

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, March 2, 2011

HESD District Office Board Room
714 N. White Street, Hanford, CA

OPEN SESSION

- 5:30 p.m.
- Call to Order
 - Members present
 - Pledge to the Flag

CLOSED SESSION

- **Student Discipline** (*Education Code Section 48918...requires closed sessions in order to prevent the disclosure of confidential student record information*)

Readmissions

Case # 60-10 MLK

Administrative Panel Recommendations

Case # 42-11 Kennedy
Case # 43-11 Washington
Case # 44-11 Washington
Case # 45-11 Hamilton
Case # 46-11 Lincoln

- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
-Public Employee Discipline/Dismissal/Release (GC 54957) – Certificated

OPEN SESSION

6:00 p.m. 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

(In order to insure that members of the public are provided an opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public comments portion of the agenda, or at the time the matter is taken up by the Board. A person wishing to be heard by the Board shall first be recognized by the president and identify themselves. Individual speakers are allowed three minutes to address the Board. The Board shall limit the total time for public input on each item to 20 minutes.)

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) Review Dates to Remember

2. CONSENT ITEMS

(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)

- a) Approve warrant listings dated February 11, and February 18, 2011.
- b) Approve minutes of Regular Board Meeting February 16, 2011.
- c) Approve interdistrict transfers as recommended.

- Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.
- Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent in writing.

- d) Approve donation of laptop computer to Roosevelt School. (Rubalcava)
- e) Approve donation of \$2,150.00 from Hanford Youth Softball League. (Mulligan)

3. INFORMATION ITEMS

- a) Receive Foreign Language Institute brochure. (Duvall)
- b) Receive information regarding Student Information System status. (Goldsmith)
- c) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 5116.1 – Intradistrict Open Enrollment
- d) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 5117 – Interdistrict Attendance
- e) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 5118 – Open Enrollment Act Transfers
- f) Receive the following revised Administrative Regulation for information: (Simas)
 - AR 5141.4 – Child Abuse Prevention and Reporting
- g) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 6158 – Independent Study
- h) Receive the following revised Administrative Regulation for information: (Simas)
 - AR 6173.1 – Education for Foster Youth

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider for adoption the 2011-12 school calendar. (Simas)
- b) Consider approval to send Rebecca Strong to the 32nd Annual LRP's National Institute of Legal Issues of Educating Individuals with Disabilities conference on May 1, 2011 through May 4, 2011 in Phoenix, Arizona. (McConnell)
- c) Consider approval to contract with Rick Morris of New Management, Inc. as the keynote speaker at the Private School Special Education Summit jointly hosted by Hanford Elementary School District on May 19, 2011. (McConnell)

5. PERSONNEL

- a) Employment
 - Classified* – READY Program Tutor
 - Temporary Employees/Substitutes/Yard Supervisors* – Substitute Clerk Trainee; Substitute READY Program Tutor; Short-term Educational Tutor K-6; Short-term READY Program Tutor; Short-term Yard Supervisor
- b) Resignations – Six (6) Teachers
- c) Decrease in Hours – Yard Supervisor, as listed
- d) Leave of Absence – Teacher; Bilingual Student Specialist; Food Service Worker I; Teacher

e) Volunteers – as listed

6. FINANCIAL

- a) Consider approval of Resolution #14-11: Revision of the 2010-2011 Budget.
(White)

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 15, 2011

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: March 2, 2011

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations and Readmissions

Readmissions

Case# 60-10 - MLK

Administrative Panel Recommendations

Case# 42-11 - Kennedy

Case# 43-11 - Washington

Case# 44-11 - Washington

Case# 45-11 - Hamilton

Case# 46-11 - Lincoln

**Hanford Elementary School District
Minutes of the Regular Board Meeting
February 16, 2011**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on February 16, 2011, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Garner called the meeting to order at 5:35 p.m. Trustees Hernandez, Hill, Jay, and Revious were present.

Closed Session Trustees immediately adjourned to closed session for:

- Student Discipline pursuant to Education Code section 48918
- Conference with Labor Negotiator (GC 54957.6) CSEA, District Negotiators: Paul Terry/Diane Williams
- Public Employee Discipline/Dismissal/Release (GC 54957) - Certificated

Trustees returned to open session at 6:22 p.m.

Trustee Revious stated that during closed session the Board took action by a vote of 5 to 0 to approve the paid leave for a certificated employee in accordance with Board Policy 4361.6.

Readmission #81-10 approved Trustee Revious made a motion to approve readmission for Case #81-10 based upon the student's compliance with the Plan of Rehabilitation. Trustee Hill seconded; motion carried 5-0.

Readmission #77-10 revoked Trustee Revious made a motion to revoke readmission for Case #77-10 based upon the student's failure to abide by school and district rules upon return to regular school. Parents may apply for readmission on or after June 3, 2011. Trustee Hernandez seconded; motion carried 5-0.

Expulsion #41-11 Trustee Revious made a motion to accept the Findings of Facts and expel case #41-11 for the remainder of the 2010-2011 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on February 15, 2011. Parents may apply for readmission on or after June 3, 2011. Trustee Hill seconded; motion carried 5-0.

Expulsion #40-11 Trustee Revious made a motion to accept the Findings of Facts and expel Case #40-11 for the remainder of the second semester of the 2010-2011 school year and the first semester of the 2011-2012 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearing held February 15, 2011. However, Trustee Revious further moved that the parents may reapply for admission on or after June 3, 2011. If readmission is granted, the expulsion order shall be suspended and student may attend regular school in probationary status on a Behavior Conditions Plan through January 9, 2012. Trustee Hill

seconded; motion carried 4-1, Trustee Jay dissenting.

**Expulsion #38-11
#39-11**

Trustee Revious made a motion to accept the Findings of Facts and expel cases #38-11 and 39-11 for the remainder of the 2010-11 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held February 15, 2011. However Trustee Revious further moved that the Expulsion Order be suspended. The students may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 3, 2011. Trustee Hill seconded; motion carried 5-0.

**HESD Managers
Present**

Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Silvia Duvall, Kenny Eggert, Javier Espindola, Joy Gabler, David Goldsmith, Lucy Gomez, Charlotte Hines, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jeanne Rios, Jill Rubalcava, Liz Simas, Jason Strickland, Nancy White, and Diane Williams.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

Public Comments

None.

**Board and Staff
Comments**

Alicyn Cawley, Hanford Elementary Teachers Association (HETA) Outreach Chairperson on behalf of HETA, presented to each of the schools a copy of the Read Across America 2011 book selection "Armadilly Chili" for each school library.

President Garner acknowledged and thanked HETA and also acknowledged recent favorable press coverage of HETA's service to the community "reaching out and making a difference".

**Requests to Address
the Board**

None.

Dates to Remember

President Garner reviewed Dates to Remember: February 17 School Board Appreciation Dinner in Visalia; February 21 President's Day holiday; next Board meetings March 2 & 16.

CONSENT ITEMS

Trustee Hill made a motion to take consent items "a" through "f" together. Trustee Hernandez seconded, motion carried 5-0. Trustee Hill then made a motion to approve consent items "a" through "f". Trustee Revious seconded, motion carried 5-0. The items approved are:

- a) Warrant listings dated January 28, and February 4, 2011.
- b) Minutes of February 2, 2011 Regular Board Meeting.
- c) Interdistrict transfers as recommended.
- d) Donation of \$91.67 from Edison Employee Contribution Campaign; \$140.58 from Savemart Shares program; and \$250.00 from Creative Communication, Inc. to Simas School.
- e) Donation of Read Across America 2011 book selection "Armadilly Chili"

- from Hanford Elementary Teachers Association to each school library.
f) Donation of classroom library books from Jeanine Hill.

President Garner thanked and acknowledged the generous support of donors to our schools.

INFORMATION ITEMS

**Quarterly Williams
Report**

Superintendent Dr. Terry reported the District received no complaints for the second quarter of 2010-11 (10/1/10 – 12/31/10).

BOARD POLICIES AND ADMINISTRATION

Consultant Contract

Trustee Hill made a motion to approve consultant contract with Lyles Center for Innovation & Entrepreneurship at California State University, Fresno to present Kids Invent! program to migrant students. Trustee Hernandez seconded; motion carried 5-0.

BP 4362

Trustee Revious made a motion to approve the following revised Board Policy. Trustee Jay seconded; motion carried 5-0:

- BP 4362 – Vacation and Holidays (revised)

PERSONNEL

Trustee Hill made a motion to take Personnel items "a" through "e" collectively. Trustee Hernandez seconded; motion carried 5-0. Then Trustee Hill made a motion to approve Personnel items "a" through "e". Trustee Hernandez seconded; the motion carried 5-0. The following items were approved:

***Item "a" –
Employment***

Classified: Yolanda Bernal, Educational Tutor K-6; Megan Reis, READY Program Tutor

Temporary Employees/Substitutes/Yard Supervisors: Brianne Brieno, Substitute READY Program Tutor; Irene Church, Substitute Alternative Education Program Aide, Educational Tutor K-6 and Special Education Aide; Henry Gonzales, Substitute READY Program Tutor, Short-term READY Program Tutor; Claudia Magana, Substitute Yard Supervisor; Amanda Spaulding, Substitute READY Program Tutor; Kelly Ventuleth, Substitute Yard Supervisor

***Item "b" –
Resignations***

Amanda Erickson, Teacher; Maria Hall, Teacher; Bethany Hanke, Teacher; Alexis Preston, Teacher

***Item "c" –
Leave of Absence***

Karen Bissell, Teacher; Florita Magallon, Bilingual Student Specialist

***Item "d" –
Student Teaching
Agreement***

Student Teaching Agreement with California State University, Fresno.

***Item "e" –
Volunteers***

As listed.

FINANCIAL

Resolution #13-11 Trustee Hill made a motion to approve Resolution #13-11: Resolution of the Governing Board Authorizing the Borrowing of Funds for Fiscal year 2011-12 and the Issuance and Sale of a 2011-12 Tax and Revenue Anticipation Note Therefor and Participation in the California School Cash Reserve Program and Requesting the Board of Supervisors of the County to Issue and Sell Said Note. Trustee Revious seconded; motion carried 5-0.

There being no further business, President Garner adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Jeff Garner, President

Tim Revious, Clerk

Inters - IN

No	A/D	Sch Req'd	Home Sch	Date
I-149	A	Washington	Kit Carson	3/2/11
I-150	A	Washington	Kit Carson	3/2/11
I-151	D	Monroe	Pioneer	3/2/11
I-152	D	Monroe	Pioneer	3/2/11
I-153	D	Monroe	Pioneer	3/2/11
I-154	A	King	Armona	3/2/11
I-155	A	Kennedy	Armona	3/2/11

Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-413	A	Kit Carson	Roosevelt	3/2/2011
O-414	A	Kit Carson	Roosevelt	3/2/2011
O-415	A	Kit Carson	Kennedy	3/2/2011
O-416	A	Kit Carson	Washington	3/2/2011

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jill Rubalcava

DATE: February 16, 2011

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: March 2, 2011

ITEM: Donation of laptop computer to Roosevelt School.

PURPOSE: Accept donation of Sony Vaio laptop computer and laser mouse valued at \$992.54 from Donorschoose.org.

FISCAL IMPACT (if any): \$992.54 value.

RECOMMENDATION (if any): I recommend that the board approve this request to accept the donation of the Sony Vaio laptop computer and laser mouse.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: February 18, 2011

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 2, 2011

ITEM:

Accept donation of \$2150 from Hanford Youth Softball League.

PURPOSE:

The Hanford Youth Softball League is donating \$2150 to pay to have electrical power installed at the Kennedy Jr. High School backstops.

FISCAL IMPACT:

None.

RECOMMENDATION:

Accept donation.

✓ 12/72

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Silvia Duvall 

DATE: 2/15/11

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 3/2/11

ITEM: Present Foreign Language Institute brochure

PURPOSE: Share information


FISCAL IMPACT: None

RECOMMENDATIONS: none

HANFORD ELEMENTARY SCHOOL DISTRICT

13/72

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: David Goldsmith 
DATE: February 22, 2011

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: March 2, 2011

ITEM: Student Information System Status

PURPOSE: The developer and sole support provider of the District's current Student Information System, **Zangle**, has recently closed its doors, ceased development, and left existing clients in a difficult situation without any source of support or product updates. Hanford Elementary School District is now faced with having to find a suitable replacement system in a short amount of time, with the goal of completing the migration by the start of the 2011-12 school year. Meetings with potential vendors are being scheduled, and committees will review several different options.

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 17, 2011

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☒ Information
☐ Action

Date you wish to have your item considered: March 2, 2011

ITEM: Review for information the following revised Board Policy and Administrative Regulation.

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- BP/AR 5116.1 - Intradistrict Open Enrollment

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Board Policy

Intradistrict Open Enrollment

BP 5116.1

Students

The Board of Trustees desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of student among district schools in accordance with law, Board policy and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location or residence within the district (Education Code 35160.5)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

Priority for attendance outside a student's attendance area shall be given as follows:

1. If a district school is receiving Title I funds is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. (20 USC 6316)
2. ~~Beginning in the 2003-04 school year,~~ If while on school grounds a student becomes a the victim of a violent criminal offense, ~~as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous,~~ he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912, ~~5 CCR 11992~~)
3. If a student attends a school designated by the California Department of Education as "persistently dangerous he/she shall be provided an option to transfer to another school or charter school. (20 USC 7912; 5 CCR 11991)
4. The Superintendent or designee may approve a student's transfer to a district school when special circumstances exist that may be harmful or dangerous to ~~that particular~~ the student in the current attendance area, ~~included~~ including but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

a. A written statement from a representative of an appropriate state or local agency, ~~including but not limited to such as~~ a law enforcement official, ~~or~~ social worker, or a properly licensed or registered professional, ~~including, but not limited to, such as~~ a psychiatrist, psychologist or marriage and family therapist.

b. A court order, including a temporary restraining order or injunction

4. ~~5.~~ Priority may be given to siblings of students already in attendance at that school.

~~5.~~ 6. Priority ~~shall be~~ may be given to any students whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment from outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity.

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area (Education Code 35160.5)

Transportation

Except as required by 20 USC 6316, for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside the school's attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds.

Legal Reference:

EDUCATION CODE

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

48980 Notice at beginning of term

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information
 200.37 Notice of program improvement status, option to transfer
 200.39 Program improvement, transfer option
 200.42 Corrective action, transfer option
 200.43 Restructuring, transfer option
 200.44 Public school choice, program improvement schools
 200.48 Transportation funding for public school choice

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Public School Choice, December 4, 2002

Unsafe School Choice Option, July 23, 2002

WEB SITES

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

CDE: <http://www.cde.ca.gov>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: March 16, 1994 Hanford, California

revised: May 3, 1995

revised: April 4, 2001

revised: February 4, 2004

revised: March 2011

Hanford ESD

Administrative Regulation

Intradistrict Open Enrollment

AR 5116.1
Students

Enrollment under the No Child Left Behind Act

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In determining whether a student has been a victim of a violent criminal offense, the superintendent or designee shall consider the specific circumstances of the incident on a case-by-case basis and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

Transfers from a "Persistently Dangerous" School

~~After learning that a school has been designated as "persistently dangerous," the Superintendent or designee, in a timely manner, shall notify parents/guardians of the school's designation and of their option to transfer.~~

Within 10 school days after receiving notification from the California Department of Education (CDE) that a school has been designated as "persistently dangerous" the Superintendent or designee shall notify parents/guardians of the school's designation. Within 10 school days after this notification has been provided to parents/guardians, the Superintendent or designee shall notify parents/guardians of their option to transfer their child.

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designees may establish reasonable timeline.

not to exceed seven school days, for the submission of parent/guardian requests.

~~The Superintendent or designee shall notify parents/guardians of their school assignment in a timely manner.~~ The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students who accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. ~~Upon assignment, the transfer shall be completed as soon as practicable.~~ If parents/guardians decline the assignment school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as persistently dangerous. The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

Other Intradistrict Enrollment

Parents/guardians shall have an opportunity to apply for an intra-district transfer to a school of choice, subject to constraints created by the district's growth patterns, available facilities and impact on ethnic balances.

Applications may be submitted to the Superintendent's Office September 15th through October 1st for the current school year.

School of choice transfers shall be considered based on the following:

1. That district retains the authority to maintain appropriate racial and ethnic balances among district schools;
2. That students residing within the attendance boundaries of the school and currently enrolled, will not be displaced by students transferring from outside the attendance areas;
3. That admission to a particular school shall not be influenced by a student's academic or athletic performance.
4. That when schools receive more applications than vacancies, a lottery type selection procedure will be used;
5. That when school capacity is reached, waivers for siblings to attend the same school may be considered by the Superintendent.
6. That when school capacity is reached, waiver for children whose parent/guardian is assigned to that school as his/her primary place of employment may be considered by the Superintendent.

7. That when school capacity is reached, waiver for special circumstances (harmful or dangerous situation) will be considered by the Superintendent.
8. That students who request transfers to schools for the purpose of participation in classes providing special educational services must meet existing entrance criteria to participate in the classes requested;
9. That students who are approved as a school of choice transfer shall receive the same consideration as those living within the school attendance area.
10. That students who wish to return to the school they previously attended may apply for such enrollment the following school year.
11. That once enrolled in a school of choice, a student may not have to apply for readmission, and however, the student may be subject to displacement back to their neighborhood school due to rezoning or excessive enrollment.
12. That students who are granted enrollment in a school of choice who move to a new attendance area within district boundaries may request, in writing, to terminate their status in the school of choice in order to enroll in the school in the attendance area in which they now reside. Such requests shall be granted pending space.
13. That, if approved, transportation to and from the school of choice is the responsibility of the parent/guardian.

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT	
approved:	March 16, 1988	Hanford, California
revised:	February 12, 2001	
revised:	April 4, 2001	
revised:	February 23, 2004	
revised:	March 2011	

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 14, 2011

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☒ Information
☐ Action

Date you wish to have your item considered: March 2, 2011

ITEM: Review for information the following revised Board Policy and Administrative Regulation.

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- BP/AR 5117 -Interdistirct Attendance

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Board Policy

Interdistrict Attendance

BP 5117

Students

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

~~The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available in the district.~~

The Superintendent or designee may approve interdistrict attendance agreements with other districts on a case-by-case basis to meet individual student needs.

~~The interdistrict attendance agreement shall not exceed a term of five years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied (Education Code 4660)~~

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

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

The district shall not provide transportation outside any school attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside an attendance area to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstration of financial need.

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

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice (Education Code 48307)

Legal Reference:
EDUCATION CODE

46600-46611 Interdistrict attendance agreements
 48204 Residency requirements for school attendance
 48300-48315 Student attendance alternatives
 48915 Expulsion; particular circumstances
 48915.1 Expelled individuals: enrollment in another district
 48918 Rules governing expulsion procedures
 48980 Notice at beginning of term
 52317 ROP, enrollment of students, interdistrict attendance

GOVERNMENT CODE

6250-6270 Public Records Act

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 198 (2001)
 87 Ops.Cal.Atty.Gen. 132 (2004)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: April 13, 2005 Hanford, California

Revised: 03/11

Hanford ESD

Administrative Regulation

Interdistrict Attendance

AR 5117

Students

~~Students shall attend the school of their residence area unless they have an approved Interdistrict Transfer Agreement. Requests for Interdistrict Transfers shall be obtained from the Superintendent's Office.~~

The Superintendent or designee may ~~recommend approval for~~ approve an interdistrict ~~Transfers~~ attendance permit for the following reasons:

1. For child care needs when either before or after school child care need of the student will result in severe hardship to the student or parents/guardians.
2. To meet a ~~child's~~ student's special mental or physical health needs as certified by a physician, school psychologist or other appropriate school personnel.
3. When a student has a sibling(s) attending school in the receiving district, to avoid splitting the family's attendance.
4. To allow a student to complete a school year when his/her parents/guardians have moved out of the district during that year.
5. When the parent/guardian provides written evidence that the family will be moving to the district in the immediate future and would like the student to start the year in the district.
6. Parent/guardian is employed within the attendance boundaries of the school of request
3. ~~For special circumstances which substantially affect the welfare of the family and/or child. Included but not limited to:~~

~~Terms and Conditions of Approval Interdistrict Agreement~~

An interdistrict attendance permit shall not exceed a term of five years. Each permit shall stipulate the terms and conditions established by both districts under which interdistrict attendance shall be permitted, denied, or revoked, and any standards for reapplication. (Education Code 46600)

Once a student is enrolled in a school, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless

reapplication standards are otherwise specified in the permit.

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the processs for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistirct attendance denials or decisions while expulsion proceedings are pending or during the term of expulsion. (Education Code 46601)

1. ~~Parents/guardians are responsible for transportation to and from school of request. However, upon request, the Superintendent or designee may authorize transportation for students living outside the attendance area to and from designated bus stops within the attendance areas if space is available. Priority for such transportation shall be based on demonstrated financial need.~~
2. ~~For employment-related transfers, parents/guardians shall not have to reapply in the next school year to attend a school within that district; if the parent/guardian so chooses on the condition that the Superintendent or designee determine the student has demonstrated appropriate behavior and attendance up to and including arriving to school on time. Prior to enrolling, proof of employment shall be required and may be required subsequently at regular intervals determined by the Superintendent or designee. Continued attendance, however, may be denied by the receiving school district based upon Board Policy pursuant to Education Code 48204, paragraphs (1) to (6).~~

Revocation of Interdistrict Attendance Permit

Based upon a recommendation by the School Site Principal, and upon concurrence by the district Superintendent, an Interdistrict Agreement may be revoked for the following reasons:

- a. Student receives a Level C Student Citation; or student receives four (4) Level B Student Citations; or student receives a cumulative total of ten (10) Level A and Level B Student Citations.
- b. Student has not maintained good attendance up to and including arriving to school on time.
- e. ~~Student receives 10 Student Citations for misconduct~~
- c. Student is recommended for expulsion pursuant to Education Code 48918 (Education Code 48309)
- d. The parent/guardian does not support the school program or district policies

- e. ~~If the school's facilities are overcrowded at the relevant grade level~~

Interdistrict Denials

The Superintendent or designee may deny initial requests for interdistrict attendance permits if: ~~transfer requests may be recommended for denial if the Board of Trustees determines:~~

- a. That the transfer would negatively impact the district's court-ordered or voluntary desegregation plan;
- b. The transfer into the district would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303).
- c. That the additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer;
4. ~~The number of transfers out of the district exceeds the limit specified in Education Code 48307.~~
- d. That the student has been recommended for expulsion or is currently under an expulsion order;
- e. That attendance of the student from out-of-district will increase a district's class size above the maximums established by the State of California or above the maximums provided for in the District's Collective Bargaining agreement;
- f. That the student or the parent/guardian of the student has falsely claimed residence in a given school district for the purpose of school attendance in that district;
- g. That the student has not demonstrated appropriate behavior at his/her previous school as determined by the Superintendent or designee
- h. That the student has not demonstrated good attendance practices up to and including arriving to school on time.
- i. school facilities are overcrowded at the relevant grade level or based on other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

Interdistrict Appeals

Parents/guardians of students, whose inter-district request has been recommended for denial,

may request, in writing, an appeal to the Board.

All appeals to the Board must be submitted in writing to an administrative panel. The parent/guardian will present his/her written and oral appeal to this panel who will make a recommendation to the Board.

The Board's decision on the appeal shall be based upon the following documentation only:

1. The request for transfer and attachments (if any);
2. The written denial of request for transfer;
3. Correspondence and notes related to the transfer request;
4. The appellant's written statement and attachments (if any);
5. A written statement by the Superintendent or designee and attachments (if any.)

If the appeal to the Board is denied, the parents/guardians shall be notified that they may appeal to the Kings County School Board within 30 days of the denial of their request.

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT	
approved:	March 16, 1988	Hanford, California
revised:	February 1, 2005	
revised:	March 25, 2008	
revised:	October 16, 2008	
revised:	March 2011	

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 14, 2011

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☒ Information
☐ Action

Date you wish to have your item considered: March 2, 2011

ITEM: Review for information the following new Board Policy and Administrative Regulation.

PURPOSE: The following Board Policy and Administrative Regulation reflect new law allowing a student attending an open enrollment school identified by the Superintendent of Public Instruction to transfer to another school that has a higher Academic Performance Index (API) than the school in which the student was enrolled. This new policy aligns with recommendations by CSBA and State law.

- BP/AR 5118 - Open Enrollment Act Transfers

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): review for information

Hanford ESD

Board Policy

Open Enrollment Act Transfers

BP 5118

Students

The Governing Board desires to offer enrollment options in order to provide children with opportunities for academic achievement that meet their diverse needs. Such options shall also be provided to children who reside within another district's boundaries in accordance with law, Board policy, and administrative regulation.

Whenever a student is attending a district school on the Open Enrollment List as identified by the Superintendent of Public Instruction, he/she may transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. (Education Code 48354, 48356)

A parent/guardian whose child is attending a district school on the Open Enrollment List and who wishes to have his/her child attend another school within the district shall apply for enrollment using BP/AR 5116.1 - Intradistrict Open Enrollment.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

~~In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, the Board hereby waives the January 1 deadline in Education Code 48354 for all applications for transfer from nonresident parents/guardians of children attending a school on the Open Enrollment List in another district.~~ Transfer applications shall be submitted between November 15th and January 1st of the preceding school year for which the transfer is requested.

(cf. 5111.1 - District Residency)

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

The Board may deny a transfer out of or into the district upon a determination by the Board that the transfer would negatively impact a court-ordered or voluntary desegregation plan in accordance with Education Code 48355.

Standards for Rejection of Transfer Applications

Pursuant to Education Code 48356, the Board has adopted the following standards for acceptance and rejection of transfer applications submitted by a parent/guardian of a student attending a school in another district on the Open Enrollment List. The Superintendent or

designee shall apply these standards in accordance with Board policy and administrative regulation and shall ensure that the standards are applied uniformly and consistently.

As applicable, the Superintendent or designee may deny a transfer application under any of the following circumstances:

1. Upon a determination that approval of the transfer application would negatively impact the capacity of a program, class, grade level, or school building, including:

a. The class or grade level exceeding the district's limits pursuant to the state Class Size Reduction Program or the Morgan/Hart Class Size Reduction Program for Grades 9-12

b. The site, classroom, or program exceeding the maximum student-teacher ratio specified in the district's collective bargaining agreement

c. The site or classroom exceeding the physical capacity of the facility pursuant to the district's facilities master plan or other facility planning document

d. The class or grade level exceeding capacity pursuant items #a-#c above in subsequent years as the student advances to other grade levels at the school

(cf. 6151 - Class Size)

(cf. 7110 - Facilities Master Plan)

2. Upon a determination that approval of the transfer application would have an adverse financial impact on the district, including:

a. The hiring of additional certificated or classified staff

b. The operation of additional classrooms or instructional facilities

c. Expenses incurred by the district that would not be covered by the apportionment of funds received from the state resulting in a reduction of the resources available to resident students

3. If the applicant has been recommended for expulsion or has been expelled for any amount of time, regardless of whether the expulsion was suspended, or if the applicant has been cumulatively suspended for more than 10 (ten) schooldays or suspended on more than three (3) separate occasions (regardless of the duration of the suspensions), within the previous two (2) school years.

4. If the student has 5 truancies or unexcused absences or more than 10 days excused absence in a school year or the students has accumulated 5 or more tardies in a school year.

Appeal Process for Denials of Transfer Applications

A parent/guardian may appeal the district's denial of a transfer application to the Board by filing a written request of appeal with the Superintendent or designee within 10 days of the receipt of the written notification of denial. In addition, a parent/guardian who believes he/she has been subject to discrimination may file an appeal using the district's Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The parent/guardian will present his/her written and oral appeal to the Superintendent and his/her designee who will make a recommendation to the Board.

~~The Board shall schedule an appeal hearing as soon as practicable, at a regular or special meeting of the Board. At the hearing, the parent/guardian shall have the right to present oral or written evidence, rebut district evidence, and question any district witnesses. Unless the parent/guardian requests that the hearing be held in open session, the hearing shall be held in closed session in order to protect the privacy of students in accordance with law.~~

~~(cf. 9321 - Closed Session Purposes and Agendas)~~

The Board shall make its decision by the next regularly scheduled meeting and shall send its decision to all concerned parties. The Board's decision shall be final.

Program Evaluation

The Superintendent or designee shall collect data regarding the number of students who transfer out of the district pursuant to the Open Enrollment Act. He/she also shall collect data regarding the number of students who apply to transfer into the district, the number of requests granted, denied, or withdrawn, and the district schools and programs receiving applications.

When the Superintendent or designee anticipates that a particular school will receive a large number of transfer applications, he/she shall study the enrollment pattern at that school in order to anticipate future resident enrollment at the school and at the district schools into which those students would normally matriculate.

~~The Superintendent or designee shall regularly report to the Board regarding the implementation of this program.~~

Legal Reference:

EDUCATION CODE

200 Prohibition of discrimination

35160.5 District policies, rules, and regulations

46600-46611 Interdistrict attendance agreements
48200 Compulsory attendance
48204 Residency requirements for school attendance
48300-48316 Student attendance alternatives, school district of choice program
48350-48361 Open Enrollment Act
48915 Expulsion; particular circumstances
48915.1 Expelled individuals: enrollment in another district
52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance
FAMILY CODE

6500-6552 Caregivers

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

CODE OF REGULATIONS, TITLE 5

4700-4703 Open Enrollment Act

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

CSBA Sample

Hanford ESD

Administrative Regulation

Open Enrollment Act Transfers

AR 5118
Students

Definitions

District of enrollment means the district, other than the district in which the student's parent/guardian resides, in which the parent/guardian intends to enroll his/her child. (Education Code 48352)

District of residence means the district in which the parent/guardian of a student resides and in which the student would otherwise be required to enroll pursuant to Education Code 48200. (Education Code 48352)

(cf. 5111.1 - District Residency)

Open enrollment school means a "~~low-achieving~~" school identified by the Superintendent of Public Instruction (SPI) pursuant to Education Code 48352 and 5 CCR 4701. (Education Code 48352; 5 CCR 4701)

Transfer Applications into a District School

Enrollment priority shall be available to students who reside within this district. No student who resides within a school's attendance area or who is currently enrolled in a school shall be displaced by a student who is transferring pursuant Education Code 48350-48361 or 5 CCR 4700-4703. (Education Code 48354, 48356)

Applications shall be submitted within the deadlines established by Board policy.

However, the application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48354)

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

The parent/guardian's application may request enrollment of his/her child in a specific school or program. Requests for admission to a ~~magnet school or special~~ program ~~designed to serve gifted and talented students~~ shall be subject to the usual admission requirements established by the district for district students. Except for such specialized admission requirements, the

Superintendent or designee shall not consider the student's previous academic achievement, athletic performance, physical condition, English language proficiency, family income, or any of the prohibited bases for discrimination listed in Education Code 200. (Education Code 48354, 48356)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6172 - Gifted and Talented Student Program)

Students applying for open enrollment transfers shall be assigned priority for approval as follows: (Education Code 48356)

1. First priority for the siblings of students who already attend the desired school
2. Second priority for students transferring from a program improvement school ranked in decile 1 on the Academic Performance Index (API)

If the number of students who request a particular school exceeds the number of spaces available at that school, the Superintendent or designee shall conduct a lottery, in the group priority order identified in items #1 and #2 above, to select students at random until all of the available spaces are filled. (Education Code 48356)

Within 60 days of receiving the application, the Superintendent or designee shall provide written notification to the parent/guardian and the student's district of residence as to whether the application has been accepted or rejected. If the application has been rejected, the notice shall state the reasons for the rejection. If the application has been approved, the notification shall specify the particular school site and the school's address to which the student has been admitted. (Education Code 48357; 5 CCR 4702)

Terms of Approval

The Superintendent or designee shall ensure that the school to which the student is transferring has a higher API than the school in which the student was previously enrolled. (Education Code 48356)

The parent/guardian shall enroll his/her child on or before the first day of instruction or within 14 calendar days of receipt of the district's notice of approval of the application, whichever is later. If the parent/guardian fails to enroll his/her child within this timeframe, the district may decline to enroll the student. (5 CCR 4703)

Upon enrollment, the district shall grant the student any credits towards graduation that he/she received from his/her district of residence. The student shall be eligible for graduation from district schools upon completion of state and district graduation requirements. (Education Code 48358)

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

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
 (cf. 6162.52 - High School Exit Examination)

A student admitted to a district school through this process shall be deemed to have fulfilled district residency requirements pursuant to Education Code 48204 and shall not be required to reapply for enrollment in that school, regardless of whether his/her school of residence remains on the Open Enrollment List. (Education Code 48356; 5 CCR 4702)

Once admitted, a transfer student who wishes to matriculate into a district ~~middle or~~ junior high school or transfer to another district school shall reapply for admission to the new school pursuant to the requirements of Board policy and administrative regulation.

Parents/guardians are responsible for transporting their children to school.

Transfers out of District Schools on the Open Enrollment List

Upon identification by the California Department of Education (CDE) that a district school is on the Open Enrollment List, the Superintendent or designee shall notify the parents/guardians of each student enrolled in the school of the option to transfer. This notice shall be provided by the first day of instruction. However, if the CDE has not notified the district whether a school is on the list by the first day of instruction, the notification shall be provided no later than 14 calendar days after the Open Enrollment List is posted on the CDE's web site. (Education Code 48354; 5 CCR 4702)

(cf. 0520.2 - Title I Program Improvement Schools)
 (cf. 5145.6 - Parental Notifications)

11/10 03/11

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 17, 2011

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☒ Information
☐ Action

Date you wish to have your item considered: March 2, 2011

ITEM: Review for information the following revised Administrative Regulation.

PURPOSE: The following Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- AR 5141.4 - Child Abuse Prevention and Reporting

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Administrative Regulation

Child Abuse Prevention And Reporting

AR 5141.4
Students

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)

(cf. 5144 - Discipline)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

~~Any person shall notify a peace officer if~~ Any district employee who reasonable believes that he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so

shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11166)

Kings County Child Protective Services
1200 South Dr.
Hanford, CA 93230
559-582-8776

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572) Submit form SS 8572 to Kings County Child Protective Services, 1200 South Drive, Hanford, CA 93230. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the Department of Justice form from either the Department of Justice website, Child Welfare and Attendance Office, your School Operations Officer, or ~~the appropriate agency~~ other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter

- b. The child's name and address, present location and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, an information relevant to the incident of child abuse or neglect also may be given to an investigator from an agency that is investigating the case or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Training of mandated reporters shall include identification and mandated reporting of child abuse and neglect. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)
 (cf. 4131 - Staff Development)
 (cf. 4231 - Staff Development)
 (cf. 4331 - Staff Development)
 (cf. 5145.7 - Sexual Harassment)

Victim Interviews by Social Services

Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this

administrative regulation which contain procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

(cf. 5145.6 - Parental Notifications)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign a statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: September 1, 2010 Hanford, California
revised: March 2011

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 14, 2011

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☒ Information
☐ Action

Date you wish to have your item considered: March 2, 2011

ITEM: Review for information the following revised Board Policy and Administrative Regulation.

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- BP/AR 6158 - Independent Study

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Board Policy Independent Study

BP 6158

Instruction

The Governing Board authorizes independent study as an optional alternative instructional strategy for eligible students, whose needs may be best met through study outside of the regular classroom setting. Independent Study shall offer a means of individualizing the educational plan and enabling students to reach curriculum objectives and fulfill graduation requirements. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

(cf. 0420.4 - Charter Schools)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

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

(cf. 6200 - Adult Education)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747; 5 CCR 11700)

Parents/guardians of students who are interested in independent study shall contact the Superintendent or designee. The Superintendent or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom.

The minimum period of time for any independent study option shall be five consecutive school days.

The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Code 51747)

Supervising teachers should carefully set the duration of independent study assignments, within the limits specified by the Board

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The written agreement shall specify the length of time in which each independent study

assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than **ten school days** for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

When a participating student misses three assignments, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study. However, a student's written agreement may specify a lower or higher number of missed assignments that will trigger an evaluation when the Superintendent or designee determines it appropriate based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

Supervising teachers should establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Except in unusual circumstances, it is expected that the supervising teacher will meet, either in person or by electronic means, with each participating student at least once a week to discuss the student's progress.

To foster each student's success in independent study, the Board establishes 10 school days for all grades (K-8) as the maximum length of time which may elapse between the time an assignment is made and date by which the student must complete the assigned work.

When circumstances justify a longer time, the Superintendent or designee may extend the maximum length of an assignment to a period not to exceed eight weeks, pursuant to a written request(cf. 5147 - Dropout Prevention)

Missing appointments with justification:

When any student fails to complete 5 missed assignments per quarter consecutive independent study assignments, the Superintendent or designee shall conduct the supervising teacher without valid reasons also may trigger an evaluation to determine whether it is in the student's best interest to the student should remain in independent study. Evaluation findings shall be kept in the student's permanent record.

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities

41976.2 Independent study programs; adult education funding

42238 Revenue limits

44865 Qualifications for home teachers and teachers in special classes and schools; consent to assignment

46300-46300.646307.1 Methods of computing ADA average daily attendance

47612.5 Independent study in charter schools
 48204 Residency based on parent employment
 48206.3 Home or hospital instruction; students with temporary disabilities
 48220 Classes of children exempted
 48340 Improvement of pupil attendance
 48915 Expulsion; particular circumstances
 48916.1 Educational program requirements for expelled students
 48917 Suspension of expulsion order
 51225.3 Requirements for high school graduation
 51745-51749.3 Independent study programs
 52206 Gifted and talented education; use of independent study to augment program
 52522 Adult education alternative instructional delivery
 52523 Adult education as supplement to high school curriculum; criteria
 56026 Individuals with exceptional needs
 58500-58512 Alternative schools and programs of choice

FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

19819 State audit compliance

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

EDUCATION AUDIT APPEALS PANEL DECISIONS

Lucerne Valley Unified School District, Case No. 03-02 (2005)

Management Resources:

~~CDE~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Independent Study Operations Manual, 2000 edition~~Edition~~

Elements of Exemplary Independent Study

Approaches to Satisfying No Child Left Behind Act of 2001 Teacher Requirements for

Independent Study in Secondary Schools, January 28, 2010

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Policy ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

Adopted: ~~May 16, 2001~~ Hanford, California

Revised: ~~November 20, 2002~~

Revised: ~~May 26, 2005~~ Education Audit Appeals Panel: <http://www.eaap.ca.gov>

(6/98 3/05) 7/10 02/11

Hanford ESD

Administrative Regulation

Independent Study

AR 6158
Instruction

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to:
(Education Code 51745)

A request by the parent/guardian due to ~~emergencie~~an emergency, vacation, or illness—
~~Independent, independent~~ study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

Equivalency-

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction, ~~thus enabling students to enable participating in independent study~~
~~students to complete the district's adopted course of study within the customary time frame.~~
Students in independent study shall have access to the same services and resources as ~~is that are~~
available to other students in the school and shall have equal rights and privileges. (5 CCR
11700, 11701.5)

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

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

~~Parents/Guardians of students who are interested in independent study should contact the school principal. Approval for participation shall be based on the following criteria:~~

- ~~1. — Evidence that the student will work independently to complete the program~~
- ~~2. — Availability of experienced certificated staff with adequate time to supervise the student effectively~~

3. ~~That the student is approaching or meeting district standards in Mathematics and Language Arts.~~

4. ~~Student has good attendance~~

5. ~~It is not during the Standardized Testing and Reporting period. Requests for Independent Study may be approved during the Standardized Testing and Reporting period only in the case of an emergency as determined by the school Principal.~~

~~A student's participation in independent study shall be voluntary. (Education Code 51747)~~

~~Students enrolling~~

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the school is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. **Students must demonstrate good attendance at school.** For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student. **Requests for Independent Study may be approved during the Standardized Testing and Reporting period only in the case of an emergency as determined by the school Principal.**

A student participating in independent study must be residentsa resident of the local county or an adjacent county. (Education Code 51747.3)

Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

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

~~A~~For a student with disabilities, as defined in Education Code 56026, ~~shall not participate~~participation in independent study unlessshall be approved only if his/her Individualized Education Programindividualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

Written Agreements

A written agreement shall be developed ~~and implemented~~ for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747)

~~The written agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.~~

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700)

1. The manner, time, frequency, ~~time~~ and place for submitting the student's assignments and for reporting his/her progress.
2. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
3. The specific resources, including materials and personnel, that will be made available to the student.
- ~~4. The Board's independent study policy describing~~
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study.
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement. ~~No independent study agreement shall be valid for any period longer than, with a maximum of one semester, or one-half year for a if the school is on a year-round calendar.~~
6. A statement of the number of course credits or, for ~~the an~~ elementary ~~grades~~ student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.
7. A statement that independent study is an optional educational alternative in which no student may be required to participate.
8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, ~~the agreement shall also include the a~~ statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction.

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

~~The curriculum and methods of study specified in the written agreement shall be consistent with Board policy, administrative regulations and procedures for curriculum and instruction. (5 CCR-~~

11702)

(cf. 6143—Courses of Study)

Before ~~beginning~~the student begins the independent study, ~~each~~the written agreement shall be signed and dated by the student, the parent/guardian or caregiver of the student if the student is under 18 years of age 18, the certificated employee-designated as responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. (Education Code 51747; 5 CCR 11702)

~~The agreement shall state that the parent/guardian's signature confers his/her permission for the student's independent study as specified in the agreement.~~

Student Rights and Responsibilities

~~Students participating in independent study shall have the right, continuously, to enter or return to the regular classroom mode of instruction, including upon termination of the agreement.~~

Monitoring Student Progress

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.—

However, the independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian, as appropriate
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in ~~Board policy~~the written agreement as precipitating an evaluation, the Superintendent or designee shall conduct an evaluation which to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement, with and the student's return to a regular classroom or alternative instructional school program.

(cf. 1312—Complaints Concerning the Schools)

(cf. 1312.1—Complaints Concerning District Employees)

Administration Responsibilities of Independent Study Administrator

~~Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee. (Education Code 51747.5)~~

Administration of Independent Study

~~Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee (Education Code 51747.5)~~

The responsibilities of the independent study administrator shall be to:

1. Ensure that the district's independent study option is operated in accordance with law, Board policy, and administrative regulation; and is substantially equal in quality and quantity to the classroom instruction
2. Obtain and maintain current information and skills required for the operation of an independent study program that meets established standards for the district's educational programs
3. Develop and manage the budget for independent study
4. Authorize the selection of certificated staff to be assigned as independent study teachers
5. Supervise any staff assigned to independent study functions who are not regularly supervised by another administrator
6. Approve or deny the participation of students requesting independent study
37. Facilitate the completion of written independent study agreements
48. Assure a smooth transition for students into and out of the independent study mode of instruction
9. Approve all credits earned through independent study and forward the information to the appropriate staff so that the information becomes ~~part~~ part of the student's record
5. ~~Authorize the selection of staff to be assigned to supervise independent study~~
6. ~~Supervise any staff assigned to independent study functions who are not regularly supervised by another administrator~~
710. Complete or coordinate the preparation of all ~~neecessar~~ 4y records and reports
8. ~~Establish and maintain in a systematic manner all records required by law, Board policy- and, or administrative regulations.~~ regulation

9. — ~~Monitor student participation in independent study so that the district stays within prescribed limits and income to the district is maximized.~~

10. — ~~Develop and manage the budget for independent study~~

11. — ~~Obtain and maintain current information and skills required for the operation of an independent study strategy that meets established standards for the district's educational programs.~~

12. — ~~Assure a smooth transition into and out of~~ Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

(cf. 4112.2 - Certification)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind)

The principal and independent study mode of instruction

13. — ~~Prepare and submit reports as required by the Board to the Superintendent~~

Supervising Teachers

The Principal administrator may recommend and the independent study administrator Superintendent shall approve the assignment of teachers who to directly supervise independent study. The teacher may be the student's regular and/or work with students on specific subject matter. The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom teacher, particularly-based teachers.

(cf. 4131 - Staff Development)

The ratio of student average daily attendance to full-time equivalent certificated employees responsible for elementary students independent study shall not exceed the equivalent ratio for all other education programs in the district. (Education Code 51745.6)

Independent study teachers The responsibilities of the supervising teacher shall be to:

1. Complete designated portions of the written independent study agreement and add additional information to the written agreement when appropriate
2. Supervise and approve coursework

3. Design all lesson plans and make assignments
4. ~~Write the~~ Maintain records of student assignments showing the date the assignment is given and the date the assignment is due
5. Provide direct instruction and counsel as necessary for students individual student success
5. ~~Assess all student work and determine and assign grades or other approved measures of achievement.~~
6. ~~Personally judge~~ Regularly meet with the student to discuss the student's progress
7. Judge the time value of assigned work or work products completed and submitted by the student
78. Assess student work and determine and assign grades or other approved measures of achievement
9. ~~Select and save with each agreement representative samples of the student's completed and evaluated assignments on not less than a monthly basis, preferably biweekly, and for each subject, signed or initialed and dated in accordance with item #3 in the section on "Records" below~~
8. ~~Sign and complete the agreement when the student has reached his/her objectives or the agreement is terminated~~
910. Maintain a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
11. Maintain any other required records and files on a current basis

Records

~~For audit purposes, the~~ The Superintendent or designee shall maintain the following ensure that records are maintained for audit purposes. These records shall include, but not be limited to:
(Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study.
2. A separate listing of the students ~~and adult education students~~, by grade level, program, and school, who have participated in independent study, identifying. This listing shall identify units of the curriculum attempted and units of the curriculum completed by students in grades K-8.

3. A file of all agreements, with representative samples of each student's or adult education student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher.

4. A daily or hourly attendance register, as appropriate to the program in which the students or adult education students are enrolled participating, separate from classroom attendance records, and maintained on a current basis as time values of student or adult education work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons.

The district (cf. 3580 - District Records)

The above records shall be maintained for three years, excluding the current fiscal year.

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

Each school shall maintain records for the students at that school.

A written record of the findings of any evaluation conducted after the student has missed the number of assignments specified in Board policy shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Regulation — ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

Approved: — ~~May 16, 2001 Hanford, California~~

Revised: — ~~April 27, 2005 (cf. 5125 - Student Records)~~

(2/99 3/05) 7/10; 02/11

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 17, 2011

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☒ Information
☐ Action

Date you wish to have your item considered: March 2, 2011

ITEM: Review for information the following revised Administrative Regulation.

PURPOSE: The following Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- AR 6173.1 - Education for Foster Youth

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Administrative Regulation

Education For Foster Youth

AR 6173.1
Instruction

Definitions

Foster youth means a child who has been subject to one of the following: (Education Code 48853.5)

1. Has been removed from his/her home pursuant to Welfare and Institutions Code 309 (temporary custody)
2. Is the subject of a petition filed under Welfare and Institutions Code 300 or 602 (jurisdiction of juvenile court)
3. Has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.

School of origin means the school that the foster youth attended when permanently housed or the school in which the student was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison shall, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, determine, in the best interest of the foster youth, which school is the school of origin. (Education Code 48853.5)

Best interest means ~~a placement that ensures that the youth is placed in the least restrictive educational program and has access to academic resources, services, and extracurricular and enrichment activities that are available to district students. (Education Code 48853)~~ that, in making educational and school placement decisions for a foster youth, 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 foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853).

District Liaison

The Superintendent or designee designates the following position as the district liaison for foster youth: (Education Code 48853.5)

Liz Simas, Coordinator
Child Welfare and Attendance
P.O. Box 1067
Hanford, CA 93232
(559) 585-3641

(cf. 6173 - Education for Homeless Children)

The district's liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
(cf. 5141.6 - Student Health and Social Services)

2. Assist foster youth when transferring from one school to another or from one district to another in ensuring proper transfer of credits, records and grades, including ensuring that records reflect full or partial credit for courses taken. (Education Code 48645.5, 48853.5)

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5125 - Student Records)
(cf. 6146.3 - Reciprocity of Academic Credit)

3. As necessary, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973.

4. Ensure that students in foster care receive appropriate school-based services, such as supplemental instruction, counseling, or after-school programs services.

5. Develop protocols and procedures so that district staff, including principals, school registrars, and attendance clerks, are aware of the requirements for the proper enrollment, placement, and transfer of foster youth

6. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth.

Enrollment

A foster youth placed in a licensed children's institution or foster family home shall attend programs operated by the district unless one of the following circumstances applies: (Education

Code 48853)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

(cf. 6159 - Individualized Education Program)

(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program.

3. ~~The student is entitled to remain in his/her school of origin as defined above.~~

At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above

a. ~~of a foster youth, the district shall allow the student to~~ The student may continue his/her education in the school of origin for the duration of the academic school year court's jurisdiction or, if the court's jurisdiction is terminated prior to the end of a school year, then for remainder of the school year.

b. To provide the student the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts, a student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

~~However,~~ The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interest. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The youth shall be immediately

enrolled even if the youth has outstanding fees, fines, textbooks, or other items of monies due to the school last attended or is unable to produce records, such as academic, medical or proof of residency, or clothing normally required for enrollment. (Education Code 48853.5)

(cf. 5132 - Dress and Grooming)

(cf. 5141.31 - Immunizations)

Within two business days of a request for enrollment, the liaison shall contact the school last attended by the student to obtain all academic and other records. Upon receiving a request from a new school, the liaison ~~for the school last attended~~ shall provide all records within two business days of receiving the request. (Education Code 48853.5)

~~If the parent/guardian or foster youth~~ If a person with the right to make educational decisions for a foster youth or the foster youth disagrees with the liaison's enrollment, recommendation he/she may appeal ~~the decision~~ to the Superintendent. The Superintendent shall make a determination within 30 days of receipt of the appeal. Within 30 days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board of Trustees. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

(cf. 1312.3 - Uniform Complaint Procedures)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: June 23, 2004 Hanford, California
 revised: June 2006
 revised: April 2007
 revised: May 20, 2009
 revised: March 2011

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 14, 2011

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☒ Information
☒ Action

Date you wish to have your item considered: 03/02/11

ITEM: Review and consider for adoption the 2011-2012 school calendar.

PURPOSE: This school calendar reflects the starting and ending dates agreed upon by the HESD management team and HETA. The calendar also includes student non-school days, minimum days and holidays.


FISCAL IMPACT (if any): none

RECOMMENDATION (if any): adopt 2011-12 school calendar.


Hanford Elementary School District
2011-2012 School Calendar


Draft

MONTH	M	T	W	Th	F	Reg. Mo.	Days Taught	Significant Dates	EXPLANATION
AUGUST	1	2	3	4	5				
	8	9	10	11	12			Aug 16	Teacher work day-site mtg.
	15			<18	19			Aug 17	Teacher work day - prep
	22	23	(24)	25	26	1	16	Aug 18	1 st day of school
SEPTEMBER	29	30	(31)	1	(2)				
	5	6	(7)	8	9			Sept 2	Minimum Day
	12	13	(14)	15	16	2	20	Sept 5	Labor Day Holiday
	19	20	(21)	22	23				
OCTOBER	26	27	(28)	29	30				
	3	4	(5)	6	7				
	10	11	(12)	13	14	3	20		
	17	18	(19)	20	21				
NOVEMBER	24	25	(26)	27	28				
	31	1	(2)	3	4				
	7	8	(9)	10	11			Nov 11	Veteran's Day Holiday
	14	15	(16)	17	18			Nov. 21-22	No School – Parent Conferences
DECEMBER	21	22	23	24	25	4	14	Nov 23	No School – Certificated non-work day
	28	29	(30)	1	2			Nov 24-25	Thanksgiving Holiday
	5	6	(7)	8	9				
	12	13	(14)	15	(16)	5	10	Dec. 16	Minimum Day
JANUARY	19	20	(21)	22	23				
	26	27	(28)	29	30			Dec 19 –	Winter Break
	2	3	(4)	5	6			Jan 6	
	9	10	(11)	12	13	6	14		
FEBRUARY	16	17	(18)	19	20			Jan 16	Martin Luther King Jr. Holiday
	23	24	(25)	26	27				
	30	31	(1)	2	3				
	6	7	(8)	9	10	7	18		
MARCH	13	14	(15)	16	17			Feb 13	No school, Certificated non-work day
	20	21	(22)	23	24			Feb 20	President's Day Holiday
	27	28	(29)	1	2				
	5	6	(7)	8	9	8	20		
APRIL	12	13	(14)	15	16				
	19	20	(21)	22	23				
	26	27	(28)	29	(30)			March 30	Minimum Day
	2	3	4	5	6	9	14	Apr 2-9	Spring Break
MAY	9	10	(11)	12	13				
	16	17	(18)	19	20				
	23	24	(25)	26	27				
	30	1	(2)	3	4	10	20		
JUNE	7	8	(9)	10	11				
	14	15	(16)	17	18				
	21	22	(23)	24	25			May 28	Memorial Day
	28	29	(30)	31	1	11	14	June 8	End of 3 rd Trimester – Last Day
	4	5	(6)	7	(8)				Minimum Day
	11	12	13	14	15				
	18	19	20	21	22				
	25	26	27	28	29				
	2	3	4	5	6				July 4 – Independence Day

 Teacher Work Day

 Certificated Non-work Day (no school for students)

 Parent Conference Days (no school for students)

 Every Wednesday is a minimum day – Collaboration (except one Wednesday in May for Employee Recognition)

 Minimum Day before holiday


 Classified Non-Work Day/Cert. non-work day (no school for students)

Adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: 2/15/11

FOR: ☒ Board Meeting
☐ Superintendent's CabinetFOR: ☐ Information
☒ Action

Date you wish to have your item considered: 3/2/11

ITEM: Request permission to send Rebecca Strong to the 32nd Annual LRP's National Institute of Legal Issues of Educating Individuals with Disabilities conference on May 1, 2011 through May 4, 2011 in Phoenix Arizona.

PURPOSE: This conference will have experts in the field of special education to help understand and implement the IDEA, prepare for legal challenges and carry out responsibilities surrounding IEPs, discipline, and RTI. There will be an overview of significant special education court cases, critical updates on complying with the law and regulations, along with an opportunity to exchange ideas and network with colleagues. This specialized training is extended to educators and professionals from the Special Education Local Planning Area (SELPA) and will provide techniques for effectively dealing with student behavior and improving the overall classroom environment to promote student achievement.

FISCAL IMPACT: Approximately \$600.00 which will be reimbursed to Hanford Elementary School District by the SELPA

RECOMMENDATIONS: Approve



Hanford Elementary School District
Office of Special Services

Name of Event: 32nd Annual LRP's National Institute of Legal Issues of Educating
Individuals with Disabilities

Conference Location: Phoenix Convention Center – 100 North 3rd Street - Phoenix AZ 85004

Attendee: Rebecca Strong

Date: May 1, 2011 – May 4, 2011

Registration: County to provide

Hotel: County to provide (either Hyatt Regency Phoenix 122 N 2nd St. Phoenix AZ 85004
or Sheraton Phoenix Downtown 340 N 3rd St Phoenix AZ 85004)

Meals: Continental Breakfast included in conference
May 1, 2011 – Dinner \$38.00
May 2, 2011 – Lunch/Dinner \$58.00
May 3, 2011 – Lunch/Dinner \$58.00
May 4, 2011 – Lunch \$20.00
Total: \$174.00

Flight: Mesa Airways - US Airway – Confirmation C65EDE
Depart Fresno 4:15 pm – Arrive in Phoenix 5:53 pm – Flight 2818
Return Phoenix 1:48 pm – Arrive in Fresno 3:33 pm – Flight 2695
Luggage - \$25.00 1st bag/\$35.00 for 2nd bag (each way) provide receipts for
reimbursement upon return
1 800 428-4322 – US Airlines Reservation number

Mileage: 80 miles round trip x 2 (drive to and from airport May 1/May 4, 2011)
Total: \$81.60


Taxi/Shuttle Fee: Please submit receipts for reimbursement upon return

Approval: Dr. Terry – 2/11/11

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: 2/15/11

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 3/2/11

ITEM: Request permission to contract with Rick Morris from New Management Inc. as the keynote speaker at the Private School Special Education Summit jointly hosted by Hanford Elementary School District on May 19, 2011.


PURPOSE: This specialized training is extended to private school teachers and administration within the Special Education Local Planning Area (SELPA). The presentations will provide techniques for effectively dealing with Student Engagement, Using Music for Management and Interactive Discipline to promote student achievement.

FISCAL IMPACT: Approximately \$1800.00 which includes seminar fees and travel accomodations.

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams 
DATE: February 22, 2011
RE: (X) Board Meeting
() Superintendent's Cabinet
() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 2, 2011**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Henry Gonzales, READY Program Tutor – 4.5 hrs., Hamilton, effective 3/1/11

Temporary Employees/Substitutes/Yard Supervisors

- Dorcel Boyd, Substitute Clerk Trainee, effective 2/10/11
- Samantha Brooks, Substitute READY Program Tutor, effective 2/18/11
- Adriana Gallegos, Substitute READY Program Tutor, effective 2/18/11
- Edith Silguero, Short-Term Educational Tutor K-6 – 3.5 hrs., Hamilton, effective 2/15/11 to 3/31/11
- Amanda Spaulding, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 2/15/11 to 3/16/11
- Ernestine Velez, Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 2/15/11 to 4/15/11
- Danelle Widdis, Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 2/15/11 to 4/15/11
- Sheila Yurkus, Substitute READY Program Tutor, effective 2/8/11
- Graciela Zevada, Short-term Yard Supervisor – 2.0 hrs., Simas, effective 2/15/11 to 4/15/11

b. Resignations

- Valerie Alcorn, Teacher, Lincoln, effective 6/3/11
- Diana Ledesma, Teacher, King, effective 6/3/11
- Nicholas Pelham, Teacher, Hamilton, effective 6/3/11
- Joseph Pursell, Teacher, Washington, effective 6/3/11
- Kathryn Sealey, Teacher, Lincoln, effective 6/3/11
- Clara Wilson, Teacher, Wilson, effective 6/3/11

c. Decrease in Hours

- Georgia Freeman, Yard Supervisor, from 2.5 hrs. to 1.5 hrs., Monroe, effective 2/18/11

d. Leave of Absence

- Cecilia Hanson, Teacher, effective 2011-12 school year, child rearing
- Florita Magallon, Bilingual Student Specialist – 8.0 hrs., Roosevelt, effective 2/8/11 to 3/3/11, personal
- Daisy Maya Gaona, Food Service Worker I – 3.25 hrs., Washington, effective 2/15/11 to 6/3/11, baby bonding
- Kristen Stockton, Teacher, effective 2011-12 school year, child rearing

e. Volunteers

<u>Name</u>	<u>School</u>
Linda Ensor	Hamilton
Beverly Rodriguez	Lincoln
Kyla Baker	Simas
Rachel Capello	Simas
Bernadette Garcia	Simas
Daniel Garcia	Simas
LaShawn Rumbles	Simas
Veronica Trujillo	Simas
Kelly Waddell	Simas
Jack Christenson	Wilson

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: February 22, 2011

FOR: (X) Board Meeting
() Superintendent's Cabinet

FOR: () Information
(X) Action

Date you wish to have your item considered: March 2, 2011

ITEM:

Consider approval of Resolution #14-11: Revision of the 2010-11 Budget.

PURPOSE:

Miscellaneous budget changes are listed on the attached resolution.

FISCAL IMPACT:

RECOMMENDATION:

Approve Resolution #14-11: Revision of the 2010-11 Budget.

BEFORE THE GOVERNING BOARD OF THE
HANFORD ELEMENTARY SCHOOL DISTRICT
COUNTY OF KINGS, STATE OF CALIFORNIA

The Matter of
Adopting Budget
Revisions

RESOLUTION #: 14-11

NOW, THEREFORE, the Board of Trustees of the District resolves that the transfers for the attached budget revision be made as indicated.

The Board of Trustees adopted this resolution on March 3, 2011 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

Clerk of the Governing Board
Hanford Elementary School District

**Budget Changes
2010-11 Budget
March 2, 2011**

	Amount Changed	Reason for Change
FUND 0100 - GENERAL FUND		
Revenue		
801100 Revenue Limit	\$3,152	Unemployment Insurance Credit Adjustment
829000 Title I	\$199,387	Adjust to actual
829000 Title IIA	\$53,464	Adjust to actual
829000 Title III LEP	\$32,661	Adjust to actual
829000 Title II, Part D	\$4,933	Adjust to actual
829000 ARRA - Title I	\$107,787	Adjust to actual
829000 ARRA - Special Ed	\$184	Adjust to actual
829000 ARRA - SFSF	\$234,535	Add final allocation
831100 Economic Impact Aid	\$131,087	Adjust to actual
855000 Mandated Costs	\$168,054	10/11 Funding on flat ADA basis
859000 QEIA	\$68,217	Adjust to actual
859000 ELAP	-\$62,437	10/11 Allocation will be combined with EIA
859000 Schools & Library Block Grant	-\$149,616	Adjust to actual
869900 Other Local Revenue	\$4,273	Donations
869900 Education Technology	\$18,427	Adjust to actual allocation
898000 Categorical Flexibility Transfers	\$210,754	School/Library Block Grant \$149,768; Admin Training \$60,986
TOTAL REVENUE CHANGES - GENERAL FUND	\$1,024,862	
Expenditures		
LOCATION 000 - GENERAL		
979000 Undesignated Reserve	\$285,738	Balance is now \$788,766
	<u>\$285,738</u>	
LOCATION 001 - GENERAL ADMINISTRATION		
731010 Indirect Costs	-\$22,778	Additional due to increase in categorical budgets
	<u>-\$22,778</u>	
LOCATION 012 - GROUNDS		
650000 Equipment Replacement	\$82,000	Replace lawn mower
	<u>\$82,000</u>	
LOCATION 017 - WAREHOUSE		
650000 Equipment Replacement	\$30,000	Replace delivery truck
	<u>\$30,000</u>	
LOCATIONS 022 - 031 SCHOOLS		
300000 Employee Benefits	\$98	Budget for donations received and changes per manager request
400000 Books & Supplies	\$10,337	
500000 Contracts & Services	\$838	
	<u>\$11,273</u>	

**Budget Changes
2010-11 Budget
March 2, 2011**

71/72

	Amount Changed	Reason for Change
<u>TITLE I</u>		
100000 Certificated Salaries	\$5,090	Adjust to actual
300000 Employee Benefits	\$1,694	
400000 Books & Supplies	-\$683	
500000 Contracts & Services	\$3,114	
731010 Indirect Costs	\$13,531	
979000 Undesignated Reserve	\$176,641	
	<u>\$199,387</u>	
<u>TITLE II</u>		
100000 Certificated Salaries	-\$6,167	Adjust to actual
300000 Employee Benefits	\$47	
500000 Contracts & Services	-\$2,353	
731010 Indirect Costs	\$3,628	
979000 Undesignated Reserve	\$58,309	
	<u>\$53,464</u>	
<u>TITLE III</u>		
400000 Books & Supplies	\$25	Adjust to actual
731010 Indirect Costs	\$640	
979000 Undesignated Reserve	\$26,024	
	<u>\$26,689</u>	
<u>SCHOOL-WIDE PROGRAM (SWP)</u>		
100000 Certificated Salaries	-\$17,713	Adjust to actual
200000 Classified Salaries	\$4,482	
300000 Employee Benefits	\$2,485	
400000 Books & Supplies	\$42,259	
500000 Contracts & Services	-\$60,900	
979000 Undesignated Reserve	\$35,359	
	<u>\$5,972</u>	
<u>TITLE II, PART D</u>		
100000 Certificated Salaries	-\$750	Adjust to actual
300000 Employee Benefits	-\$82	
400000 Books & Supplies	-\$1,430	
500000 Contracts & Services	\$7,195	
	<u>\$4,933</u>	
<u>ARRA - TITLE I</u>		
100000 Certificated Salaries	-\$157	Adjust to actual
300000 Employee Benefits	\$822	
400000 Books & Supplies	\$12,870	
500000 Contracts & Services	-\$1,560	
731010 Indirect Costs	\$7,314	
979000 Undesignated Reserve	\$88,498	
	<u>\$107,787</u>	

**Budget Changes
2010-11 Budget
March 2, 2011**

	Amount Changed	Reason for Change
<u>ARRA - SPECIAL ED</u>		
100000 Certificated Salaries	\$2,250	Adjust to actual
200000 Classified Salaries	\$4,755	
300000 Employee Benefits	-\$7,335	
400000 Books & Supplies	\$22,996	
500000 Contracts & Services	-\$13,893	
640000 New Equipment	-\$8,519	
731010 Indirect Costs	-\$70	
	\$184	
<u>ARRA - SFSE</u>		
500000 Contracts & Services	\$5,000	Add budget for snacks - READY
979000 Undesignated Reserve	\$229,535	Adjust to final allocation
	\$234,535	
<u>ENGLISH LANGUAGE LEARNERS PROGRAM (ELAP)</u>		
979000 Undesignated Reserve	-\$62,437	Program is combined with EIA
	-\$62,437	
<u>SCHOOL BASED COORDINATED PROGRAM (SBCP)</u>		
100000 Certificated Salaries	-\$6,774	Adjust to actual
200000 Classified Salaries	-\$48,062	
300000 Employee Benefits	-\$11,062	
400000 Books & Supplies	\$70,447	
500000 Contracts & Services	-\$1,589	
731010 Indirect Costs	-\$3,157	
979000 Undesignated Reserve	-\$18,332	
	-\$18,529	
<u>AFTER SCHOOL PROGRAM (READY)</u>		
400000 Books & Supplies	\$3,550	Manager request
500000 Contracts & Services	-\$3,550	
	\$0	
<u>QEIA</u>		
100000 Certificated Salaries	\$8,500	Adjust to actual
200000 Classified Salaries	\$5,580	
300000 Employee Benefits	\$3,535	
400000 Books & Supplies	\$6,540	
500000 Contracts & Services	-\$592	
979000 Undesignated Reserve	\$44,654	
	\$68,217	
<u>EDUCATION TECHNOLOGY</u>		
979000 Undesignated Reserve	\$18,427	Adjust to actual allocation
	\$18,427	

TOTAL EXPENDITURE CHANGES - GENERAL FUND \$1,024,862