creates intervention program parameters for master scheduling.

Gathers, compiles, and organizes a variety of data concerning students' procedures and programs.

Communicates with District personnel, school staff, parents, students and public agencies regarding student placement, referrals, services and related issues.

Develops and Implements District Safety Plan

Coordinates the transition plans for incoming students (5<sup>th</sup> grade to 6<sup>th</sup> grade) and outgoing students (8<sup>th</sup> grade to 9<sup>th</sup> grade).

Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Responsible for the coordination, and evaluation of classified and certificated staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Also serves as the administrator assigned to direct the student discipline program, counseling resources and student activities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **CREDENTIALS AND/OR EDUCATION**

Valid California Teaching Credential  
Valid Administrative Credential  
Master's degree (M. A.) Preferred

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Drivers License and proof of adequate automobile insurance as stipulated by the State of California.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is occasionally required to walk; use hands to touch, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate (examples: school office with computers and printers, light traffic).

January 31, 2017

Gregory Blake, Superintendent  
Thermalito Union Elementary School District  
400 Grand Avenue  
Oroville, CA 95965

Dear Mr. Blake:

Please be advised that I am requesting part-time status under Section 12.2 of the TTA Contract (Part-time Employment Status For Certificated Employees Who Qualify Under Conditions of Education Code Section 44922 - Willie Brown) for the upcoming 2017-2018 school year. I would like to drop one (1) 54 minute period per day (Monday through Friday) and maintain four (4) teaching periods, one (1) prep period, and 0 period Advisory, which is equivalent to a part-time position of approximately 81%.

Thank you for your consideration of my request.

A handwritten signature in black ink, reading "Karen M. Brown". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Karen M. Brown  
Certificated Teacher  
Nelson Avenue Middle School



## BOARD ACTION ITEM SUMMARY

FROM: Gregory Blake

TO: Board of Trustees

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Meeting Date: April 5, 2016

Topic: Hiring of Certificated and Classified Substitutes

Description: Approval of the following certificated subs for 2016-17

- Richard Padilla
- Grace Carr
- David Lessard

Approval of the following classified subs for 2016-17

- Jeremiah Ballard
- Kellie Thomas
- Susan Swartz

Fiscal Impact:





## BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Robyn Solansky, Child Development Coordinator

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MEETING DATE: **April 5, 2017**

TOPIC: Resolution 16-17-13 to request reimbursement for reduced days of operation for TLC Preschool due to evacuation.

DESCRIPTION: A request of acceptance and signature of attached resolution for TLC. TLC had to reduce days of operation due to the evacuation from February 10-24, 2017. This resolution is part of the process to request reimbursement from the Early Education and Support Division for days of closure during the evacuation.

FUNDING: n/a

Thermalito Union Elementary School District  
Resolution No. 16-17-13

RESOLUTION TO REQUEST  
REIMBURSEMENT FROM THE CALIFORNIA DEPARTMENT OF EDUCATION  
FOR THERMALITO LEARNING CENTER PRESCHOOL

The Thermalito Union Elementary School District Board of Trustees hereby authorizes the request for reimbursement for closure of the Thermalito Learning Center Preschool from February 10 - 24, 2017 due to circumstances beyond the program's control. The Board identifies that the request is for attendance credit and reimbursement for nine (9) days of attendance for students in the full day program and five (5) days of attendance for students in the part day program.

Approved and adopted this 5th day of April, 2017 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Darlene Fultz  
President, Board of Trustees

\_\_\_\_\_  
Gregory Blake  
Superintendent



## BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Connie Cavanaugh

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MEETING DATE: April 5, 2017

TOPIC: Approval of Resolution 16-17-14 Reduction of Classified Services for reduction of work year for two, part-time paraeducator positions.

DESCRIPTION: For several years now the TLC preschool has been unable to fill all of the available full-time preschool slots. In order to support as many families as possible, beginning in 2016-17 TLC is running two part day classrooms.

TLC will continue the same structure next year, two full day classrooms and two part day classrooms. As the part day classrooms follow the traditional school year schedule, we do not need the paraeducators that support these classrooms to work the year round schedule. The two 3.75 hour paraeducator positions will be reduced from 247 days to 206 days.

FUNDING: N/A

**BEFORE THE BOARD OF TRUSTEES OF THE  
THERMALITO UNION ELEMENTARY SCHOOL DISTRICT  
RESOLUTION NO. 16-17-14**

**ELIMINATION AND/OR REDUCTION OF CLASSIFIED EMPLOYEE SERVICES**

**WHEREAS**, Education Code section 45114 and 45308 provide that classified employees shall be subject to layoff for lack of work or lack of funds; and

**WHEREAS**, Education Code section 45117 provides that classified employees subject to layoff shall be given notice of layoff not less than sixty (60) days prior to the effective date of layoff and be informed of their displacement rights, if any, and reemployment rights; and

**WHEREAS**, the Board of Trustees of the Thermalito Union Elementary School District hereby finds it to be in the best interest of the District that certain classified employee services be eliminated or reduced due to lack of work or lack of funds.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Thermalito Union Elementary School District that the certain positions in the classified service shall be eliminated and/or reduced for lack of work and/or lack of funds, as follows:

**Reduction in work year from 247 days to 206 days:**

**1. Two Paraeducator II/Associate (Preschool) .46875 FTE**

**Total FTE reduced - .9375 FTE**

**BE IT FURTHER RESOLVED** by the Board of Trustees of the Thermalito Union Elementary School District, as follows:

1. The Superintendent is directed and authorized to give notice of layoff to the affected classified employees in accordance with the requirements of law; and

2. Said layoff and/or reductions in hours shall become effective no later than June 30, 2017; and

**APPROVED, PASSED AND ADOPTED** by the Board of Trustees of the Thermalito Union Elementary School District of Butte County, State of California, this 5<sup>th</sup> day of April, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

BY: \_\_\_\_\_

GREGORY BLAKE

Superintendent and Secretary to the Board of Trustees