

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, May 23, 2012

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*)
Administrative Panel Recommendations and Readmissions
 Case# 12-67 – Lincoln
 Case# 12-68 – Kennedy
 Case #12-69 – Kennedy
 Case #12-70 – Wilson
 Case #12-71 – Wilson
 Case #12-72 – Wilson
 Case #56-11 - Roosevelt
- **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.*)
 - **Conference with Labor Negotiator** (GC 54957.6) – HETA, District Negotiators: Paul Terry/Diane Williams
 - **Public Employee Discipline/Dismissal/Release** (GC 54957) - Certificated
 - **Public Employee Performance Evaluation** – (GC 54957) – Superintendent

OPEN SESSION

- 6:00 p.m. • Report action taken, if any, in closed session

- 6:05 p.m. **PUBLIC HEARING: SBX3 4 Tier Three Programs and Flexibility Transfers for 2011-12** (White)

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

- *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.*

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 May 4, 2012; and May 11, 2012.
- b) Approve minutes of Regular Board Meeting May 9, 2012.
- c) Approve interdistrict transfers as recommended.
- d) Accept donation of \$1,400.00 from Washington PTC to Washington School for student yearbooks. (Rubalcava)
- e) Accept donations of \$2,300.00 for student yearbooks, and \$1,900.00 for Kindergarten Zoo Study trip from Simas PTC to Simas School. (Duvall)

3. INFORMATION ITEMS

- a) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 5131.7 – Weapons and Dangerous Instruments
- b) Receive the following revised Administrative Regulation for information: (Simas)
 - AR 5125 – Student Records
- c) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 5113 – Absences and Excuses
- d) Receive the following revised Administrative Regulation for information: (Simas)
 - AR 5111.12 – Residency Based on Parent/Guardian Employment
- e) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - AR 5111.1 – District Residency
- f) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 0450 – Comprehensive Safety Plan
- g) Receive the following revised Administrative Regulation and Exhibit for information: (Simas)
 - AR/Exhibit 5125.1 – Release of Directory Information
- h) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 5111 - Admission
- i) Receive the following revised Board Policy for information: (Simas)
 - BP 6163.4 – Student Use of Technology
- j) Receive the following Administrative Regulation for information: (Simas)
 - AR 5111.13 – Residency for Homeless Children (Delete)
- k) Receive the following revised Board Policy for information: (Williams)
 - BP 4140, 4240, 4340 – Bargaining Units (revised)

4. BOARD POLICIES AND ADMINISTRATION

- a) Hear public comments and accept Hanford Elementary School District's initial proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA) (reopened articles), for the 2012-2013 school year. (Williams)
- b) Hear public comments and accept Hanford Elementary Teachers Association's (HETA's) initial proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (reopened articles), for the 2012-2013 school year. (Williams)
- c) Consider renewal of License Agreement with Intel-Assess, Inc. (Gabler)
- d) Consider approval of consultant contract with Rick Morris, creator of New Management, Inc. (Gabler)
- e) Consider authorization to solicit bids for the roof replacement of the District Office North Wing. (Mulligan)
- f) Consider approval of Resolution #24-12: Ordering Governing Board Member Elections; Consolidation of Elections; Specifications of the Election Order. (Terry)

5. PERSONNEL (Williams)

a) Employment

Certificated, effective 8/14/12

- Timothy Douty, Teacher, Probationary 1
- Priscilla Garivay, Teacher, Probationary 1
- Mayra Gomez, Teacher, Probationary 1
- Christina Perez, Teacher, Probationary 1
- Susan Robb, Special Education Teacher, Probationary 1
- Monica Ruiz, Teacher, Probationary 1

Employees/Substitutes/Yard Supervisors

- Magdalena Flores, Yard Supervisor – 2.0 hrs., Washington, effective 8/16/12
- Megan Morse, Substitute READY Program Tutor, effective 5/1/12
- Crystal, Salinas, Substitute Alternative Education Program Aide and READY Program Tutor, effective 5/14/12

b) Resignations

- Victoria Alcalá, Yard Supervisor – 3.0 hrs., Simas, effective 6/8/12
- Amanda Braden, Special Education Aide – 5.0 hrs., Lincoln, effective 6/8/12
- Kimberley Caceres, Media Services Aide – 5.5 hrs., Kennedy, effective 6/15/12
- Guadalupe Castellanos, READY Program Tutor – 4.5 hrs., Lincoln, effective 6/8/12
- Alicyn Cawley, Teacher, Hamilton, effective 6/8/12
- Melissa Martinez, READY Program Tutor – 4.5 hrs., Richmond, effective 6/8/12
- Melissa Mills, READY Program Tutor – 4.5 hrs., Hamilton, effective 5/11/12
- Christine Whitacre, Yard Supervisor – 3.25 hrs., King, effective 5/18/12
- Tiffany Vail, Teacher, Roosevelt, effective 6/8/12
- Heather Wilkerson, Lead READY Program Tutor – 5.0 hrs., King, effective 6/8/12

c) Short-term Employment

CERTIFICATED STAFF - Extended Learning Opportunities

Special Education Extended School Year Program June 14 – July 13

- Amy Fochetti, Teacher, effective 6/14/12 to 7/13/12

CLASSIFIED STAFF - Extended Learning OpportunitiesBurris Park Summer School Program

- Martha Murillo, Bilingual Clerk Typist I – 5.0 hrs., effective 6/18/12 to 6/29/12

Burris Park and West Hills 5C Program

- Robert Leon, Bilingual Student Specialist – 8.0 hrs., effective 6/14/12 to 6/29/12

d) More Hours

- Tracy Brown, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Monroe, effective 8/15/12
- Earl Conro, Food Service Worker I from 2.25 hrs. to 2.5 hrs., King, effective 8/15/12
- Rogelio Espinoza, Custodian II, from 4.0 hrs. to 5.0 hrs., Jefferson, effective 7/2/12
- Naomi Gaffney, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Simas, effective 8/15/12
- Alma Pina, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Lincoln, effective 8/15/12
- Nora Sandoval Hernandez, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Washington, effective 8/15/12
- Blanche VanLandingham, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Hamilton, effective 8/15/12

e) Administrative Transfers

- Sandra Acevedo, Educational Tutor K-6 – 3.5 hrs., from Richmond to Hamilton, effective 8/30/12
- Lamar Barnes, Lead Custodian – 8.0 hrs., from King to Roosevelt, effective 6/18/12
- Shawn Carreiro, Custodian II – 8.0 hrs., from 6.0 hrs., Lincoln/2.0 hrs., Wilson, to 8.0 hrs., Lincoln, effective 6/8/12
- Cruz Chavez, Educational Tutor K-6 – 3.5 hrs., from Richmond to Roosevelt, effective 8/30/12
- Irene Church, Educational Tutor K-6 – 3.5 hrs., from Richmond to Roosevelt, effective 8/30/12
- Fernando Perez, Lead Custodian – 8.0 hrs., from Washington to King, effective 6/18/12
- Kristi Pimentel, READY Program Tutor – 4.5 hrs., from Monroe to Lincoln, effective 8/10/12
- Josiah Sandoval, Custodian II, from 8.0 hrs., Washington to 6.0 hrs., Washington/2.0 hrs., Wilson, effective 8/13/12

f) More Hours/Administrative Transfer

- Rebecca Bell, Food Service Worker I, from 2.25 hrs., Richmond to 2.5 hrs., Roosevelt, effective 8/15/12

g) Voluntary Transfer

- Andy Calderon, Lead Custodian – 8.0 hrs., from Roosevelt to Washington, effective 6/18/12

h) Job Description

- Curriculum Specialist – English Language Arts (new)

i) Volunteers

<u>Name</u>	<u>School</u>
Scott Milam	Monroe
Alice Stoner	Simas
John Amaro	Washington

6. FINANCIAL (White)

- Consider approval of Resolution #25-12: Revision of the 2011-12 Budget. (White)
- Consider approval of 2012-13 SBX3-4 Tier Three Programs and Flexibility Transfers for 2012-13. (White)

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: May 15, 2012

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

Date you wish to have your item considered: May 23, 2012

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations and Readmissions

Case# 12-67 – Lincoln
Case# 12-68 – Kennedy
Case# 12-69 – Kennedy
Case# 12-70 – Wilson
Case# 12-71 – Wilson
Case# 12-72 – Wilson
Case# 56-11 - Roosevelt

**Hanford Elementary School District
Minutes of the Regular Board Meeting
May 9, 2012**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on May 9, 2012, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Hill called the meeting to order at 5:30 p.m. Trustees Garner, Hernandez, 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) - HETA
- Employee Discipline/Dismissal/Release (GC 54957)
- Public Employee Performance Evaluation (GC 54957)

Trustees returned to open session at 6:19 p.m.

HESD Managers Present

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

Expulsion Case #12-61

Trustee Jay made a motion to accept the Findings of Facts and expel Case #12-61 for the remainder of the 2011-12 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held on May 7, 2012. However, Trustee Jay further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 8, 2012. Trustee Hernandez; motion carried 5-0.

Expulsion Cases #12-62, 12-63, 12-64, 12-65, 12-66

Trustee Jay made a motion to accept the Findings of Facts and expel Cases #12-62, 12-63, 12-64, 12-65, and 12-66 for the remainder of the 2011-12 school year and the first semester of the 2012-13 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held on May 7, 2012. Parents may apply for readmission on or after January 11, 2013. Trustee Revious seconded; motion carried 5-0.

Readmission revoked #12-02

Trustee Jay made a motion to revoke readmission for Case #12-02 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 8, 2012. Trustee Hernandez seconded; motion carried 5-0.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

Public Comments

None.

Board and Staff Comments

Trustee Revious asked Don Arakelian to report on the 31st Annual HESD Track Meet that took place on Saturday May 5, 2012. Mr. Arakelian stated that Monroe Boys were victorious and MLK Girls were league champions in track. Monroe School claimed the

Superintendent's All-Sports trophy for the first time since 1989.

**Requests to Address
the Board at Future
Meetings**

Dates to Remember President Hill reviewed Dates to Remember: Employee Recognition Event JFK gym 1:30 p.m. May 23; regular board meeting May 23; Memorial Day Holiday May 28; June 6 Junior High promotion ceremonies; June 8 last day of school; June 13 regular board meeting.

CONSENT ITEMS

Trustee Revious made a motion to take consent items "a" through "f" collectively. Trustee Jay seconded, motion carried 5-0. Then Trustee Revious made a motion to approve consent items "a" through "f" and Trustee Hernandez seconded; motion carried 5-0. The items approved are:

- a) Warrant listings dated April 20, 2012; and April 27, 2012.
- b) Minutes of Special Board Meeting April 25, 2012.
- c) Minutes of the Regular Board Meeting April 25, 2012
- d) Donation of \$500 from Roosevelt Parent Teacher Club to Roosevelt School to purchase medals for year-end awards.
- e) Donations to Simas School from Simas PTC of \$200 for attendance incentives and \$1600.80 for 2nd grade study trip; donation of \$52.96 from Savemart Shares Program.
- f) Donation of \$4,793.00 from Monroe PTC to Monroe School for study trips.

President Hill acknowledged and thanked the PTC groups and Savemart for their donations in support of HESD programs.

INFORMATION ITEMS

None.

BOARD POLICIES AND ADMINISTRATION

**Consolidated
Application for
Funding Categorical
Aid Programs (PtII)**

Trustee Hernandez made a motion to approve Consolidated Application for Funding Categorical Aid Programs (Part II). Trustee Jay seconded; motion carried 5-0.

**Parent Volunteer to
SELPA Community
Advisory Committee**

Trustee Garner made a motion to accept Jenette Jackson as the Hanford Elementary School District's representative to the SELPA Community Advisory Committee. Trustee Hernandez seconded; motion carried 5-0.

**Alternative Billing
Consultants**

Trustee Jay made a motion to approve Alternative Billing Consultants to process billing submissions from Local Educational Agency (LEA) Services. Trustee Revious seconded; motion carried 5-0.

BP/AR 5141.21

Trustee Revious made a motion to approve the following revised Board Policy and Administrative Regulation. Trustee Hernandez seconded; motion carried 5-0.

- BP/AR 5141.21 – Administering Medication and Monitoring Health Conditions

Resolution #23-12 Trustee Garner made a motion to approve Resolution #23-12: Public Benefit Grant Program – New Alternative Fuel Vehicle purchase through the San Joaquin Valley Air Pollution Control District. Trustee Hernandez seconded; motion carried 5-0.

PERSONNEL

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

Item "a" – Employment

Certificated

- Joshua Hedges, Teacher, Probationary I, effective 8/14/12
- Leslie De Ochoa, Teacher, Probationary I, effective 8/14/12

Employees/Substitutes/Yard Supervisors:

- Oscar Barron, Short-term Yard Supervisor – 2.25 hrs., Richmond, effective 5/14/12 to 6/8/12
- Teresita Espinoza, Substitute Yard Supervisor, effective 4/25/12
- Jose Gurrola, Substitute Custodian II, effective 4/25/12

Item "b" – Resignations

- Jessica Frye, Educational Tutor K-6 – 3.5 hours, Hamilton, effective 5/10/12
- Anita Lupercio, Educational Tutor K-6 – 3.5 hrs., Roosevelt, effective 5/10/10
- Anjanette McMurray, Substitute Yard Supervisor, effective 4/20/12
- Rebecca Strong, Program Specialist – 8.0 hrs., Office of Special Services, effective 6/15/12

Item "c" – Retirement

- Susanna Piper, Teacher, Lincoln, effective 6/8/12

Item "d" – Promotions

- Julie Pulis, from Literacy Coach, Curriculum, Instruction & Professional Development/District Office to Learning Director, Kennedy, effective 7/26/12

Item "e" – Involuntary Termination

- Barbara Silva, Yard Supervisor – 2.5 hrs., Lincoln, effective 6/8/12

Item "f" – Leave of Absence

- Anne Marie Dowd, Teacher, Lincoln, effective 4/26/12 to 5/11/12, medical
- Aven Jones, Yard Supervisor – 1.0 hrs., Hamilton, effective 4/16/12 to 5/18/12, personal
- Julie Mueller, Teacher, Hamilton, effective 4/23/12 to 5/18/12, baby bonding
- Patricia Rodriguez, Teacher, Simas, effective 5/1/12 to 5/18/12, baby bonding

Item "g" – Volunteers

<u>Name</u>	<u>School</u>
Lindsey Hedges	Washington
Terri Allen	Hamilton
James Boyd	Hamilton
Susan Boyd	Hamilton
Mary Leal	King
Andrea McDonald	Monroe
Branden Barajas	Roosevelt
Diane Boone	Roosevelt
Maricia Cuevas	Roosevelt
Aimee Franco	Roosevelt
Lizeth Hernandez	Roosevelt
Dynah Castaneda	Simas
Timothy Ieronimo	Simas

Theresa Mainer	Simas
Robert Sandoval	Simas
Julie Alaysa	Washington
Juana Gonzalez	Washington

FINANCIAL

**Contracts for meals
for Western
Christian, KCOE,
Hanford Christian**

Trustee Revious made a motion to approve continuing contracts for the providing of meals for Western Christian School, Kings County Office of Education, and Hanford Christian School for 2012-13. Trustee Hernandez seconded; motion carried 5-0.

**Migrant summer
program lunches**

Trustee Revious made a motion to approve agreement with Tulare County Office of Education – Migrant Education Program – Region VIII to provide lunches for their 2012 summer programs in Kings County. Trustee Hernandez seconded; motion carried 5-0.

Adjournment

There being no further business, Vice President Revious adjourned the meeting at 6:34 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Dennis Hill, President

James L. Jay III, Clerk

**HANFORD ELEMENTARY SCHOOL DISTRICT
PUBLIC HEARING**

SBX3-4 – Tier Three Programs and Flexibility Transfers for 2012-13

In accordance with Budget Trailer Bill (SBX3 4), the Hanford Elementary School District will hold a public hearing to take testimony from the public regarding the closing and flexible use of State Tier Three programs for any educational purpose. The hearing will be held by the Trustees of the Hanford Elementary School District on May 23, 2012, at 6:05 p.m. at the Hanford Elementary School District Office Board Room at 714 N. White Street, Hanford, CA.

The following flexibility transfers from Categorical to General Purpose are proposed for 2012/13.

PROGRAM	2012/13 FUNDING	PROGRAM STATUS
Supplemental Hourly Programs	\$23,893	Closed
Physical Ed Teacher Recruitment Grant	117,410	Closed
Community-Based English Tutoring	38,145	Closed
Art & Music Block Grant	30,082	Partial Open
Counselors 7-8	66,090	Closed
Instructional Materials Fund	1,206,210	Closed
Math and Reading Training	30,066	Closed
Math and Reading Professional Development	25,056	Closed
Administrator Training Program	33,944	Closed
Professional Development Block Grant	229,366	Closed
Targeted Instructional Improvement Block Grant	272,322	Closed
School & Library Improvement Block Grant	356,000	Partial Open
	\$2,428,584	

Inters - IN

No	A/D	Sch Req'd	Home Sch	Date
I-106	A	King	Armona	5/23/12
I-107	A	King	Armona	5/23/12

Inters - OUT

None

12/107

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava

DATE: 5/9/12

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 5/23/12

ITEM: Donation of \$1400.00

PURPOSE: To cover printing costs of Washington Year Books

FISCAL IMPACT: Increase of \$1400.00 to the Washington School 2011-2012 General Fund Budget 0100-0000-0-1110-10000-430001-028-0000.

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

Revised

TO: Dr. Paul J. Terry

FROM: Silvia Duvall

DATE: 5/14/12

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 23, 2012

ITEM: Donation of \$2300.00 for student yearbooks and \$1900.00 for Kindegarten Zoo Study Trip from Simas PTC

PURPOSE: student yearbooks and study trip donation

FISCAL IMPACT: \$4200.00

RECOMMENDATIONS: accept donations

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 14, 2012

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

Date you wish to have your item considered: May 23, 2012

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

- BP/AR 5131.7 - Weapons and Dangerous Instruments

PURPOSE: The revised 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Board Policy

Weapons And Dangerous Instruments

BP 5131.7

Students

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus free from psychological and physical harm and desires to protect them from the dangers presented by firearms and other weapons.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 5116.1 - Intradistrict Open Enrollment)
- (cf. 5131 - Conduct)
- (cf. 5144 - Discipline)

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments as defined in law and administrative regulation, ~~of any kind~~ in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Under the power granted to the Board to protect maintain order and discipline in the schools and to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, ~~the public~~, any school employee is authorized to confiscate a prohibited weapon, dangerous instrument, or imitation firearm from any student on school grounds.

- (cf. 4158/4258/4358 - Employee Security)
- (cf. 3515.3 - District Police/Security Department)

~~Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board may set an earlier date for readmission on a case by case basis, in accordance with Board policy and administrative regulation. (20 USC 7151; Education Code 48915)~~

- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Unless he/she has obtained written permission as specified below, a students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other dangerous prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

(cf. 3515.2 - Disruptions)

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possessions. The Superintendent or designee also shall inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

653k Soliciting a minor to commit certain felonies

12001 Control of deadly weapons

12020-12036 Unlawful carrying and possession of concealed weapons

12220 Unauthorized possession of a machine gun

12401-12404 Tear gas

12550-12556 BB devices and imitation firearms

UNITED STATES CODE, TITLE 20

6301-7941 No Child Left Behind Act, especially:
7151 Gun-Free Schools Act

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

0401.01 Protecting Student Identification in Reporting Injurious Objects

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, January 2004

WEB SITES

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

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

National Alliance for Safe Schools: <http://www.safeschools.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office of Safe and Drug Free Schools:
<http://www.ed.gov/about/offices/list/osdfs>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: June 16, 2010 Hanford, California

revised:

Hanford ESD

Administrative Regulation

Weapons And Dangerous Instruments

AR 5131.7
Students

Prohibited weapons and dangerous instruments include, but are not limited to: (Education Code 48915, 49330; Penal Code 626.10, 16100-17350, 30310)

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Ammunition or reloaded ammunition
3. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 3 1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade ~~(Education Code 48915; Penal Code 626.10)~~
4. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
5. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun ~~(Penal Code 626.10)~~
6. Any other dangerous device, instrument, or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
7. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm ~~(Education Code 48900; Penal Code 12550)~~

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education

Code 49331, 49332)

(cf. 5145.12 - Search and Seizure)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.3 - District/Police Security Department)

(cf. 4158/4258/4358 - Employee Security)

When informing the principal about the possession of a weapon or dangerous instrument, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)

Regulation	HANFORD ELEMENTARY SCHOOL DISTRICT	
approved:	February 17, 1999	Hanford, California
reviewed:	May 16, 2001	
revised:	June 16, 2010	
Revised		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 14, 2012

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

Date you wish to have your item considered: May 23, 2012

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

- AR5125 - Student Records

PURPOSE: The revised 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Administrative Regulation

Student Records

AR 5125
Students

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district or required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. ~~A student record may be recorded in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or by other means.~~ Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information
(cf. 5125.1 - Release of Directory Information)
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee.
3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
5. Grades on peer graded papers before they are collected and reported by a teacher

(cf. 3515.3 - District Police/Security Department)

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Disclosure means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records, to any party, except the party that provided or created the record, by any means including oral, written, or electronic means. (34 CFR 99.3)

Personally identifiable information includes, but is not limited to:

1. The student's name.
2. The name of the student's parent/guardian or other family members.
3. The address of the student or student's family.
4. a personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting) and a list of personal characteristics or other information that would make the student's identity easily traceable. (34 CFR 99.3)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates.

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, or legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. *School officials and employees* also include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

A *legitimate educational interest* is ~~one~~ an interest held by school officials or and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access to Student Records Without Prior Written Consent

~~Persons, agencies, or organizations specifically granted access rights pursuant to law shall have access without prior written parental consent or judicial order. In addition, parental consent is not required when information is shared with other persons within educational institutions, agencies, or organizations obtaining access, as long as those persons have a legitimate educational interest in the information. (Education Code 49076)~~

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18, including the parent who is not the student's custodial parent (Education Code 49069; Family code 3025)

~~Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent. (Family Code 3025)~~

2. An adult student age 18 years or older, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.5)

~~3. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077)~~

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest of the requester or other legally authorized purpose: (Education Code 49076)

1. Parents/guardians of a dependent student age 18 or older (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and district employees, consistent with definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or older who has been investigated, selected, and trained by such a board the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Truancy)

5. ~~When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that was disclosed, and give him/her an opportunity for a hearing to challenge the record. (34 CFR 99.34)~~

Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. (Education Code 49076; 34 CFR 99.31)

6. Federal, state, and local officials, as needed for ~~program~~ an audit, evaluation, or compliance with law activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

7. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Prior to disclosing a record pursuant to a court order, Unless otherwise instructed by the court, the Superintendent or designee shall, unless otherwise instructed by the order, prior to disclosing

a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077.5 CCR 435; CFR 99.31)

8. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
9. A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
10. Any probation officer, ~~or district attorney, or counsel of record for a minor student~~ for the purposes of conducting a criminal investigation or an investigation in regards to declaring a ~~person~~ the minor student a ward of the court or involving a violation of a condition of probation, subject to specified evidentiary rules (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the record(s) that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

11. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student, or for ~~the purposes of~~ presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

~~Upon releasing student information to a judge or probation officer for the purpose of conducting a truancy mediation program or presenting evidence in a truancy petition, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)~~

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

12. Any county placing agency for the purpose of preparing a health and education summary pursuant to Welfare and Institution Code 16010 for a child placed in foster care, fulfilling educational case management responsibilities required by the juvenile court or by law, or assisting with the school transfer or enrollment of a student. (Education Code 49076) ~~pursuant to Welfare and Institutions Code 16010 and to assist with the school transfer or enrollment of a student~~

(cf. 6173.1 - Education for Foster Youth)

13. Any foster family agencies with jurisdiction over currently enrolled or former students for purposes of accessing may access those students' records of grades and transcripts, and any individualized education program (IEP) developed and maintained by the district with respect to such students. (Education Code 49069.3)
14. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the record(s) as described in item #10 above. (Education Code 49076)

(cf. 6159 - Individualized Education Program)

15. Designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with the procedures specified in Education Code 49076.5, in cases where the district is authorized to assist law enforcement in investigations of suspected kidnapping (Education Code 49076.5)

~~When authorized by law to assist law enforcement in investigations of suspected kidnapping, In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to any another public school district or California private school. The information shall be released only to (Education Code 49076.5)~~

At his/her discretion, the Superintendent or designee may release information from student records to the following: (Education Code 49076)

1. Appropriate persons including parents/guardians of a student, in an emergency if the health and safety of a the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.36)
2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, , organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.

- b. the information is destroyed when no longer needed for the purpose for which the study is conducted
 - c. The district enters into a written agreement with the organization that includes the information specified in 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll (Education Code 49076; 34 CFR 99.31, 99.36)
 5. The Superintendent or designee may release a student's immunization record information to Local health departments operating countywide or regional immunization information and reminder systems and the State Department of Public Health Services, in which case the Superintendent or designee shall notify the student's parent/guardian of his/her rights in accordance with law prior to releasing the information. The following information may be released:—(Health and Safety Code 120440)
 1. ~~Name of the student and the student's parent/guardian~~
 2. ~~Student's gender~~
 3. ~~Student's date and place of birth~~
 4. ~~Types and dates of immunizations received~~
 5. ~~Manufacturer and lot number of the immunization received~~
 6. ~~Adverse reaction to the immunization~~
 7. ~~Other non-medical information necessary to establish the student's unique identity and record~~
 If the district is planning to release a student's immunization information to the county health department or state Department of Health Services, the Superintendent or designee shall inform the student's parents/guardians of the following:—(Health and Safety Code 120440)
 1. ~~The type of information that will be shared~~
 2. ~~The name and address of the agency with which the district will share the information~~
 3. ~~That any shared information shall be treated as confidential and shall be used to share only with each other and, upon request, with health care providers, child care facilities, family child care homes, service providers for the Women, Infants and Children (WIC) food program, county welfare departments, foster care agencies, and health care plans~~

4. ~~That the information may be used only to provide immunization service; to provide or facilitate third party payer payments for immunizations; to compile and disseminate statistical information on immunization status on groups of people, without identifying the student~~
5. ~~That the parent/guardian has the right to examine any immunization related information shared in this manner and to correct any errors~~
6. ~~That the parent/guardian may refuse to allow this information to be shared~~

Persons, agencies, or organizations not afforded access rights pursuant to law may be granted access only through written permission consent of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person or agency granted access is prohibited from releasing information to another person, ~~or agency, or organization~~ without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

Procedures for Access Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

~~Authorized persons, organizations, or agencies from outside the school whose access requires~~

~~consent from the parent/guardian or adult student shall submit their request, together with any required authorization, to the Superintendent or designee or the custodian of records. (5 CCR 435)~~

When prior written consent is required by law, the parent/guardian shall provide a ~~signed and dated written~~ signed, and dated consent before the district discloses the student record. The Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other an authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

~~The custodian of records shall be responsible for the security of student records and shall assure that access is limited to authorized persons. (5 CCR 433)~~

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the ~~school~~ custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log does not need to record access by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information

(cf. 5125.1 - Release of Directory Information)

4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075

5. School officials or employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student which is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state/federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of furnishing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

The Superintendent or designee shall set a fee and update the amount periodically if actual costs change.

(cf. 3260 - Fees and Charges)

Changes to Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
 (cf. 5111.1 - District Residency)
 (cf. 5111.12 - Residency Based on Parent/Guardian Employment)
 (cf. 5111.13 - Residency for Homeless Children)
5. Entrance and departure date of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given
 (cf. 5121 - Grades/Evaluation of Student Achievement)
7. Verification of or exemption from required immunizations
 (cf. 5141.31 - Immunizations)
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
 (cf. 5141.32 - Health Screening for School Entry)
4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification of Individuals for Special Education)

5. Language training records
(cf. 6174 - Education for English Language Learners)
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study
(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor/teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
(cf. 5144 - Discipline)
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public

inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

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

Notification of Parents/Guardians

Upon students' initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible

students ~~who are disabled~~ with disabilities. (Education Code 49063; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining "school officials and employees" and for determining "legitimate educational interest"
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records, and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

(cf. 5125.3 - Challenging Student Records)

8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. The availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)


12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that ~~have requested the records and in which the student seeks or intends to enroll~~ or is

already enrolled as long as the disclosure is for purposes related to the student's enrollment.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2001 Hanford, California
revised: August 1, 2006

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas 
DATE: May 14, 2012

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

Date you wish to have your item considered: May 23, 2012

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

- BP/AR 5113 - Absences and Excuses

PURPOSE: The revised 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Board Policy

Absences And Excuses

BP 5113

Students

The Board of Trustees believes that regular attendance plays an important role in student achievement. ~~The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.~~ The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Truancy)

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code 46010, ~~48216~~, 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 and 8, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

(cf. 5145.6 - Parental Notifications)

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

Effect of Absence on Grades/Credits

If a student's absence is excused under Education code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonable given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

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

(cf. 6154 - Homework/Makeup Work)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

2550-2558.6 Computation of revenue limits

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48210-48216 Exclusions from attendance

48240-48246 Supervisors of attendance

48260-48273 Truants

48292 Filing complaint against parent

48320-48324 School attendance review boards

48340-48341 Improvement of student attendance

49067 Unexcused absences as cause of failing grade

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

Hanford ESD

Administrative Regulation

Absences And Excuses

AR 5113
Students

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205) (Head Lice is excused for up to three calendar days.)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

"Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
6. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference (student employment)
 - f. Attendance at an educational conference on the legislative or judicial process offered by a

nonprofit organization.

7. Participation in religious exercises or to receive moral instruction and in accordance with district policy: (Education Code 46014)
 - a. In such instances, the student shall attend at least the minimum school day
 - b. The student shall be excused for this purpose on no more than four days per school month
8. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education code 48201)

Method of Verification

~~When students who have been absent return to school, they~~ When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, or email from parent/guardian or parent representative. (Education Code 46012)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. ~~A written recording shall be made, including information outlined above.~~ The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification

- a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
- b. A physician's note may be required anytime the school deems necessary. When a student has had 10 absences in the school year for illness verified by methods listed in #1-4 above, any further absences for illness must be verified by a physician. Parents that cannot afford to obtain a medical verification by a physician must obtain verification from the school nurse.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California


revised: July 30, 2002

revised: March 25, 2008

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas 
DATE: May 14, 2012

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

Date you wish to have your item considered: May 23, 2012

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

- AR 5111.12 - Residency Based on Parent/Guardian Employment

PURPOSE: The revised 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Administrative Regulation

Residency Based On Parent/Guardian Employment

AR 5111.12

Students

For purposes of determining eligibility for enrollment in a district school, district residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. (Education Code 48204)

When applying for his/her child's for admission to a district school based upon employment, the parent/guardian shall provide submit proof of the employment to the Superintendent or designee. This evidence may include, but not be limited to, within district boundaries, such as a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Stubs or letters Documentation listing only a post office box as an address shall not be accepted.

Such evidence shall also indicate the number of hours per school week that the parent/guardian is employed at that location.

The Board of Trustees Superintendent or designee may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)
3. The school facilities are overcrowded at the relevant grade level.
4. Student has not demonstrated good attendance and behavior practices.
5. Other circumstances exist that are not arbitrary. (Education Code 48204)

(cf. 5117 - Interdistrict Attendance)

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent years. Such students may continue to attend school in the district through the highest grade provided by the district, if:

1. One or both of the student's parents/guardians continue to be physically employed within district boundaries. Verification from employer is required.

2. The student's attendance is acceptable up to and including arriving to school on time.
3. The student demonstrates appropriate behavior while at school.
4. Subject to the restrictions specified in law related to excess costs and negative impact on desegregation plans. (Education Code 48204)

District Students Transferring to Other Districts Based on Parent/Guardian Employment

~~When a student's parent/guardian requests that the student be transferred to another a transfer out of a district based on the on the grounds that his/her parent/guardian's is physical employment employed within that other district, the Board may deny the request if the percentage of district students admitted to other districts on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. A transfer may also be denied if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan~~

Requests for Transfers out of District Schools

When a student requests a transfer out of the district on the grounds that his/her parent/guardian is employed within the boundaries of another district, the Superintendent or designee may disallow the transfer for either of the following reasons: (Education Code 48204)

1. The difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education code 48204.
2. The transfer would negatively impact the district's court-ordered or voluntary desegregation plan.

Notifications

~~The student's parent/guardian shall be notified in writing of the Board's decision to deny admission.~~

Whenever a student's application for a transfer into or out of the district is denied, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial. (Education Code 48204)

Legal Reference:

EDUCATION CODE

46601 Failure to approve interdistrict attendance

48200-48204 Compulsory education law; especially:

48204 Residency based on parent/guardian employment

ATTORNEY GENERAL OPINIONS

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

Management Resources:

WEB SITES

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

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

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

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revised: March 25, 2008

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 14, 2012

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

Date you wish to have your item considered: May 23, 2012

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

- AR 5111.1 - District Residency

PURPOSE: The revised 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Administrative Regulation

District Residency

AR 5111.1
Students

Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parents/guardians reside within district boundaries. (Education Code 48200)

(cf. 5111.13 - Residency for Homeless Children)

2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)

3. The student has been admitted through the district's interdistrict attendance program. (Education Code 48204)

(cf. 5117 - Interdistrict Attendance)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)

5. The student lives with a caregiving adult within district boundaries. (Education Code 48204)

(cf. 5111.11 - Residency of Students with Caregiver)

6. The student resides in a state hospital located within district boundaries. (Education Code 48204)

7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

In addition, district residency status may be granted to a student if at least one parent/guardian is physically employed within district boundaries (Education Code 48204)

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

Proof of Residency

The Superintendent or designee shall annually verify the student's district residency status and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

~~Prior to admission in district schools, students may be required to provide proof of residency.~~

~~(cf. 5111—Admission)~~

Reasonable Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any two of the following: (Education Code 48204.6)

1. Property tax payment receipts
2. Rental property contracts, lease, or payment receipts
3. Utility service contract, statement, or payment receipts
4. Pay stub
5. Voter Registration
- 4.6. Declaration of residency executed by the student's parent/guardian
7. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student
8. ~~Upon enrollment of a~~ If the student is residing in the home of a caregiving adult within district boundaries, the caregiving adult shall execute, under penalty of perjury, the affidavit specified in Family Code 6552.

The Superintendent or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, a utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative.

However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in district schools. (Education Code 48853.5; 42 USC 11432)

Failure to Verify Residency

~~If any district employee~~ When the Superintendent or designee reasonably believes that the student's parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee he/she shall may make reasonable efforts to determine that the student meets legal residency requirements. (Education Code 48204.6 1)

Revocation of Enrollment

If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false or unreliable evidence of residency, he/she shall deny or revoke the student's enrollment.

Safe at Home Program/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home Program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee shall use the substitute address for all future communications and correspondence and shall not ~~may request the actual residence address for the purpose of establishing residence within district boundaries.~~ The Superintendent or designee shall not include the actual address in the student's file or any other public record. The Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries. and shall instead use the substitute address designated by the Secretary of State for all future communications and correspondence. (Government Code 6206, 6207)

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

48980 Notifications at beginning of term

52317 ROP, admission of persons including nonresidents to attendance area

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNCODIFIED STATUTES

AB 687, Ch. 309, Statutes of 1995

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

WEB SITES

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

California Secretary of State, Safe at Home Program: <http://www.ss.ca.gov/safeathome>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

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revised: April 2005

revised: March 25, 2008

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 14, 2012

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

Date you wish to have your item considered: May 23, 2012

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

- BP/AR 0450 - Comprehensive Safety Plan

PURPOSE: The revised 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Board Policy

Comprehensive Safety Plan

BP 0450

Philosophy, Goals, Objectives and Comprehensive Plans

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

The school site council at each district school shall ~~write and develop~~ a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, and 32286)

The plan shall take into account the school's staffing, available resources and building design, as well as other factors unique to the site.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

Each school shall forward the safety plan to the Board for approval. (Education Code 32288)

~~Each school shall review and update its safety plan by March 1 of each year. New school campuses shall develop a safety plan within one year of initiating operations (Education Code 32286)~~

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year (Education Code 32286)

The Board shall review the comprehensive ~~districtwide and/or school~~ safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

~~The Board shall approve the plan at a regularly scheduled meeting and the adoption of the plan shall not be a consent item. At a minimum, the Board shall discuss both of the following: (Education Code 35294.22)~~

- ~~1. How the safety plan addresses the needs of each school and students within that school.~~
- ~~2. How the school site council or safety planning committee, when writing the plan,~~

~~considered the "three essential components" described in Education Code 35294.21, including assuring each student a safe physical environment; assuring each student a safe, respectful, accepting, and emotionally nurturing environment; and developing each student's resiliency skills.~~

By October 15 of each year, the Superintendent or designee shall notify the State California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of sex discrimination
 32260-32262 Interagency School Safety Demonstration Act of 1985
 32270 School safety cadre
 32280-32289 School safety plans
 32290 Safety devices
 35147 School site councils and advisory committees
 35183 School dress code; uniforms
 35291 Rules
 35291.5 School-adopted discipline rules
 35294.10-35294.15 School Safety and Violence Prevention Act
 41510-41514 School Safety Consolidated Competitive Grant Program

48900-48927 Suspension and expulsion
 48950 Speech and other communication
 49079 Notification to teacher; student who has committed acts constituting grounds for suspension or expulsion
 67381 Violent crime
 PENAL CODE
 11164-11174.3 Child Abuse and Neglect Reporting Act
 CALIFORNIA CONSTITUTION
 Article 1, Section 28(c) Right to Safe Schools
 CODE OF REGULATIONS, TITLE 5
 11992-11993 Definition, persistently dangerous schools
 11987-11987.7 School Community Violence Prevention Program requirements
 UNITED STATES CODE, TITLE 20
 7101-7165 Safe and Drug Free Schools and Communities, especially:
 7114 Application for local educational agencies
 7912 Transfers from persistently dangerous schools
 UNITED STATES CODE, TITLE 42
 12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

911! A Manual for Schools and the Media During a Campus Crisis, 2001
 Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999
 CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
 Safe Schools: A Planning Guide for Action, 2002
 U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
 Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007
 Early Warning, Timely Response: A Guide to Safe Schools, August 1998

WEB SITES

CSBA: <http://www.csba.org>
 California Department of Education, Safe Schools: <http://www.cde.ca.gov/lss>
 California Emergency Management Agency: <http://www.calema.ca.gov>
 California Seismic Safety Commission: <http://www.seismic.ca.gov>
 Center for Effective Collaboration and Practice: <http://cecp.air.org>
 Federal Bureau of Investigation: <http://www.fbi.gov>
 National Alliance for Safe Schools: <http://www.safeschools.org>
 National School Safety Center: <http://www.schoolsafety.us>
 U.S. Department of Education, Office of Safe and Drug Free Schools:
<http://www.ed.gov/about/offices/list/osdfs/index.html>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: April 22, 1998 Hanford, California
 revised: September 19, 2001
 revised: May 11, 2005
 revised:

Hanford ESD

Administrative Regulation

Comprehensive Safety Plan

AR 0450

Philosophy, Goals, Objectives and Comprehensive Plans

Development of School Site Safety Plan

~~The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The school site council shall consult with local law enforcement in the writing and development of the plan, as well as other school site councils and safety committees, when practical.~~ developing the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

~~In addition, the school site council may consult with other local agencies as appropriate, including health care and emergency services.~~

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

The school site council may delegate the responsibility for writing and developing a comprehensive school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 32288)

(cf. 1220 - Citizen Advisory Committees)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

Content of the Safety Plan

~~The safety~~ Each comprehensive safety plan shall include, an assessment of the current status of school crime committed on campus(es) and at school-related functions. (Education Code 32282)

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, and shall include the development of all of the following: Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164

(cf. 5141.4 - Child Abuse Reporting Procedures)

2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptation for students with disabilities in accordance with the Americans with Disabilities Act.
 - b. An earthquake emergency procedure system in accordance with Education Code 32282
 - c. A procedure to allow a public agency agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
 (cf. 3516.1 - Fire Drills and Fires)
 (cf. 3516.2 - Bomb Threats)
 (cf. 3516.3 - Earthquake Emergency Procedure System)
 (cf. 3516.5 - Emergency Schedules)
 (cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. ~~A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4.~~ A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

(cf. 5145.7 - Sexual Harassment)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," the provisions of that dress code and the definition of "gang-related apparel."

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly environment conducive to learning at the school

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. Hate crime reporting procedures

Among the strategies for providing a safe environment, the plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies as well as behavioral expectations and consequences for violations.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5113 - Absences and Excuses)

(cf. 5136 - Gangs)

(cf. 5145.12 - Search and Seizure)

3. Curriculum that emphasizes prevention and alternatives to violence. ~~This curriculum may include~~ such as multicultural education, character/ values education, media analysis skills, conflict resolution and community service learning.

(cf. 6141.6 - Multicultural Education)

(cf. 6142.4 - Learning through Community Service)

4. Parent involvement strategies, including strategies to help ensure parental support and reinforcement of the school's rules and increase the number of adults on campus.

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students.

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction.

(cf. 1020 - Youth Services)

7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school.

8. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime.

9. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, securing the campus perimeter, and protecting buildings against vandalism. In addition, methods for effective enforcement and prevention may be considered, including the presence of law enforcement on campus.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police Department)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

10. Crisis prevention and intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.2 - Disruptions)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Campus Disturbances)

b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s).

b.c. Assignment of staff members responsible for each identified task and procedure

e.d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for student and staff to practice the evacuation plan

d.e. Coordination of communication to schools, Board of Trustees members, parents/guardians and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

e.f. Development of a method for the reporting of violent incidents

f.g. Development of follow-up procedures that may be required after the crisis has occurred, such as counseling

11. Staff training development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)


(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
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Revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas 
DATE: May 14, 2012

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

Date you wish to have your item considered: May 23, 2012

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

- AR/E 5125.1 - Release of Directory Information

PURPOSE: The revised 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Administrative Regulation

Release Of Directory Information

AR 5125.1
Students

Definition

Directory information means information contained in ~~an~~ a student education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFG 99.3; Education Code 49061)

Name, address, telephone number, electronic mail address; ~~photograph~~; date of birth and place of birth; participation in officially recognized activities and sports, weight and height of athletic team members; dates of attendance; degrees and awards received; most recent school attended.

Directory Information does not include a student's social security number or student identification number. However, directory information may include a student identification number, user identification, or other personal identifier used by the student for purposes of accessing or communicating in electronic systems provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the school or district plans to release, and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (Education Code 49063, 49073; 34 CFR 99.37)

(cf. 5125 - Student Records)
(cf. 5145.6 - Parental Notifications)

Directory information shall not be released regarding any student whose parent/guardian completes the "Refusal for Release of Directory Information" form. (Sch-012) (Education Code 49073)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district.

unless the opt-out request has been rescinded. (34 CFR 99.37)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised: November 6, 2002

revised: August 28, 2006

revised:

Hanford ESD

Exhibit

Release Of Directory Information

E 5125.1

Students

Hanford Elementary School District Refusal For Release Of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Hanford Elementary School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- * A playbill, showing your child's role in a school program;
- * The annual yearbook;
- * Honor roll or other recognition lists;
- * Graduation programs; and
- * Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by completing the "Refusal for Release of Directory Information" form (Sch-012). The district has designated the following information as directory information:

Name, address, telephone number; e-mail address, photograph; date of birth and place of birth; participation in officially recognized activities and sports, weight and height of athletic team members; dates of attendance; degrees and awards received; most recent school attended.

I do not want any directory information related to my child, _____, released without my prior consent.

Signature _____


Relationship _____

Date _____

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT
version: September 2006 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas 
DATE: May 14, 2012

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

Date you wish to have your item considered: May 23, 2012

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

- BP/AR 5111 - Admission

PURPOSE: The revised 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Board Policy

Admission

BP 5111

Students

The Board of Trustees believes that all children should have the opportunity to receive educational services. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and in Board policies and regulations.

- (cf. 5111.1 District Residency)
- (cf. 5111.11 Residency of Students with Caregiver)
- (cf. 5111.12 Residency Based on Parent/Guardian Employment)
- (cf. 5111.13 Residency for Homeless Children)
- (cf. 5119 Students Expelled from Other Districts)
- (cf. 5141.22 Infectious Diseases)
- (cf. 5141.3 Health Examinations)
- (cf. 5141.31 Immunizations)

Legal Reference:

EDUCATION CODE

- 46600 Agreements for admission of pupils desiring interdistrict attendance
- 48000 Minimum age of admission (kindergarten)
- 48002 Evidence of minimum age required to enter kindergarten or first grade
- 48010 Minimum age of admission (first grade)
- 48011 Admission from kindergarten or other school; minimum age
- 48050-48053 Nonresidents
- 48200 Children between ages of 6 and 18 years (compulsory full-time education)
- 48211 Habits and disease
- 49076 Access to records by persons without written consent or under judicial order
- 49408 Information of use in emergencies

HEALTH AND SAFETY CODE

- 3380-3390 Immunization against communicable diseases
- 3400-3409 Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

- 200 Promotion from kindergarten to first grade
- 201 Admission to high school

CODE OF REGULATIONS, TITLE 17

- 6000-6075 School attendance immunization requirements

~~TITLE VII, SUBTITLE B, THE MCKINNEY ACT OF 1987~~~~Management Resources:~~~~CDE MANAGEMENT ADVISORIES~~~~0900.90 Changes in law concerning eligibility for admission to kindergarten~~

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of students entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall verify the student's age, residency, and any other admission criteria specified in law and in Board policies and administrative regulations.

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

(cf. 5111.1 - District Residency)

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

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

All resident students who are enrolling either in the school in their attendance area or in another district school shall be subject to the timelines established by the Board in BP/AR 5116.1 - Intradistrict Open Enrollment. Nonresident students may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

Legal Reference:EDUCATION CODE

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)
48011 Admission from kindergarten or other school; minimum age
48050-48053 Nonresidents
48200 Children between ages of 6 and 18 years (compulsory full-time education)
48350-48361 Open Enrollment Act
48850-48859 Educational placement of foster youth
49076 Access to records by persons without written consent or under judicial order
49408 Information of use in emergencies
49700-49704 Education of children of military families
HEALTH AND SAFETY CODE
120325-120380 Education and child care facility immunization requirements
121475-121520 Tuberculosis tests for students
CODE OF REGULATIONS, TITLE 5
200 Promotion from kindergarten to first grade
201 Admission to high school
CODE OF REGULATIONS, TITLE 17
6000-6075 School attendance immunization requirements
UNITED STATES CODE, TITLE 42
11431-11435 McKinney Homeless Assistance Act

Management Resources:

CSBA PUBLICATIONS

Transitional Kindergarten, Issue Brief, July 2011

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

Dear Colleague Letter, May 6, 2011

WEB SITES

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

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

Office for Civil Rights, U.S. Department of Education: <http://www2.ed.gov/about/offices/list/ocr>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 14, 1999 Hanford, California

reviewed: May 16, 2001

revised:

Hanford ESD

Administrative Regulation

Admission

AR 5111

Students

Age of Admission

~~Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.~~

~~A child who will reach the age of five on or before December 2 of the school year shall be eligible for enrollment in kindergarten at the beginning of that school year or at any later time in the same year. (Education Code 48000)~~

Age of Admittance to Grades K-1

A child shall be eligible for enrollment in kindergarten or first grade, at the beginning of the school year or at a later time in the same year, if the child has his/her fifth or sixth birthday, respectively, on or before one of the following dates: (Education Code 48000, 48010)

1. November 1 of the 2012-13 school year
2. October 1 of the 2013-14 school year
3. September 1 of the 2014-15 school year and each school year thereafter

Any child who will have his/her fifth birthday between the date listed above for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6170.1 - Transitional Kindergarten)

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth

2. A duly attested baptism certificate

3. Passport

If the above documentation is unobtainable, the district may accept a sworn statement (affidavit) from the parent/guardian that provides the name, age, birth date and birthplace of the student, the name(s) of his/her parents or any other appropriate means of proving the age of the child.

A student enrolling in a district school at any other grade level shall present records from his/her previous school district documenting his/her age and current grade level.

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: May 16, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 14, 2012

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

Date you wish to have your item considered: May 23, 2012

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

- BP 6163.4 - Student Use of Technology

PURPOSE: The revised 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.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

Board Policy

Student Use Of Technology

BP 6163.4

Instruction

The Board of Trustees intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning. The Board of Trustees recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

- (cf. 0440 - District Technology Plan)
- (cf. 1113 - District and School Web Sites)
- (cf. 4040 - Employee Use of Technology)
- (cf. 6010 - Goals and Objectives)
- (cf. 6162.7 - Use of Technology in Instruction)
- (cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, as well as ~~consequences~~ consequences for unauthorized use and/or unlawful activities.

- (cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)
- (cf. 5145.12 - Search and Seizure)

On-Line Services/Internet Access

***Note: 20 USC 6777 mandates that districts adopt an Internet safety policy as a condition of receiving technology funds under Title II, Part D of the No Child Left Behind Act (20 USC 6751-6777) for the purpose of purchasing computers with Internet access or paying for direct costs associated with accessing the Internet. 47 USC 254 mandates that districts adopt an Internet safety policy in order to qualify for federal universal service discounts for Internet access (E-rate discounts). This mandate applies to districts that receive E-rate discounts for Internet access, Internet services, or internal connections, but not to districts that receive discounts for telecommunications services only. ***

***Note: Both 20 USC 6777 and 47 USC 254 require that the district's policy include the operation and enforcement of a "technology protection measure" that blocks or filters Internet

access to visual depictions that are obscene, child pornography, or harmful to minors. As part of the funding application process, a district is required to certify that it has the required policy in place and is enforcing the operation of the technology protection measure. For the first year that a district is applying for funds, 20 USC 6777 and 47 USC 254 allow the district to certify that it does not yet have the policy or technology protection measure in place, but that it is in the process of putting the policy or measure in place for the second funding year.***

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

***Note: Districts receiving E-rate discounts for Internet access, Internet services, or internal connections are also mandated by 47 USC 254 to adopt policy that addresses (1) access by minors to "inappropriate matter" on the Internet; (2) safety and security of minors when using email, chat rooms, and other forms of direct electronic communication; (3) unauthorized access, including "hacking" and other unlawful online activities by minors; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors' access to harmful materials. ***

***Note: On October 8, 2008, the President signed the Broadband Data Improvement Act (P.L. 110-385) which amended 47 USC 254 to mandate that the district's Internet safety policy now include educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms as well as cyberbullying awareness and response. See BP 5131 - Conduct for additional language prohibiting cyberbullying and outlining the district's response to a report or complaint of cyberbullying. ***

~~The Board desires to protect students from access to inappropriate matter on the Internet or other on-line services. To reinforce these measures, The the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.~~ He/she also shall establish regulations to address the safety and security of students and student information when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Disclosure, use and dissemination of personal identification information regarding students is prohibited.

Staff shall supervise students while they are using on-line services and may ask teacher aides, -

and student aides, and volunteers to assist in this supervision.

Note: The following optional paragraph addresses access to social networking sites such as MySpace, Facebook, Xanga, Friendster, and others, and may be revised if the district later chooses to allow limited access for educational purposes.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Before using the district's on-line resources, each student and his/her parent/guardian shall receive an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technology resources. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

Legal Reference:

EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education technology

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

K-12 Network Technology Planning Guide: Building the Future, 1995

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

WEB SITES

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

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

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

Web Wise Kids: <http://www.webwisekids.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 19, 2001

revised: September 20, 2006

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas *LS*
DATE: May 14, 2012

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

Date you wish to have your item considered: May 23, 2012

ITEM: Elimination of the following Administrative Regulation

- AR 5111.13 - Residency for Homeless Children

PURPOSE: Regulation deleted and key concepts incorporated into AR 5111.1 - District Residency

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information

Hanford ESD

DELETE

Administrative Regulation

Residency For Homeless Children

AR 5111.13

Students

Homeless students living in the district shall be admitted to district schools upon presentation of any of the following:

1. ~~Hotel or motel receipts~~
2. ~~A letter from a social service agency or homeless shelter verifying that the child lives within the district~~
3. ~~An affidavit from the parent/guardian stating that the family lives within the district~~

~~A reasonable effort shall be made to secure an address, phone number and medical release from the parent/guardian when a child is placed in a classroom.~~

Legal Reference:

EDUCATION CODE

~~1980-1986 County community schools~~

~~2558.2 Use of revenue limits to determine average daily attendance of homeless children~~

~~39807.5 Payment of transportation costs by parents~~

UNITED STATES CODE, TITLE 42

~~11431-11435 McKinney Vento Homeless Assistance Act~~

Management Resources:

CDE PUBLICATIONS

~~Enrolling Students in Homeless Situations, 1999~~

FEDERAL REGISTER

~~U.S. Department of Education: Notice of school enrollment guidelines, 67 Fed. Reg. 10698~~

WEB SITES

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

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

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

Regulation — ~~HANFORD ELEMENTARY SCHOOL DISTRICT~~

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

revised: ~~June 2006~~ —

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams *DW*
DATE: May 15, 2012
FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 23, 2012**

ITEM: Receive the following revised Board Policy for information.

PURPOSE: The following Board Policy reflects 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 mandates and Education Code changes.

- BP 4140, 4240, 4340 – Bargaining Units (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

Certificated and Classified Personnel

BP 4140 (a)

4240

4340**BARGAINING UNITS**

The Board of Trustees recognizes the right of public school employees to form bargaining units, select an employee organization as the exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with ~~the~~ recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 – Role of the Board)

~~The Board shall negotiate only with the exclusive representative of each bargaining unit.~~

~~(Government Code 3543.3)~~

~~Certificated and classified employees shall not be included in the same bargaining unit.~~

~~(Government Code 3545)~~

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

Neither the district nor the employee organization shall impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3543.6)

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

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit.

(Government Code 3545)

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

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 – Administrative and Supervisory Personnel)

(cf. 4301 – Administrative Staff Organization)

(cf. 4312.1 – Contracts)

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

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions, but that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Payment of Dues or Service Fee

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

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

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

(cf. 3460 - Financial Reports and Accountability)

The Superintendent or designee may provide an employee organization with the home address and home telephone number of employees, except any employees performing law enforcement-related functions and any employees who provide written request that the information not be disclosed for this purpose. (Government Code 6254.3)

(cf. 1340 - Access to District Records)

Legal Reference:

EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 Definitions of senior classified management employees

45108.7 Waiver of provisions of 45108.5

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

6254.3 Disclosure of employee contact information to employee organization

6503.5 Joint powers agencies

53260-53264 Employment contracts

CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

COURT DECISIONS

County of Los Angeles v. Service Employees International Union, Local 721, (2011), 192

Cal.App.4th 1409

Management Resources:

CSBA PUBLICATIONS

Collective Bargaining DVD-ROM

Maximizing School Board Governance: Collective Bargaining

Before the Strike: Planning Ahead in Difficult Negotiations, 1996

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Public Employment Relations Board: <http://www.perb.ca.gov>

Policy

adopted: November 7, 2001

revised: September 5, 2007

Revised: _____ 2012

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams DW

DATE: May 14, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 23, 2012**

ITEM: Hear Public input on Hanford Elementary School District's initial proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA) (reopened articles), for the 2012-2013 school year.

PURPOSE: The District's initial proposal for amendments to the 2010-2013 Collective Bargaining Agreement with HETA was presented at the April 25, 2012, Board meeting. Comments from the public regarding the proposal are to be heard prior to Board action to accept the proposal [Gov. Code 3547 (b) and (c)].

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Hear public comments and accept District's Initial Proposal for contract negotiations with HETA.

Hanford Elementary School District
District's Initial Proposal
HETA CONTRACT REOPENERS 2012-2013

Article 11 SCHOOL CALENDARS AND WORK YEAR

- Remove parent conference days and decrease salary schedule by one percent (1%).

Article 18 EMPLOYEE GROUP HEALTH AND WELFARE INSURANCE BENEFITS

- No change in District cap: Current cap = \$11,341.32

277 Unit Members = \$3,141,544 per year
26 Retirees = \$ 287,352 per year

Total yearly benefit costs = \$3,428,896

- Make minor revisions in contract language:

➤ Life Insurance – add “suicide exclusion.”

Add “Domestic Partners” language.

➤ Unpaid Family Care Leave – add the following language:

“Provided that coverage was in place before he/she took the leave.”

“If the employee fails to return to district employment after the expiration of the leave, for any reason other than the continuation, recurrence, or onset of a serious health condition, other circumstances beyond his/her control, or returns to work and fails to either work for 30 days or retires, the employee shall reimburse the district for premiums paid during the family care and medical leave. (20 USC 2614; Government Code 12954.2; 29 CFR 800.213)

Article 20 SALARY

- No cost of living increase
- Change date from September 12 to August 12 for unit advancement.

As an alternative to making a proposal for further salary reductions, the District proposes procedures regarding commencement of 2013-14 negotiations.

DRAFT LANGUAGE:

- The parties agree that the following specific procedures shall apply with respect to negotiations for the 2013-2016 Collective Bargaining Agreement.
 1. If none of the proposed initiatives to increase taxes for public education qualify to be placed on California's November 2012 ballot; or alternatively, if all of those tax increase initiatives that do qualify for the November 2012 ballot fail to be approved by the electorate, the parties shall present their successor contract proposals to the Board by no later than the second regular Board meeting in November; the District shall ensure that the public has an opportunity to comment on those successor contract proposals at the regular Board meeting in December and the parties shall commence negotiations immediately after the winter break, i.e. by no later than mid-January 2013.
 2. In the event the electorate approves one or more of the initiatives to increase taxes for public education, Association shall present its initial contract proposal to the Board no later than the Board's first meeting in April 2013. The District agrees to begin negotiations on a successor contract by no later than May 31, 2013.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: May 14, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 23, 2012**

ITEM: Hear Public input on Hanford Elementary Teachers Association's (HETA's) initial proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (reopened articles), for the 2012-2013 school year.

PURPOSE: HETA's initial proposal for amendments to the 2010-2013 Collective Bargaining Agreement with HESD was presented at the April 25, 2012, Board meeting. Comments from the public regarding the proposal are to be heard prior to Board action to accept the proposal [Gov. Code 3547 (b) and (c)].

FISCAL IMPACT: Unknown at this time.

RECOMMENDATION: Hear public comments and accept HETA's initial proposal for contract negotiations with HESD.

HETA Reopeners for 2012-2013

Per Article 24 of the Collective Bargaining Agreement

Article 11 Calendar

Previously agreed to for the 2012-2013 school year.

Article 18 Employee Group Health and Welfare Insurance Benefits

HETA would like the District to maintain fully District paid Dental, Vision, Life, and Medical insurance premiums.

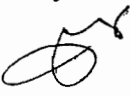
Article 20 Salary

HETA would like to continue the current Salary Article previously set forth in the 2010-2013 Collective Bargaining Agreement.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 05/14/12

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/23/12

ITEM: Consider renewal of License Agreement with Intel-Assess, Inc.

PURPOSE: Contract with Intel-Assess, Inc. for the 2012 - 2013 school year to revise, refine and further develop the HESD standards-based benchmarks in English Language Arts and Mathematics for grades 2 – 8.

FISCAL IMPACT: \$12,678 to be paid from Title I Funds

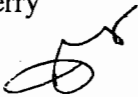
Account Number: 0100-3010-0-1110-1000-580000-005-0000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Joy Gabler 

DATE: 05/14/12

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

Date you wish to have your item considered: 05/23/12

ITEM: Consider approval of consultant contract with Rick Morris,
Creator of New Management, Inc.

PURPOSE: Rick Morris will provide a 5 hour classroom management and discipline workshop on Friday, August 10, 2012, 8:30 a.m.- 2:30 p.m. for all new HESD teachers and, if interested, returning teachers. The session will cover techniques for effectively dealing with student behavior and improving the overall classroom learning environment to promote student achievement.

FISCAL IMPACT: \$1,800 New Management, Inc. in-service fee; plus materials (\$3.00 per person); lodging (approx. \$150); car rental and mileage (approx. \$250). Approximate total: \$2,500.

0100-4035-0-1110-1000-580009-005-0000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GMM*

DATE: May 11, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: May 23, 2012

ITEM:

Consider authorization to solicit bids for the roof replacement of the District Office North Wing.

PURPOSE:

The north wing roof at the District Office needs to be replaced. The project will require the solicitation of bids. Once a bid is awarded, we expect to start the project in July. The entire project should be completed in approximately 60 days.

FISCAL IMPACT:

The estimated cost is \$83,000. Funding will be from the Deferred Maintenance Fund.

RECOMMENDATION:

Authorize the solicitation of bids for the roof replacement of the District Office North Wing.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Dr. Paul J. Terry

DATE: May 16, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 23, 2012

ITEM: Approve Resolution #24-12: Ordering Governing Board Member Elections; Consolidation of Elections and Specifications of the Election Order.

PURPOSE: Consolidate HESD's election of two governing board members with the general election to be held on November 6, 2012.

FISCAL IMPACT: None

RECOMMENDATION: Approve Resolution #24-12

**BEFORE THE GOVERNING BOARD OF THE
HANFORD ELEMENTARY SCHOOL DISTRICT**

Resolution Ordering Governing Board Member Elections; Consolidation of Elections Specifications of the Election Order) })	Resolution No. #24-12
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WHEREAS, under Elections Code Sections 1302 and 10404.5 School Districts have established the election day for governing board members as the same day upon which a primary, municipal, or general election is held in the even numbered years; and

WHEREAS, the Board of Supervisors received a resolution from the Hanford Elementary school district whose boundaries are located, in whole or in part, within Kings County, establishing election of governing board members on the same day upon which the statewide general election is held; and

WHEREAS, other elections may be held in whole or in part of the territory of the school district and it is to the advantage of the district to consolidate therewith;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in the district on the 6th day of November 2012, for the purpose of electing two (2) members to the governing board of the said school district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The election shall be held on Tuesday, the 6th day of November 2012. The purpose of the election is to choose two (2) members of the governing board of this school district.
2. This governing board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, as provided in Elections Code Section 10403.

3. The district has determined that the Hanford Elementary School District will not pay for the Candidate's Statement. The Candidate's Statement will be limited to 200 words.
(District OR Candidate)

4. Adopt A or B:

XX A. In the event of a tie vote, the winner of this election shall be determined by lot at a time and place designated by the governing board.

_____ B. In the event of a tie vote, the governing board shall call a runoff election on the sixth Tuesday following the election at which the tie vote occurred.

5. It is the wish of this board that the county superintendent of schools publishes the notice of election in the following newspaper, which is a newspaper of general circulation that is regularly circulated in the territory: the Hanford Sentinel.

THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Trustee _____,
seconded by Trustee _____, at a regular meeting on this 23rd day of May 2012, by
the following vote:

AYES:

NOES:

ABSENT:

James L. Jay, III
Clerk of Said School District

NOTICE TO COUNTY ELECTIONS OFFICIAL OF ELECTIVE OFFICES
TO BE FILLED AND TRANSMITTAL OF MAP AND BOUNDARIES

Hanford Elementary School District
(Name of District)

TO THE COUNTY CLERK OF KINGS COUNTY

NOTICE IS HEREBY GIVEN that the elective offices of the district to be filled as the
General District Election to be held Tuesday, November 6, 2012*-- are as follows:

NAME OF OFFICE	ELECTED BY DIVISION NO. OR AT-LARGE	NAME OF INCUMBENT OR APPOINTEE	ELECTED OR APPOINTED? MO. / YR.	TO BE ELECTED FOR A SHORT TERM (2YRS) OR A FULL TERM (4YRS)
Trustee	Area #3	Dennis Hill	Elected November 2000	Full term
Trustee	Area #1	Tim Revious	Elected November 2004	Full term

(1) A map showing the boundaries of the district and boundaries of the division of the district, if any, within this county is attached hereto.

(2) The candidate is to pay for the publication of a Candidates Statement of Qualification, pursuant to Elections Code Section 13307.

Dated: May 25, 2012

(Seal of the District)

Paul J. Terry
District Secretary

714 N. White Street, Hanford, CA 93230
District Address


(559) 585-3604
District Phone Number

NOTE: **THIS NOTICE AND TRANSMITTAL SHALL BE MADE AT LEAST 125 DAYS BEFORE THE GENERAL DISTRICT ELECTION** AND SHALL EITHER BE DELIVERED IN PERSON OR MAILED BY CERTIFIED MAIL IN TIME TO REACH THE KINGS COUNTY OFFICE OF EDUCATION, 1144 W. LACEY BLVD., HANFORD, CA 93230, **NO LATER THAN July 6, 2012.**

(11-02Notice of Boundaries.doc)

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams 
DATE: May 14, 2012
RE: (X) Board Meeting
() Superintendent's Cabinet
() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 23, 2012**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated, effective 8/14/12

- Timothy Douty, Teacher, Probationary 1
- Priscilla Garivay, Teacher, Probationary 1
- Mayra Gomez, Teacher, Probationary 1
- Christina Perez, Teacher, Probationary 1
- Susan Robb, Special Education Teacher, Probationary 1
- Monica Ruiz, Teacher, Probationary 1

Employees/Substitutes/Yard Supervisors

- Magdalena Flores, Yard Supervisor – 2.0 hrs., Washington, effective 8/16/12
- Megan Morse, Substitute READY Program Tutor, effective 5/1/12
- Crystal Salinas, Substitute Alternative Education Program Aide and READY Program Tutor, effective 5/14/12

b. Resignations

- Victoria Alcalá, Yard Supervisor – 3.0 hrs., Simas, effective 6/8/12
- Amanda Braden, Special Education Aide – 5.0 hrs., Lincoln, effective 6/8/12
- Kimberly Caceres, Media Services Aide – 5.5 hrs., Kennedy, effective 6/15/12
- Guadalupe Castellanos, READY Program Tutor – 4.5 hrs., Lincoln, effective 6/8/12
- Alicyn Cawley, Teacher, Hamilton, effective 6/8/12

b. Resignations (cont.)

- Melissa Martinez, READY Program Tutor – 4.5 hrs., Richmond, effective 6/8/12
- Melissa Mills, READY Program Tutor – 4.5 hrs., Hamilton, effective 5/11/12
- Christine Whitacre, Yard Supervisor – 3.25 hrs., King, effective 5/18/12
- Tiffany Vail, Teacher, Roosevelt, effective 6/8/12
- Heather Wilkerson, Lead READY Program Tutor – 5.0 hrs., King, effective 6/8/12

c. Short-term Employment**CERTIFICATED STAFF – Extended Learning Opportunities**Special Education Extended School Year Program June 14 – July 13

- Amy Fochetti, Teacher, effective 6/14/12 to 7/13/12

Short-term Employment**CLASSIFIED STAFF – Extended Learning Opportunity**Burris Park Summer School Program

- Martha Murillo, Bilingual Clerk Typist I – 5.0 hrs., effective 6/18/12 to 6/29/12

Burris Park and West Hills 5C Program

- Robert Leon, Bilingual Student Specialist – 8.0 hrs., effective 6/14/12 to 6/29/12

d. More Hours

- Tracy Brown, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Monroe, effective 8/15/12
- Earl Conro, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., King, effective 8/15/12
- Rogelio Espinoza, Custodian II, from 4.0 hrs. to 5.0 hrs., Jefferson, effective 7/2/12
- Naomi Gaffney, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Simas, effective 8/15/12
- Alma Pina, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Lincoln, effective 8/15/12
- Nora Sandoval Hernandez, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Washington, effective 8/15/12
- Blanche VanLandingham, Food Service Worker I, from 2.25 hrs. to 2.5 hrs., Hamilton, effective 8/15/12

e. Administrative Transfers

- Sandra Acevedo, Educational Tutor K-6 – 3.5 hrs., from Richmond to Hamilton, effective 8/30/12
- Lamar Barnes, Lead Custodian – 8.0 hrs., from King to Roosevelt, effective 6/18/12
- Shawn Carreiro, Custodian II – 8.0 hrs., from 6.0 hrs., Lincoln/2.0 hrs., Wilson, to 8.0 hrs., Lincoln, effective 6/8/12
- Cruz Chavez, Educational Tutor K-6 – 3.5 hrs., from Richmond to Roosevelt, effective 8/30/12
- Irene Church, Educational Tutor K-6 – 3.5 hrs., from Richmond to Roosevelt, effective 8/30/12
- Fernando Perez, Lead Custodian – 8.0 hrs., from Washington to King, effective 6/18/12
- Kristi Pimentel, READY Program Tutor – 4.5 hrs., from Monroe to Lincoln, effective 8/10/12
- Josiah Sandoval, Custodian II, from 8.0 hrs., Washington to 6.0 hrs., Washington/2.0 hrs., Wilson, effective 8/13/12

f. More Hours/Administrative Transfer

- Rebecca Bell, Food Service Worker I, from 2.25 hrs., Richmond to 2.5 hrs., Roosevelt, effective 8/15/12

g. Voluntary Transfer

- Andy Calderon, Lead Custodian – 8.0 hrs., from Roosevelt to Washington, effective 6/18/12

h. Job Description

- Curriculum Specialist – English Language Arts (new)

i. Volunteers

<u>Name</u>	<u>School</u>
Scott Milam	Monroe
Alice Stoner	Simas
John Amaro	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description:

CURRICULUM SPECIALIST, English Language Arts

DEFINITION

The English language arts curriculum specialist provides leadership and support for the full implementation of English language arts standards in the elementary and junior high schools.

SUPERVISION RECEIVED AND EXERCISED

The Curriculum Specialist works under the Assistant Superintendent of Curriculum, Instruction, and Professional Development and receives collaborative direction from school site principals.

ESSENTIAL FUNCTIONS

Works primarily with principals and learning directors and secondarily with classroom teachers and district curriculum and assessment specialists in the following ways:

1. Examines the taught curriculum at schools; develops and supports a clear focus on the essential English language arts and English language development content that helps students succeed in both the short term (the California Standards Test) and the long term (reading, writing, speaking and listening).
2. At both the district and school levels, leads ongoing discussion and participates in decisions about the balance of formative and summative English language arts and English language development assessment and the particular instruments most useful to teachers, learning directors and principals and least intrusive to teachers and students.
3. Provides professional development (to principals, learning directors, and teachers) that builds staff capacity in understanding English language arts and English language development content, delivering content most effectively, and using student work to address student misconceptions and initiate and maintain collaboration among grade level colleagues.
4. Helps schools set and meet specific academic goals in English language arts and English language development (this includes setting goals, deciding how to measure progress towards them, interpreting data, and making adjustments).

5. Focuses primarily on the sites that need the most support, as indicated by assessment data and observation, and as directed by the Superintendent and Assistant Superintendent of Curriculum Instruction and Professional Development.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

English language arts content, K–8

English language development content, K – 8

Current research about English language arts and English language development curriculum, K–8

Current research about professional development

California English language arts Framework and Standards

California Common Core State Standards

Specific English language arts and English language development curriculum used in the district

Ability to:

Lead the development of methods to address gaps in meeting English language arts standards.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Design and deliver professional training for teachers and administrators.

Communicate effectively orally and in writing.

Work independently with little direction.

Plan and organize work.

Meet schedules and timelines.

Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE

Education: Bachelors Degree and completion of Professional Preparation Program, including fieldwork.

Experience: A minimum of five years of successful, full-time teaching experience. Coaching, staff development work and teaching experience with adults preferred.

EDUCATION AND EXPERIENCE (cont.)

License or Certificate:

Valid, preliminary or clear K-8 California teaching credential with appropriate English Language Learner authorization.

Eligibility for the Preliminary Administrative Services Credential, or Administrative Services Internship Credential.

Valid California Class C Driver's License.

WORKING CONDITIONS

Environment: Indoor and outdoor school and office environments

Physical Abilities: Hearing and speaking to exchange information and assist students in instructional activities; vision sufficient to read printed instructional materials, video screen displays, rules, regulations, and other written documents; dexterity of hands and fingers to operate a variety of instructional equipment; and sitting or standing for extended periods of time.

Adopted: __/__/12

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: May 14, 2012
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: May 23, 2012

ITEM:

Consider approval of Resolution #25-12: Revision of the 2011-12 Budget.

PURPOSE:

Miscellaneous budget changes are listed on the attached resolution.

FISCAL IMPACT:**RECOMMENDATION:**

Approve Resolution #25-12: Revision of the 2011-12 Budget.

Resolution #25-12

HANFORD ELEMENTARY SCHOOL DISTRICT

RESOLUTION FOR BUDGET CHANGES

WHEREAS, certain budget items appear to be overdrawn; and

WHEREAS, an excess remains in certain other budget items;

THEREFORE, BE IT RESOLVED that the various funds of the District be adjusted and in accordance with Education Code Sections 20952 and 20601(c), that the following budget changes be made:

FROM: (See Attached)

TO: (See Attached)

Board of Trustees

Dated: May 23, 2012

**Budget Changes
2011-12 Budget
May 23, 2012**

103/107

	Amount Changed	Reason for Change
FUND 0100 - GENERAL FUND		
Revenue		
801100 Revenue Limit	\$84,347	Adjust to actual P-2 ADA
829000 Title II, A	-9000	Principal Training
829000 Title II, D	\$24,505	Competitive Grant
843400 K-3 Class Size Reduction	\$19,278	Adjust to actual
856000 Lottery	\$104,363	Adjust to actual
859000 SB70 - Mental Health	\$34,065	New Allocation
869900 Other Income	\$19,693	Donations
TOTAL REVENUE CHANGES - GENERAL FUND	\$277,251	
Expenditures		
LOCATION 000 - GENERAL - BALANCE SHEET ACCOUNTS		
979000 Undesignated Reserve	\$159,861	Balance is now \$785,377
	<u>\$159,861</u>	
LOCATION 001 - GENERAL ADMINISTRATION		
731010 Indirect Costs	\$5,269	Adjust for Categorical Program changes
	<u>\$5,269</u>	
LOCATIONS 020 - GENERAL SCHOOLS		
110000 Certificated Salaries	-\$64,922	Decrease due to increased Lottery
	<u>-\$64,922</u>	contribution
LOCATIONS 021 - 031 - VARIOUS SCHOOLS		
400000 Books & Supplies	\$15,708	Donations
500000 Services	\$3,985	
	<u>\$19,693</u>	
LOCATION 039 - SPECIAL EDUCATION		
100000 Certificated Salaries	\$2,152	Add budgets for 2012 summer school and new mental health program
200000 Classified Salaries	-\$3,024	
300000 Employee Benefits	\$457	
400000 Books & Supplies	\$6,332	
500000 Contracts & Services	\$6,500	
731010 Indirect Costs	\$680	
979000 Undesignated Reserve	\$24,385	
	<u>\$37,482</u>	
LOCATION 062 - GUIDANCE & HEALTH		
400000 Books & Supplies	-\$1,000	Changes per manager request
500000 Contracts & Services	\$1,000	
	<u>\$0</u>	
MIGRANT		
200000 Classified Salaries	\$2,816	Adjustments to summer school budget
300000 Employee Benefits	\$612	
400000 Books & Supplies	\$2,366	
500000 Contracts & Services	-\$5,794	
	<u>\$0</u>	

**Budget Changes
2011-12 Budget
May 23, 2012**

	Amount Changed	Reason for Change
<u>SWP (SCHOOL-WIDE PROGRAM - TITLE I, IIA, III)</u>		
300000 Employee Benefits	-\$3,935	Changes per site request
400000 Books & Supplies	\$358	
500000 Contracts & Services	\$3,577	
	<u>\$0</u>	
<u>TITLE II, A - PRINCIPAL TRAINING</u>		
400000 Books & Supplies	-\$1,735	Grant adjustment
500000 Contracts & Services	-\$6,000	
731010 Indirect Costs	-\$1,265	
	<u>-\$9,000</u>	
<u>TITLE II, D - COMPETITIVE GRANT</u>		
100000 Certificated Salaries	\$3,000	Budget for balance of grant
200000 Classified Salaries	\$2,650	
300000 Employee Benefits	\$990	
400000 Books & Supplies	\$5,643	
500000 Contracts & Services	\$9,000	
731010 Indirect Costs	\$1,622	
979000 Undesignated Reserve	\$1,600	
	<u>\$24,505</u>	
<u>LOTTERY</u>		
100000 Certificated Salaries	\$49,988	Increase due to increased revenue
300000 Employee Benefits	\$14,934	
979000 Undesignated Reserve	\$39,441	
	<u>\$104,363</u>	
<u>ENGLISH LANGUAGE LEARNER PROGRAM (ELAP)</u>		
400000 Books & Supplies	-\$83,428	Adjust budget to actual
500000 Contracts & Services	\$21	
731010 Indirect Costs	-\$6,306	
979000 Undesignated Reserve	\$89,713	
	<u>\$0</u>	
<u>SCHOOL BASED COORDINATED PROGRAM (SBCP)</u>		
100000 Certificated Salaries	-\$250	Changes per site request
200000 Classified Salaries	\$250	
300000 Employee Benefits	-\$592	
400000 Books & Supplies	\$1,062	
500000 Contracts & Services	-\$470	
	<u>\$0</u>	
<u>HESD EDUCATION FOUNDATION</u>		
200000 Classified Salaries	\$9,369	Budget for use of funds
979000 Undesignated Reserve	-\$9,369	
	<u>\$0</u>	
TOTAL EXPENDITURE CHANGES - GENERAL FUND	<u>\$277,251</u>	

**Budget Changes
2011-12 Budget
May 23, 2012**

	Amount Changed	Reason for Change
--	---------------------------	--------------------------

FUND 1400 - DEFERRED MAINTENANCE PROGRAM

Expenditures

560000 Repairs	\$5,000	Adjust to actual
620000 Building Improvements	-\$12,746	
979000 Undesignated Reserve	\$7,746	
	<u>\$0</u>	

FUND 2500 - CAPITAL FACILITIES FUND (DEVELOPER FEES)

Revenue

866000 Interest	-\$3,000	Adjust estimate
	<u>-\$3,000</u>	

Expenditures

400000 Supplies	\$54,788
500000 Contracts & Services	-\$4,633
978000 Undesignated Reserve	-\$53,155
	<u>-\$3,000</u>

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: May 14, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: May 23, 2012

ITEM:

Consider approval of 2012-13 SBX3-4 Tier Three Programs and Flexibility Transfers.

PURPOSE:

State Budget Trailer Bill (SBX3-4) allows districts the flexibility of transferring restricted State Categorical funds to General Purpose Unrestricted uses as a means for mitigating deficit funding from the State. The action being requested tonight would allow State Categorical programs to be closed and funding transferred to General Purpose Unrestricted to be used for any educational purpose. The flexibility to use funds from these programs is authorized for five years from 2008-09 through 2014-15 by Education Code 42605.

FISCAL IMPACT:

Education Code 42605 provides school districts the flexibility to use funds from Tier Three programs for the original program purpose or for any other educational purpose as deemed necessary. Attached is a listing of Tier Three programs that the District currently anticipates funding for and their proposed use. It also lists current program status as to whether the program will remain open or if it will be closed.

RECOMMENDATION:

Approve proposed uses of 2012-13 SBX3-4 Programs and Flexibility Transfers.

**HANFORD ELEMENTARY SCHOOL DISTRICT
SBX3-4 – Tier Three Programs and Flexibility Transfers 2012-13**

			Programs/Purposes for Which Funds Are to be Used		
Resource Code	Tier Three Program Name	2011/12 *Estimated Revenue	**Original Program	***Other Educational Purposes	**** Program Status
0000/0000	Child Oral Health Assessments	\$4,500	\$4500	\$0	Open
0000/0000	Supplemental Hourly Programs	23,893	0	23,893	Closed
2430/0302	Community Day School	79,277	79,277	0	Open
6205/0303	Deferred Maintenance – State Match	190,552	190,552	0	Open
6258/0304	Physical Ed Teacher Recruit Grant	117,410	0	117,410	Closed
6285/0305	Community-Based English Tutoring	38,145	0	38,145	Closed
6405/0307	School Safety Block Grant	18,308	18,308	0	Open
6760/0308	Arts & Music Block Grant	77,567	47,485	30,082	Partial Open
7080/0310	Counselors 7 – 8	66,090	0	66,090	Closed
7156/0311	Instructional Materials Fund – (Current Year & Prior Year Carryover)	1,206,210	0	1,206,210	Closed
7271/0312	Peer Assistance & Review	17,400	17,400	0	Open
7294/0324	Math & Reading Training (SB472)	30,066	0	30,066	Closed
7296/0329	Math & Reading Professional Dev.	25,056	0	25,056	Closed
7325/0325	Administrator Training Program	33,944	0	33,944	Closed
7392/0314	Teacher Credentialing Block Grant	166,380	166,380	0	Open
7393/0315	Professional Dev Block Grant	229,366	0	229,366	Closed
7394/0316	Targeted Instr Imprv Block Grant	272,322	0	272,322	Closed
7395/0317	School & Library Imprv Block Grant	399,648	43,648	356,000	Partial Open
		\$2,996,134	\$567,550	\$2,428,584	

*Amounts may change once actual allocations are received.

**Use may change all or in part from original program to other educational purposes once 12/13 State Budget Legislation is finalized.

***Other educational purpose means for use as Unrestricted General Purpose funds.

****Program Status – Programs have been identified as:

Open – Program will operate within original funding guidelines

Partial Open – Part of the funding will be used within original funding guidelines and part will be used for “other education purposes.”

Closed – Program funding will be used for “other educational purposes.”

