

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, September 9, 2015

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

Case# 13-66 – Hamilton
 Case# 13-77 – Monroe
 Case# 15-01 – Hamilton
 Case# 15-04 – JFK
 Case# 15-14 – JFK
 Case# 15-16 – JFK
 Case# 15-22 – Wilson
 Case# 15-26 – Washington

OPEN SESSION

- Take action on Student Discipline

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 total time for public input on each item to 20 minutes.)

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated August 21, 2015 and August 28, 2015.
- b) Approve minutes of Regular Board Meeting August 26, 2015.
- c) Approve interdistrict transfers as recommended.

- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the superintendent's Office located at 7814 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aides and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

3. INFORMATION ITEMS

- a) Receive the following revised Board Policy and Administrative Regulation for information: (Carlton)
 - BP/AR 0420 – School Plans/Site Councils (revised)
- b) Receive the following revised Board Policy and Administrative Regulation for information: (Carlton)
 - BP/AR 0460 – Local Control Accountability Plan (LCAP) (revised)
- c) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 5111 – Admissions (revised)
- d) Receive the following revised Board Policy for information: (Simas)
 - BP 5113.1 – Chronic Absences and Truancy (revised)
- e) Receive the following revised Board Policy for information: (Simas)
 - BP/AR 5131.2 – Bullying (revised)
- f) Receive the following revised Board Policy and Administrative Regulation for information: (Simas)
 - BP/AR 5144.4 – Required Parental Attendance (new)
- g) Receive the following revised Exhibit for information: (Simas)
 - E 5145.6 – Parental Notifications (revised)
- h) Receive the following revised Board Policy and Administrative Regulation for information: (Gabler)
 - BP/AR 5126 – Awards of Achievement (revised)
- i) Receive the following new Board Policy for information: (Gabler)
 - BP 6162.5 – Student Assessment (new)
- j) Receive the following new Board Policy for information: (Gabler)
 - BP 6170.1 – Transitional Kindergarten (new)
- k) Receive the following revised Board Policy and Administrative Regulation for information: (Gabler)
 - BP/AR 6174 – Education for English Language Learners (revised)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider adoption of Resolution #1-16: Conflict of Interest Code. (Terry)
- b) Consider approval of maintaining three Community Day School Classes at Jefferson Charter Academy and certify that no satisfactory alternative facilities are available. (Terry)
- c) Consider approval of Memorandum of Understanding (MOU) between Big Smiles California and the Hanford Elementary School District. (McConnell)
- d) Consider approval of Memorandum of Understanding (MOU) between Teresa A. Jaquez, LMFT and Hanford Elementary School District. (McConnell)
- e) Consider approval of Memorandum of Understanding (MOU) between the Kings View Counseling Services for Kings County and the Hanford Elementary School District. (McConnell)
- f) Consider approval of Memorandum of Understanding (MOU) between the Hanford Elementary School District and the Hanford Joint Union High School District. (McConnell)
- g) Consider approval of the following revised Board Policy and Administrative Regulation: (Gabler)
 - BP/AR 6162.51 - State Academic Achievement Tests
- h) Consider approval of the following revised Board Policy: (Terry)
 - BP 0200 – Goals for the School District
- i) Consider approval of the following revised Board Policy: (Terry)
 - BP 2210 – Administrative Discretion Regarding Board Policy

- j) Consider approval of the following revised Board Policy and Administrative Regulation: (Terry)
 - BP/AR 5125 – Student Records
- k) Consider approval of the following revised Board Policy and Administrative Regulation: (Terry)
 - BP 6177 – Summer Learning Programs
 - AR 6177 – Summer School (deleted)
- l) Consider approval of the following revised Exhibit: (Terry)
 - Exhibit 9323.2 – Actions by the Board
- m) Consider approval for the consultant agreement with Steel Inspectors of Texas, Inc. (Mulligan)
- n) Consider approval of consultant agreement with Zumwalt-Hanson & Associates, Inc. for the topographic survey at Monroe School. (Mulligan)

5. PERSONNEL

a) Employment (Martinez)

Certificated Short-Term Employment

- John Passmore, Home Instructor, effective 9/8/15 to 12/1/15

Temporary Employees/Substitutes/Yard Supervisors

- Steven Cabral, Substitute Yard Supervisor, effective 8/27/15; Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 8/27/15 to 10/30/15
- Colleen Carter, Substitute Food Service Worker I, Food Service Worker II, effective 9/9/15
- Jolee Davis, Substitute READY Program Tutor, effective 9/4/15
- Arely Galvan Martinez, Substitute Yard Supervisor, effective 8/20/15
- Carolina Garcia, Short-term Bilingual Clerk Typist I – 5.0 hrs., Monroe, effective 8/24/15 to 11/2/15
- Ashley Harding, Substitute Yard Supervisor, effective 8/24/15
- Joseph Hernandez, Drum Coach Junior High – 55 units, Kennedy/Wilson, effective 8/24/15 to 6/3/16
- Cherii Martin, Short-term Yard Supervisor – 1.0 hr. (M,T,Th,F), King, effective 8/18/15 to 12/18/15
- Kevin Mazza, Substitute Custodian II, effective 8/19/15
- Crystal Muniz, Substitute Bilingual Clerk Typist I, Clerk Typist I, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 8/18/15
- Sherree Nowack, Substitute Yard Supervisor, effective 8/20/15; Short-term Yard Supervisor – 3.25 hrs., Kennedy, effective 8/24/15 to 10/16/15
- Michael Quinones, 4-6 Boys Flag Football Coach – 2 units, Washington, effective 9/1/15 to 10/22/15
- Sarai Rivera, Substitute Yard Supervisor, effective 8/24/15; Short-term Yard Supervisor – 2.25 hrs., Jefferson, effective 8/31/15 to 10/9/15
- Tommy Stephens, 4-6 Girls Softball Coach – 2 units, Washington, effective 9/1/15 to 10/22/15
- Patricia Woughter, Substitute Yard Supervisor, effective 8/18/15; Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 8/18/15 to 10/16/15

b) Resignations

- Vanessa Banegas-Balbina, Food Service Worker I – 3.0 hrs., Washington, effective 8/20/15 (revised)
- Colleen Carter, Food Service Worker II – 2.5 hrs., Wilson, effective 9/8/15
- Jolee Davis, READY Program Tutor – 4.5 hrs., King, effective 9/3/15
- Sarah Henshaw, Yard Supervisor – 1.75 hrs., Hamilton, effective 9/1/15

- Kevin Mendoza Reyes, Yard Supervisor – 1.5 hrs., King, effective 8/21/15
- Alejandra Mosqueda, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/26/15
- Memory Oebel, Yard Supervisor - .50 hr., King, effective 8/25/15
- c) Promotion/Transfer
 - Daniel Sheldon, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 9/1/15
- d) More Hours
 - Gennarina "Genella" Alvarez, Yard Supervisor, from 2.75 to 3.75, Hamilton, effective 8/13/15
 - Patricia Edmond, Yard Supervisor, from 1.25 to 3.0, Lincoln, effective 8/13/15
 - Teresita Espinoza, Yard Supervisor, from 3.25 hrs. to 3.75 hrs., Richmond, effective 8/13/15
 - Georgia Freeman, Yard Supervisor, from 2.25 hrs. to 2.5 hrs. Monroe, effective 8/13/15
 - Josephine Kneisel, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Roosevelt, effective 8/13/15
 - Guadalupe Lopez, Short-term Yard Supervisor, from 1.5 hrs. to 2.75 hrs., Jefferson, effective 8/28/15 to 10/9/15,
 - Jessica Medina, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Richmond, effective 8/13/15
 - Eulalia "Lolly" Olvera –Barron, Yard Supervisor, from 3.5 hrs. to 3.75 hrs., Richmond, effective 8/13/15
 - Jesse Thompson, Yard Supervisor, from 1.5 to 2.75 hrs., Monroe, effective 8/13/15
 - Crystal Zeno-Jaworski, Yard Supervisor, from .75 hr. to 1.0 hr., Monroe, effective 8/13/15
- e) More Hours/Transfer
 - Tonya Sims, Food Service Worker I, from 3.0 hrs., Richmond to 3.5 hrs., King, effective 8/27/15
- f) Decrease in Hours
 - Connie Cavazos, Yard Supervisor, from 2.0 hrs. to 1.25 hrs., Richmond, effective 8/13/15
 - Terri Fredrick, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Washington, effective 8/13/15
 - Fidel Gonzalez, Yard Supervisor, from 2.5 hrs. to 2.25 hrs., Wilson, effective 8/13/15
 - Amanda Henderson, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Washington, effective 8/13/15
 - Memory Oebel, Yard Supervisor, from 1.5 hrs. to .50 hr., King, effective 8/13/15
 - Dilia Silveira, Yard Supervisor, from 3.25 hrs. to 1.25 hrs., Richmond, effective 8/13/15
- g) Decrease in Hours/Transfer
 - Alicia Martinez, Food Service Worker I, from 3.5 hrs., King to 3.0 hrs., Richmond, effective 8/27/15
- h) Certificated Transfers, effective 8/24/15
 - Involuntary Transfers
 - Dana Silva, from Lincoln Kindergarten to Simas 3rd Grade
 - Jodi Prodoehl, from Richmond 5th Grade to Monroe 5th Grade
 - Katie Heugly, from Roosevelt Transitional Kindergarten to Roosevelt 3rd Grade

Combination Class Assignments

- Lisa Hinojos, from Lincoln Transitional Kindergarten to Lincoln Transitional Kindergarten/Kindergarten Combination Class
 - Crystal Avila, from Roosevelt Kindergarten to Roosevelt Transitional Kindergarten/Kindergarten Combination Class
 - Audra Sanchez, from Simas Transitional Kindergarten to Simas Transitional Kindergarten/Kindergarten Combination Class
- i) Leave of Absence
- Ann Marie Dowd, Teacher, Lincoln, effective 8/24/15 to 12/18/15, (extended)
- j) Volunteers

<u>Name</u>	<u>School</u>
Mariah Benitez	Hamilton
Jennifer Baker (HESD Employee)	Jefferson
Karen Belt (HESD Employee)	Jefferson
Brent Hanke (HESD Employee)	Jefferson
Esther Phelps (HESD Employee)	Jefferson
Shaunna Satterlee-Shortes	Jefferson
Wayne Shortes	Jefferson
Krystal Calderon	King
Leah Blanco	Monroe
Ashley De La Cruz	Monroe
Tiffany Bass	Richmond
Leah Carter	Simas
Allison Ross	Simas
Wendi Santimore (HESD Employee)	Washington

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: September 9, 2015

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

Date you wish to have your item considered: September 9, 2015

ITEM: Student Discipline and Administrative Panel Recommendations

PURPOSE:

Case# 13-66 - Hamilton
Case# 13-77 - Monroe
Case# 15-01 – Hamilton
Case# 15-04 – JFK
Case# 15-14 – JFK
Case# 15-16 – JFK
Case# 15-22 – Wilson
Case# 15-26 - Washington

Hanford Elementary School District
Minutes of the Regular Board Meeting
August 26, 2015

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on August 12, 2015, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order Vice-President Revious called the meeting to order at 5:30 p.m. Trustees Garcia, Hernandez, and Hill were present. Trustee Garner was absent.

HESD Managers Present Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Kristin Baldwin, Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, Joy Gabler, David Goldsmith, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Anneliese Roa, Jill Rubalcava, Liz Simas, and Nancy White.

Public Comments None

Board and Staff Comments Vice President Revious stated last night's Back-to-School Night at Jefferson Charter School had a good turnout.

Requests to Address the Board None

Dates to Remember Vice President Revious reviewed dates to remember: Elementary Schools Back to School Night August 27th at 6:00 p.m.; Holiday-Labor Day September 7th; Regular Board Meeting on September 9th at 5:30 p.m.

CONSENT ITEMS

Trustee Garcia made a motion to take consent items "a" through "f" together. Trustee Hill seconded; motion carried 4-0:

Garcia – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Trustee Garcia then made a motion to approve consent items "a" through "c". Trustee Hernandez seconded; motion carried 4-0:

Garcia – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

The items approved are as follows:

- a) Revised warrant listings dated from the August 12, 2015 Board Agenda as follows: 7/12/15 should be 7/10/15; 7/16/15 should be 7/17/15; Remove 8/7/15.
- b) Warrant listings dated 6/26/15, 7/6/15, 8/10/15, and 8/14/15.
- c) Minutes of Regular Board Meeting August 12, 2015.
- d) Interdistrict transfers as recommended.
- e) Donation from Pleasant Valley State Prison to John F. Kennedy School.
- f) Donation from Kohl's Department Store to Monroe School.

INFORMATION ITEMS

BP/AR 6162.51 Joy Gabler, Assistant Superintendent Curriculum, Instruction & Professional Development, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 6162.51 – State Academic Achievement Test

BP 0200 Superintendent Terry presented for information the following revised Board Policy:

- BP 0200 – Goals for the School District

BP 2210 Superintendent Terry presented for information the following revised Board Policy:

- BP 2210 – Administrative Discretion Regarding Board Policy (revised/renamed)

BP/AR 5125 Superintendent Terry presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 5125 – Student Records

BP/AR 6177 Superintendent Terry presented for information the following revised Board Policy and Administrative Regulation:

- BP 6177 – Summer Learning Programs (revised/renamed)
- AR 6177 – Summer School (deleted)

Exhibit 9323.2 Superintendent Terry presented for information the following revised Exhibit:

- Exhibit 9323.2 – Actions by the Board

Public use of school facilities Superintendent Terry presented information on two meetings he attended with officials from the City of Hanford, Pioneer Elementary School District and Hanford High School District regarding park space in the city. The City of Hanford Park and Recreation Commission are reviewing available park space within the city and are exploring the availability of school properties for public use. He stated District has a board policy that addresses public use of school facilities. No decisions regarding changing current practices will be made without the Board's consent and he will keep the board informed of any future discussions.

BOARD POLICIES AND ADMINISTRATION

- Tulare County Office of Education Contract** Trustee Garcia made a motion to approve consult contract with Tulare County Office of Education to provide nine (9) professional development sessions for Roosevelt K-6 teachers. Topic covering are implementation of unit planning overview and lesson design. Trustee Hill seconded; motion carried 4-0:
Garcia – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes
- Kings County Sports Official Contract** Trustee Hill made a motion to approve consult contract with Kings County Sports Officials to supply referees/umpires for HESD's Grades 4-6 after school sports program during 2015-2016 school year for flag football, girls' softball and basketball. Trustee Garcia seconded; motion carried 4-0:
Garcia – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes
- Sports Officiating Services Contract** Trustee Hernandez made a motion to approve consultant contract Sports Officiating Services to supply CIF referees/umpires for John F. Kennedy and Woodrow Wilson home sports contest during 2015-2016 school year. Trustee Hill seconded; motion carried 4-0:
Garcia – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes
- Notice of Completion – Woodrow Wilson** Trustee Garcia made a motion to approve the filing of the Notice of Completion for the Woodrow Wilson Jr. High School kitchen remodel with Kings County Recorder's Office to be posted for 35 days. Trustee Hill seconded; motion carried 4-0:
Garcia – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes
- CTL-SEE's Inc. Proposal** Trustee Hill made a motion to approve proposal with CTL-SEE's, Inc. for a soil and geological hazards investigation of new Administration Building and parking lot at Monroe School. The content of the report is intended to provide information to be used by the project consultants in preparing site grading specifications, designing structure foundations, and pavement section design recommendations. Trustee Hernandez seconded; motion carried 4-0:
Garcia – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

PERSONNEL

Trustee Hill made a motion to take Personnel items "a" through "g" together.
Trustee Hernandez seconded; motion carried 4-0:

Garcia – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Trustee Hill then made a motion to approve Personnel items "a" through "g".
Trustee Garcia seconded; the motion carried 4-0:

Garcia – Yes
Hernandez – Yes
Hill - Yes
Revious – Yes

Item "a" – Employment

The following items were approved:
Classified

- Alexis Farrar, READY Program Tutor – 4.5 hrs., Washington, effective 8/7/15
- Roxana Hernandez, READY Program Tutor – 4.5 hrs., Monroe, effective 8/7/15
- Alejandra Mosqueda, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/7/15
- Mariah Romero, READY Program Tutor – 4.5 hrs., Simas, effective 8/7/15
- Ashley Thomas, Health Care Assistant – 6.0 hrs., Kennedy, effective 8/7/15

Temporary Employees/Substitutes/Yard Supervisors

- Rosarita Alvarez, Short-term Yard Supervisor - .75 hr. (M), 2.25 hrs. (T - Th), King, effective 8/13/15 to 10/16/15
- Vanessa Burch, Substitute Yard Supervisor, effective 8/13/15
- Shannon Callanan, Substitute Clerk Trainee, effective 8/13/15
- Amanda Chandler, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Shannon Corl, Substitute READY Program Tutor, effective 8/13/15
- Alicia Couto, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Cedric Harbor, Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 8/13/15 to 10/16/15
- Raven Hawthorne, Substitute Yard Supervisor, effective 8/13/15
- Jamie Jordon, Substitute Clerk Typist II and Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 2.0 hrs., Simas, effective 8/13/15 to 10/16/15
- Guadalupe Lopez, Short-term Yard Supervisor – 1.5 hrs., Jefferson, effective 8/13/15 to 10/16/15
- Sherry Miller, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 3.0 hrs., Lincoln, effective 8/13/15 to 10/16/15

**Item "b" –
Resignations**

- Stacey Paez, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Breanna Young, Substitute READY Program Tutor, effective 8/7/15; Short-term READY Program Tutor – 4.5 hrs., Simas, effective 8/7/15 to 9/25/15
- Vanessa Banegas-Balbina, Food Service Worker I – 3.0 hrs., Washington, effective 8/21/15
- Rosalie Chavez, Substitute Yard Supervisor, effective 5/29/15
- Faith Faria, Substitute Clerk Typist II, READY Program Tutor, Special Education Aide, and Yard Supervisor, effective 8/14/15
- Emily Guilbeau, Substitute Alternative Education Program Aide, Food Service Worker I, READY Program Tutor, Special Circumstance Aide, Special Education Aide and Yard Supervisor, effective 5/3/13

**Item "c" –
Administrative
Transfers**

- Maxine Sims, Special Circumstance Aide – 5.75 hrs., Monroe to Special Circumstance Aide – 5.75 hrs., King, effective 8/17/15

**Item "d" –
Temporary Out-
of-Class
Assignment**

- Danny Sheldon, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 8/17/15 to 8/31/15

**Item "e" –
Leave of
Absence**

- Kerry Pierotte, Teacher, Washington, effective 8/24/15 to 8/28/15

**Item "f" –
Certificated
Transfers/Reass
ignments,
effective
8/10/15**

Involuntary Transfers

- Joe Byers, from Roosevelt 2nd Grade to Roosevelt 1st Grade
- Janie Everett, from Washington 1st Grade to Washington 5th Grade
- Amy Gonsalves, from Monroe 1st Grade to Monroe 2nd Grade
- Jaqueline Huerta, from Lincoln 3rd Grade to Lincoln 2nd Grade
- Steven Mueller, from Lincoln 4th Grade to Kennedy 8th Grade Math/Science
- Jennifer Nunes, from King 1st Grade to King 2nd Grade
- Tagen Ormonde, from Simas 1st Grade Simas 2nd Grade
- Marlena Sotelo, from Roosevelt 3rd Grade to Roosevelt 1st Grade

Voluntary Transfers

- Crystal Avila, from Washington Kindergarten to Roosevelt Kindergarten
- Peggy Bell, from Washington Kindergarten to K-6 Physical Education
- Angel Bravo, from Jefferson 6th Grade FLI to Jefferson 5th Grade FLI
- Danielle Darpli, from Monroe 4th Grade to Wilson 8th Grade ELA/Social Studies
- Claudia Davis, from Simas 5th Grade to Simas 6th Grade
- Melissa Ediger, from Washington Kindergarten to Richmond Kindergarten
- Marissa Henderson, from King 3rd Grade to King Teacher on Special Assignment
- Damien Juarez, from Wilson 8th Grade ELA/Social Studies to K-6 Physical Education
- Jessica Knodel, from Hamilton 4th Grade to Richmond 4th Grade

- Bethaney Kuenning, from Washington 2nd Grade Washington 3rd Grade
- Allison Minick, from Washington Kindergarten to Washington 2nd Grade
- Peggy Noble, from Simas 2nd Grade to King 4th Grade
- Juan Padilla, from King 6th Grade to Jefferson 8th Grade
- Veronica Pelayo-Morales, from Jefferson 3rd Grade FLI to Jefferson 6th Grade FLI
- Anne Ramos, from Richmond Kindergarten to Richmond, Transitional Kindergarten

Reinstatements

- Emily Carlton, from Roosevelt 6th Grade to Washington 6th Grade
- Alexandria Lemos, from King 4th/5th Grade to King 5th Grade
- Jeremy Princetta, from Simas 4th/5th Grade to Simas 5th Grade
- Jodi Prodoehl, from Richmond 4th/5th Grade to Richmond 5th Grade
- Gaosang Xiong, from Monroe 4th/5th Grade to Monroe 5th Grade
-

***Item "g" –
Volunteers***

<u>Name</u>	<u>School</u>
Jaclyn Egler	Monroe
Linda Hodson	Monroe

Adjournment There being no further business, President Garner adjourned the meeting at 5:57 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Jeff Garner, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-154	A	Jefferson	Pioneer	8/31/2015
I-155	A	Jefferson	Pioneer	8/31/2015
I-156	A	Monroe	Armona	8/31/2015
I-157	A	Monroe	Armona	8/31/2015
I-158	A	Washington	Pioneer	8/31/2015
I-159	A	Richmond	Kings River	8/31/2015

No	A/D	Sch Req'd	Home Sch	BD Date
O-120	A	Lemoore	Simas	8/31/2015
O-120	A	Kit Carson	Kennedy	8/31/2015

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: August 31, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 9, 2015

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

- BP 0420 – School Plans/Site Councils
- AR 0420 – School Plans/Site Councils

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

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next regular Board Meeting.

Hanford ESD

Board Policy

School Plans/Site Councils

BP 0420

Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board of Trustees believes that comprehensive planning that is aligned with the district's local control and accountability plan (LCAP) is necessary at each district school is necessary, in order to focus school improvement efforts on student academic achievement and facilitate the effective use of district available resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

Each district school shall establish a school site council in accordance with Education Code 52852 and the accompanying administrative regulation to develop, review, and approve school plans.

For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 52055.755; 64001)

~~(cf. 0420.1 - School-Based Program Coordination)~~

~~(cf. 0450 - Comprehensive Safety Plan)~~

(cf. 0520.2 - Title I Program Improvement Schools)

~~(cf. 0520.4 - Quality Education Investment Schools)~~

(cf. 1220 - Citizen Advisory Committees)

(cf. 1431 - Waivers)

~~(cf. 3513.3 - Tobacco-Free Schools)~~

~~(cf. 4131 - Staff Development)~~

~~(cf. 5147 - Dropout Prevention)~~

(cf. 6020 - Parent Involvement)

~~(cf. 6142.91 - Reading/Language Arts Instruction)~~

~~(cf. 6151 - Class Size)~~

~~(cf. 6164.2 - Counseling/Guidance Services)~~

(cf. 6171 - Title I Programs)
 (cf. 6174 - Education for English Language Learners)
 (cf. 6190 - Evaluation of the Instructional Program)

As appropriate, a school may incorporate any other school ~~plan~~program into the SPSA.
 (Education Code 64001)

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all programs included, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and its students. ~~He/she shall submit to also ensure that specific actions included in the Board his/her recommendations for plan approval or revision~~district's LCAP are consistent with the strategies identified in each school's SPSA.

The Board shall at a regularly scheduled Board meeting review and approve each school's SPSA and any subsequent material revisions affecting the academic programs for students participating in the categorical programs addressed in the SPSA. The Board shall certify that, to the extent allowable under federal law, the SPSA is consistent with district local improvement plans required as a condition of receiving federal funding. ~~Any such review and approval shall be at a regularly scheduled Board meeting.~~ (Education Code 64001)

Whenever the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council or committee. The school site council or committee shall then revise and resubmit the SPSA to the Board for its approval. (Education Code 52855)

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the site council.

Legal Reference:

EDUCATION CODE

52-53 Designation of schools

33133 Information guide for school site councils

35147 Open meeting laws exceptions

~~41500-41573 Categorical education~~41540-41544 Targeted instructional improvement block grants

~~52055.700-52055.770 Quality Education Investment Act~~

52060-52077 Local control and accountability plan

52176 Advisory committees

~~52500-52617 Adult education~~

~~52800-52887~~~~52852~~ School-Based Program Coordination Act site councils
~~52890~~ Qualifications and duties of outreach consultants
 54000-54028 Educationally Disadvantaged Youth Programs
~~54100-54145~~ Miller Unruh Basic Reading Act
 54425 Advisory committees (compensatory education)
~~54650-54659~~ Education Improvement Incentive Program
 56000-56867 Special education
 64000 Categorical programs included in consolidated application
 64001 Single school plan for student achievement, consolidated application programs

HEALTH AND SAFETY CODE

~~104420~~ Tobacco use prevention

CODE OF REGULATIONS, TITLE 5

3930-3937 Compliance plans

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress

6312-6319 Title I programs; plans

6421-6472 Programs for neglected, delinquent, and at-risk children and youth

6601-6651 Teacher and Principal Training and Recruitment program

6801-7014 Limited English proficient and immigrant students

7101-7165 Safe and Drug-Free Schools and Communities

7341-7355c Rural Education Initiative

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School

Site Council, February 2013~~2014~~

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education, Single Plan for Student Achievement:

<http://www.cde.ca.gov/nclb/sr/lc/singleplan.asp>

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

WestEd: <http://www.wested.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 16, 1999 Hanford, California

revised: September 19, 2001

revised: December 14, 2005

revised: September 5, 2007

revised: December 11, 2013

revised: January 22, 2014

Hanford ESD

Administrative Regulation

School Plans/Site Councils

AR 0420

Philosophy, Goals, Objectives and Comprehensive Plans

School Site Councils

~~School site councils shall be established when required for participation in a categorical program. (Education Code 52852, 64001)~~

~~Each school shall have a school site council
(cf. 0420.1—School Based Program Coordination)~~

~~The school site council shall be composed of the following: (Education Code 52852)~~

1. The principal
2. Teachers selected by the school's teachers
3. Other school personnel selected by the school's other personnel
4. Parent/guardian representatives, who may include parents/guardians of students attending the school and/or community members, selected by parents/guardians of students attending the school
5. ~~If the school is a secondary school~~If the school is a secondary school, students attending the school selected by other such students

Half of the school site council membership shall consist of school staff, the majority of whom shall be classroom teachers. For an elementary school ~~site council~~site council, the remaining half shall be parent/guardian representatives. For a secondary school ~~site council~~site council, the remaining half shall be equal numbers of parent/guardian representatives and students. (Education Code 52852)

A district employee may serve as a parent/guardian representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 52852)

The bylaws of each school site council shall include the method of selecting members and

officers, terms of office, responsibilities of council members.

School site councils may function on behalf of other committees in accordance with law. (Education Code 52176, ~~52870, 54425~~; 5 CCR 3932)

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

(cf. 1220 - Citizen Advisory Committees)

Single Plan for Student Achievement

~~In order for a~~

~~Any district school to that shall~~ participate in any state or federal categorical program specified in Education Code ~~52055.700 or 64000~~ on an ongoing basis; ~~the shall have a school site council~~ which shall approve and annually review and update a single plan for student achievement (SPSA). If the school does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed in the section "School Site Councils" above. (Education Code ~~52055.755, 64001~~)

~~(cf. 0450 - Comprehensive Safety Plan)~~

~~(cf. 0520.4 - Quality Education Investment Schools)~~

~~(cf. 1431 - Waivers)~~

~~(cf. 3513.3 - Tobacco Free Schools)~~

~~(cf. 4131 - Staff Development)~~

~~(cf. 5147 - Dropout Prevention)~~

~~(cf. 6020 - Parent Involvement)~~

~~(cf. 6142.91 - Reading/Language Arts Instruction)~~

~~(cf. 6151 - Class Size)~~

~~(cf. 6164.2 - Counseling/Guidance Services)~~

~~(cf. 6171 - Title I Programs)~~

~~(cf. 6174 - Education for English Language Learners)~~

~~(cf. 6184 - Continuation Education)~~

The SPSA shall be developed with the review, advice, and certification of any applicable school advisory committees. (Education Code 64001)

Such groups may include, but are not limited to, a parent advisory committee established to review and comment on the district's local control and accountability plan (LCAP); advisory committees established for categorical programs such as English learner advisory committees and special education programs; Western Association of Schools and Colleges leadership teams; district or school liaison teams for schools identified for program improvement; and other committees established by the school or district.

(cf. 0460 - Local Control and Accountability Plan)
 (cf. 0520.2 - Title I Program Improvement Schools)
 (cf. ~~6172 - Gifted and Talented Student Program~~)
 (cf. 6190 - Evaluation of the Instructional Program)

The SPSA shall be aligned with the district's LCAP and school goals for improving student achievement. School goals shall be based on an analysis of verifiable state data, ~~including the Academic~~

~~Performance Index (API) and the California English Language Development Test identified pursuant to law~~, and may consider any other data developed by the district to measure student achievement. (Education Code 52062, 64001)

(cf. 0500 - Accountability)
 (cf. 6162.5 - Student Assessment)
 (cf. ~~6162.51 - Standardized Testing and Reporting Program~~ State Academic Achievement Tests)
 (cf. 6162.52 - High School Exit Examination)

The SPSA shall, at a minimum: (Education Code 64001)

1. Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by the ~~API~~ law
2. Identify the means of evaluating the school's progress toward accomplishing those goals
3. Identify how state and federal law governing the categorical programs will be implemented

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

In developing or revising the SPSA, the school site council or other schoolwide advisory group or school support group shall:

1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, ~~and/or individual students~~ and determine which data summaries to include in the plan as most informative and relevant to school goals.

(cf. ~~6011 - Academic Standards~~)

2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.
3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.
4. Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.

The school site council or other schoolwide group shall approve the proposed SPSA at a meeting for which public notice has been posted and then submit the SPSA to the Governing Board of Trustees for approval. (Education Code 35147, 64001)

The school site council or other schoolwide group shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the school principal or designee shall evaluate results of improvement efforts and report to ~~the Board~~, school site councils, advisory committees, and other interested parties regarding progress toward school goals.

The school site council or other schoolwide group may amend the SPSA at any time. Any revisions that would substantively change the academic programs funded through the consolidated application shall be submitted to the Board for approval.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: September 19, 2001 Hanford, California
 revised: December 14, 2005
 revised: September 5, 2007
 revised: December 11, 2013
 revised: January 22, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: August 25, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 9, 2015

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

- BP 0460 – Local Control Accountability Plan (LCAP)
- AR 0460 – Local Control Accountability Plan (LCAP)

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

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next regular Board Meeting.

Hanford ESD

Board Policy

Local Control And Accountability Plan

BP 0460

Philosophy, Goals, Objectives and Comprehensive Plans

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

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

~~(cf. In addition, the LCAP shall address any local priorities adopted by the Board.~~
3100 - Budget)

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

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

~~To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other district and school plans shall be aligned to the extent possible.~~

The Superintendent or designee shall review the single plan for student achievement (SPSA)

submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP ~~or the annual update~~ are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

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

(cf. 0400 - Comprehensive Plans)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

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

***Note: The district may expand the following paragraph to reflect district practice. ***

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

(cf. 1220 - Citizen Advisory Committees)

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

~~(cf. 4143/4243 - Negotiations/Consultation)~~
 (cf. 6020 - Parent Involvement)

Public Review and Input

The Board shall establish ~~the following~~ a parent advisory committee(s) to review and comment on the LCAP: ~~(Education Code 52063)~~

1. ~~A parent advisory committee including.~~ The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. ~~(Education Code 52063; 5 CCR 15495)~~

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

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

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

(cf. 5145.6 - Parental Notifications)

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

~~meeting as the public hearing required prior to the adoption of the district budget in accordance with Education Code 42127 and AR 3100 - Budget.~~ ~~(Education Code 42127, 52062)~~

~~(cf. 3100 - Budget)~~

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

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

~~Prior~~The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting, the Board shall adopt the LCAP or the annual update. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. ~~(Education Code 52062)~~

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

Submission of Plan to County Superintendent of Schools

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

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

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

Technical Assistance/Intervention

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

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

2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

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

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

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

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair
 41020 Audits
 42127 Public hearing on budget adoption
 42238.01-42238.07 Local control funding formula
 44258.9 County superintendent review of teacher assignment
 48985 Parental notices in languages other than English
 51210 Course of study for grades 1-6
 51220 Course of study for grades 7-12
 52052 Academic Performance Index; numerically significant student subgroups
 52060-52077 Local control and accountability plan
 52302 Regional occupational centers and programs
 52372.5 Linked learning pilot program
 54692 Partnership academies
 60119 Sufficiency of textbooks and instructional materials; hearing and resolution
 60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission
 60811.3 Assessment of language development
 64001 Single plan for student achievement

99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 5

15494-15497.5 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, November 2013

Local Control Funding Formula 2013, Governance Brief, August 2013

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: August 13, 2014 Hanford, CA

Hanford ESD

Administrative Regulation

Local Control And Accountability Plan

AR 0460

Philosophy, Goals, Objectives and Comprehensive Plans

Content of the Plan

Goals and Actions Addressing State and Local Priorities

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

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

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

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

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

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Language Learners)

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

(cf. 3553 - Free and Reduced Price Meals)
 (cf. 6020 - Parent Involvement)
 (cf. ~~6159 - Individualized Education Program~~)
 (cf. ~~6173.1 - Education for Foster Youth~~)

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

(1) Statewide assessments of student achievement

(2) Academic Performance Index

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

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

(5) The English learner reclassification rate

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

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

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

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

(cf. 6146.1 - High School Graduation Requirements)
 (cf. 5113.1 - Chronic Absence and Truancy)
 (cf. 5147 - Dropout Prevention)
 (cf. ~~5149 - At Risk Students~~)

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

and school connectedness, as applicable

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

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

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

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

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

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

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

(cf. 0200 - Goals for the School District)

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

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

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

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

(cf. 0510 - School Accountability Report Card)

Increase or Improvement in Services for Unduplicated Students

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

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

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory. (5 CCR 15496)

Annual Updates

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

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "~~Content of the Plan~~Goals and Actions Addressing State and Local Priorities" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

Availability of the Plan

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

(cf. 1113 - District and School Web Sites)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: August 13, 2014 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: August 27, 2015

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

Date you wish to have your item considered: 09/09/15

ITEM: Receive the following revised policies for information:

BP/AR 5111 - Admissions

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information and consider for adoption at the next regular Board meeting.

Hanford ESD

Board Policy

Admission

BP 5111

Students

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

~~The~~

~~Before enrolling any child in a district school, the Superintendent or designee shall verify the student's/child's age, residency, immunization, and any other admission/applicable eligibility criteria specified in law and in Board policies and, the accompanying administrative regulations/regulation, or other applicable Board policy or administrative regulation.~~

~~(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)

The Superintendent or designee shall ensure that the enrollment of a homeless or foster child or a child of a military family is not delayed because of outstanding fees or fines owed to the child's last school or for his/her inability to produce previous academic, medical, or other records normally required for enrollment.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the

juvenile justice system. (Education Code 48645.5)

(cf. 5119 - Students Expelled from Other Districts)

~~All resident students who are~~

~~When enrolling either in the in any district school, including a school in their attendance area or in another, children whose parents/guardians reside within district school boundaries shall be subject to the timelines established by the Board in BP/AR 5116.1—Intradistrict Open Enrollment.~~

~~Nonresident students for open enrollment. Children whose parents/guardians do not reside within the district or who are not otherwise eligible for enrollment in the district 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)

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

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

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 homeless and foster youth

49076 Access to records by persons without written consent or under judicial order

49408 Information of use in emergencies

49452.9 Health care coverage options and enrollment assistance

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, OFFICE FOR CIVIL RIGHTS 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, Office for Civil Rights:~~
<http://www2.ed.gov/about/offices/list/ocr>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 14, 1999 Hanford, California

reviewed: May 16, 2001

revised: June 13, 2012

Hanford ESD

Administrative Regulation

Admission

AR 5111

Students

Age of Admittance to ~~Grades K-1~~ Kindergarten and First Grade

~~A child shall be eligible for enrollment in kindergarten or first grade, at~~
At the beginning of the each school year, the Superintendent or at a later time in the same year, if
~~the designee shall enroll any otherwise eligible child has who will have his/her fifth or sixth~~
~~birthday, respectively, on or before one of the following dates: September 1 of that year into~~
kindergarten or first grade, as applicable. (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 from September 2 through December 2 of the school year shall be offered a~~
~~transitional kindergarten (TK) 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~~ A passport

~~If~~ When none of the above documentation foregoing is unobtainable ~~obtainable~~, 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 may provide any other appropriate means of proving the age of the child. (Education Code 48002)

~~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: June 13, 2012

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: August 27, 2015

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

Date you wish to have your item considered: 09/09/15

ITEM: Receive the following revised Board Policy for information:

BP 5113.1 - Chronic Absences and Truancy

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information and consider for adoption at the next regular Board meeting.

Hanford ESD

Board Policy

Chronic Absence And Truancy

BP 5113.1

Students

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

(cf. 5113 - Absences and Excuses)

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

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

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

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

(cf. 0450 - ~~Comprehensive Safety Plan~~)

(cf. 5126 - Awards for Achievement)

(cf. 5131 - Conduct)
 (cf. 5131.2 - Bullying)
 (cf. 5137 - Positive School Climate)
 (cf. 5141.6 - School Health Services)
 (cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall work with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. He/she also may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

(cf. 1020 - Youth Services)
 (cf. 5030 - Student Wellness)
 (cf. 5146 - Married/Pregnant/Parenting Students)
 (cf. 5147 - Dropout Prevention)
 (cf. 5149 - At-Risk Students)
 (~~cf.~~ 6158 - Independent Study)
 (cf. 6164.2 - Guidance/Counseling Services)
 (cf. 6164.5 - Student Success Teams)
 (cf. 6173 - Education for Homeless Children)

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

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

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

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

The Superintendent or designee shall regularly analyze data ~~on~~ periodically report to the Board regarding the district's progress in improving student absence to identify patterns of absence-districtwide attendance rates for all students and by school, grade level, and for each numerically significant student population. ~~Such data~~ information shall be used to identify common barriers to attendance, prioritize resources for intervention, evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and ~~monitor progress over time to make changes as needed~~. As appropriate, the Superintendent or designee also shall provide this information to key ~~engage~~ school staff and community agency partners to engage them in program evaluation and improvement and in identification of how to best allocate available community resources.

School Attendance Review Board

In accordance with law and administrative regulation, habitual truants may be referred to a school attendance review board (SARB).

The Board may submit a nomination to the County Superintendent of Schools for a person who will serve on the county SARB as a representative of school districts. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district; county probation department; county welfare department; county office of education; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; and school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

41601 Reports of average daily attendance

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

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

48225.5 Work permits, entertainment and allied industries

48240-48246 Supervisors of attendance
 48260-48273 Truants
 48290-48296 482967 Failure to comply; complaints against parents
 48320-48325 School attendance review boards
 48340-48341 Improvement of student attendance
 48400-48403 Compulsory continuation education
 48900 Suspension and expulsion
 49067 Unexcused absences as cause of failing grade
 52052 Academic Performance Index: numerically significant student subgroups
 60901 Chronic absence
 GOVERNMENT CODE
 54950-54963 The Ralph M. Brown Act
 PENAL CODE
 270.1 Chronic truancy; parent/guardian misdemeanor
 272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy
 830.1 Peace officers
 VEHICLE CODE
 13202.7 Driving privileges; minors; suspension or delay for habitual truancy
 WELFARE AND INSTITUTIONS CODE
 256-258 Juvenile hearing officer
 601-601.4 Habitually truant minors
 11253.5 Compulsory school attendance
 CODE OF REGULATIONS, TITLE 5
 306 Explanation of absence
 420-421 Record of verification of absence due to illness and other causes
 15497.5 Local control and accountability plan template
 COURT DECISIONS
 L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CSBA PUBLICATIONS

~~Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010~~
Attendance Awareness Month, Fact Sheet, September 2014

ATTENDANCE WORKS PUBLICATIONS

Count Us In! Working Together to Show that Every School Day Matters, 2014
The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, ~~2012~~2015
 School Attendance Improvement Handbook, 2000

WEB SITES

CSBA: <http://www.csba.org>
 Attendance Works: <http://www.attendanceworks.org>
 California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>
 California Department of Education: <http://www.cde.ca.gov>
 California Healthy Kids Survey: <http://chks.wested.org>

California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>
OnTrackCA: <http://www.ontrackca.org>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
adopted: April 24, 2013 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: July 27, 2012

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

Date you wish to have your item considered: August 8, 2012

ITEM: Review for information the following revised Board Policy:

- BP 5131.2 - Bullying

PURPOSE: The revised Board Policy 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

Bullying

BP 5131.2

Students

The Governing Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. -District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts,

social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6163.4 - Student Use of Technology)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or

designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints and Investigation

~~Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.~~

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. -Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. ~~Within two business days of receiving a report of bullying, the principal shall notify a district compliance officer identified in AR 1312.3.~~ In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

_ When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform

the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. -The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4117.34118 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

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

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

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

Common Sense Media: <http://www.commonsensemedia.org>

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

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: August 22, 2012 Hanford, California

revised: June 12, 2013

revised: April 8, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: August 27, 2015

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

Date you wish to have your item considered: 09/09/15

ITEM: Receive the following revised policies for information:

BP/AR 5144.4 - Required Parental Attendance

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

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information and consider for adoption at the next regular Board meeting.

Hanford Elementary School District

--New Policy--

Language formerly in BP/AR 5144.1

Board Policy

Required Parental Attendance

BP 5144.4

Students

The Governing Board is committed to providing a safe school environment and setting expectations for appropriate student conduct. The Superintendent or designee may involve parents/guardians in student discipline as necessary to improve a student's behavior and encourage personal responsibility.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5144 - Discipline)

(cf. 6020 - Parent Involvement)

When removing a student from class pursuant to Education Code 48910 for committing an act of obscenity, habitual profanity or vulgarity, disruption of school activities, or willful defiance, the teacher of the class may require any parent/guardian who lives with the student to accompany the student for a portion of a school day in the class from which the student has been removed. (Education Code 48900.1)

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

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

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

District and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. (Education Code 48900.1)

Legal Reference:

EDUCATION CODE

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48900-48927 Suspension and expulsion, especially:

48900 Grounds for suspension and expulsion

48900.1 Required parental attendance

48910 Suspension by teacher

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January
2014

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Drug-Free Schools:

<http://www.ed.gov/about/offices/list/osdfs>

09/15

Hanford Elementary School District Administrative Regulation

New Policy

Language formerly in BP/AR 5144.1

Required Parental Attendance

AR 5144.4

Students

Whenever a teacher requires a parent/guardian to attend a portion of a school day with his/her child for the child's commission of an act specified in Education Code 48900(i) or (k), the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is required pursuant to law. (Education Code 48900.1)

(cf. 5144 - Discipline)

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

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

(cf. 5145.6 - Parental Notifications)

The notice shall:

1. Inform the parent/guardian of the date that his/her presence is expected, the length of the visit, and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Direct the parent/guardian to meet with the principal after the visit and before leaving school
4. Direct the parent/guardian to contact the school if there are reasonable factors that would prevent him/her from complying with the attendance requirement

Attendance of the parent/guardian shall be limited to the class from which the student was removed. (Education Code 48900.1)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by any method that maintains the confidentiality of the student's records.

(cf. 5125 - Student Records)

09/15

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: August 27, 2015

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

Date you wish to have your item considered: 09/09/15

ITEM: Receive the following revised exhibit for information:

E 5145.6 - Parental Notifications

PURPOSE: The following Exhibit 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 mandates and Education Code changes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Review for Information and consider for adoption at the next regular Board meeting.

Hanford ESD

Exhibit

Parental Notifications

E 5145.6

Students

Cautionary Notice 2013-14: ~~AB 110 (Ch. 20, Statutes of 2013) amended: Government Code 17581.5 to relieve~~relieves districts from the obligation, ~~until July 1, 2014, to perform any specified mandated activities when the Budget Act does not provide reimbursement during that are deemed to be reimbursable state mandates under that section.~~fiscal year. The Budget Act of 2014 (SB 852, Ch. 25, Statutes of 2014) extends the suspension of these requirements through the 2014-15 fiscal year. As a result, certain provisions of the following Exhibit ~~that reflect those requirements related to scoliosis screening and bus safety~~ may be suspended.

I. Annually

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1

Education or Other Legal Code: Education Code 35256, 35258

Board Policy/Administrative Regulation #: See BP 0510

Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980

Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1

Subject: District and site discipline rules

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 46010.1

Board Policy/Administrative Regulation #: See BP 5113

Subject: Absence for confidential medical services

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111
 Subject: Schedule of minimum days

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917
 Board Policy/Administrative Regulation #: See AR 5145.7
 Subject: Sexual harassment policy as related to students

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 32255-32255.6
 Board Policy/Administrative Regulation #: See AR 5145.8
 Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361
 Board Policy/Administrative Regulation #: See AR 5111.1, See AR 5116.1, See AR 5117
 Subject: All statutory attendance options, available local attendance options, options for meeting residency

When to Notify: Beginning of each school year, if Board allows such absence
 Education or Other Legal Code: Education Code 48980, 46014
 Board Policy/Administrative Regulation #: See BP 5113, See AR 5113
 Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 48205
 Board Policy/Administrative Regulation #: See BP 5113, See AR 5113, See AR 6154
 Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208
 Board Policy/Administrative Regulation #: See AR 6183
 Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49403
 Board Policy/Administrative Regulation #: See BP 5141.31
 Subject: Consent to school immunization program

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49423, 49480
 Board Policy/Administrative Regulation #: See AR 5141.21
 Subject: Administration of prescribed medication

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
 Board Policy/Administrative Regulation #: See AR 5141.3
 Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 48980, 49471, 49472
 Board Policy/Administrative Regulation #: See BP 5143
 Subject: Availability of insurance

When to Notify: ~~Beginning of each school year~~ Annually
 Education or Other Legal Code: 49013; 5 CCR 4622
 Board Policy/Administrative Regulation #: See AR 1312.3
 Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063
 Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3
 Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37
 Board Policy/Administrative Regulation #: See AR 5125.1
 Subject: Release of directory information

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5
 Board Policy/Administrative Regulation #: See AR 3553
 Subject: Free and reduced price meals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 51513, 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8
Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 56301
Board Policy/Administrative Regulation #: See BP 6164.4

Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 58501, 48980

Board Policy/Administrative Regulation #: See AR 6181

Subject: Alternative schools

When to Notify: Beginning of each school year

Education or Other Legal Code: Health and Safety Code 104855

Board Policy/Administrative Regulation #: See AR 5141.6

Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When/Whom to Notify: -Annually

Education or Other Legal Code: 5 CCR 852; Education Code 60615

Board Policy/Administrative Regulation #: AR 6162.51

Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8

Subject: ~~Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities~~

When to Notify: Beginning of each school year, if district receives Title I funds

Education or Other Legal Code: 20 USC 6311; 34 CFR 200.61

Board Policy/Administrative Regulation #: See AR 4112.24, See AR 4222

Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year, if any district school has been identified for program improvement or corrective action

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.2

Subject: Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers

When to Notify: Beginning of each school year

Education or Other Legal Code: 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: See BP 0410, See BP 6178

Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals

Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93

Board Policy/Administrative Regulation #: See AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling

Education or Other Legal Code: Education Code 221.5; 48980

Board Policy/Administrative Regulation #: See BP 6164.2

Subject: Course selection and career counseling

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program

Education or Other Legal Code: Education Code 32390, 48980

Board Policy/Administrative Regulation #: See AR 5142.1

Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district

Legal Code: Education Code 35211

Board Policy/Administrative Regulation #: None

Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported

Education or Other Legal Code: Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543

Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus

Education or Other Legal Code: Education Code 44808.5, 48980

Board Policy/Administrative Regulation #: See AR 5112.5

Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

Subject: How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of districts CTE courses that satisfy a-g course criteria

When to Notify: Beginning of each school year, for high school students

Education or Other Legal Code: Education Code 48980, 52244

Board Policy/Administrative Regulation #: See AR 6141.5

Subject: Availability of state funds to cover costs of advanced placement exam fees

When to Notify: Beginning each school year in grades 9-12 and when high school student transfers into the district

Education Code 48980, 60850

Board Policy/Administrative Regulation #: See AR 6162.52

Subject: Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation

When to Notify: When students entering grade 7

Education or Other Legal Code: Education Code 49452.7

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school

Education or Other Legal Code: Education Code 49452.8

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12

Education or Other Legal Code: Education Code 51229, 48980

Board Policy/Administrative Regulation #: See AR 6143

Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests-
~~or, if results not available in school year, 20 days of start of next school year~~

Education or Other Legal Code: Education Code 60641; 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12

Legal Code: Education Code 69432.9

Board Policy/Administrative Regulation #: AR 5125

Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: When child is enrolled in kindergarten

Education or Other Legal Code: Health and Safety Code 124100, 124105

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test
 Education or Other Legal Code: 5 CCR 11523
 Board Policy/Administrative Regulation #: See AR 6146.2
 Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds
 Education or Other Legal Code: 20 USC 7908
 Board Policy/Administrative Regulation #: See AR 5125.1
 Subject: ~~Notice~~Request that ~~parents may request~~ district to not release name, address, phone number of child to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: Upon receipt of a complaint alleging discrimination
 Education or Other Legal Code: Education Code 262.3
 Board Policy/Administrative Regulation #: See AR 1312.3
 Subject: Civil law remedies available to complainants

When to Notify: When student has been placed in structured English immersion program
 Education or Other Legal Code: Education Code 310-311; 5 CCR 11309
 Board Policy/Administrative Regulation #: See AR 6174
 Subject: Student's placement in program, opportunity to apply for parental exception waiver, other rights of student relative to such placements

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient
 Education or Other Legal Code: Education Code 313; 5 CCR 11303
 Board Policy/Administrative Regulation #: See AR 6174
 Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year
 Education or Other Legal Code: Education Code 440; 20 USC 7012
 Board Policy/Administrative Regulation #: See AR 6174
 Subject: Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program

When to Notify: Before high school student attends specialized secondary program on a university campus
 Education or Other Legal Code: Education Code 17288
 Board Policy/Administrative Regulation #: None
 Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list
 Education or Other Legal Code: Education Code 17612
 Board Policy/Administrative Regulation #: See AR 3514.2
 Subject: Intended use of pesticide product

When to Notify: To members of athletic teams
 Education or Other Legal Code: Education Code 32221.5
 Board Policy/Administrative Regulation #: See AR 5143
 Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: If school has lost its WASC accreditation status
 Education or Other Legal Code: Education Code 35178.4
 Board Policy/Administrative Regulation #: See BP 6190
 Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising
Legal Code: Education Code 35182.5
Board Policy/Administrative Regulation #: BP 3112
Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy
 Education or Other Legal Code: Education Code 35183
 Board Policy/Administrative Regulation #: See AR 5132
 Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule
 Education or Other Legal Code: Education Code 37616
 Board Policy/Administrative Regulation #: See BP 6117
 Subject: ~~Year~~Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days
 Education or Other Legal Code: Education Code 46601
 Board Policy/Administrative Regulation #: See AR 5117
 Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered
 Education or Other Legal Code: Education Code 48000
 Board Policy/Administrative Regulation #: See AR 5111
 Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention
 Education or Other Legal Code: Education Code 48070.5
 Board Policy/Administrative Regulation #: See AR 5123

Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health

Education or Other Legal Code: Education Code 48213

Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33

Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization

Education or Other Legal Code: Education Code 48216; 17 CCR 6040

Board Policy/Administrative Regulation #: See AR 5141.31

Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified a truant

Education or Other Legal Code: Education Code 48260.5, 48262

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Name and address of SARB or probation department and reason for referral

When to Notify: When a school is identified on the state's Open Enrollment List

Education or Other Legal Code: Education Code 48354; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Student's option to transfer to another school

When to Notify: Within 60 days of receiving application for transfer out of open enrollment school

Education or Other Legal Code: Education Code 48357; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

When/Whom to Notify: When student requests to voluntarily transfer to continuation school

~~Education or Other~~ Legal Code: Education Code 48432.3

Board Policy/Administrative Regulation #: ~~See AR 6184~~ 618461884

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to ~~request~~ require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin

Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: AR 6173.1

Subject: Basis for the placement recommendation

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: ~~See BP 5144.1~~, See AR 5144.1

Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

Subject: Release of student to peace officer for the purpose of removing minor from school premises

When to Notify: At time of suspension

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom

Education or Other Legal Code: Education Code 48911.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension

Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission

Education or Other Legal Code: _Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: See BP 5119

Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied

Education or Other Legal Code: _Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs

Education or Other Legal Code: _Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Description of readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: One month before the scheduled minimum day

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site

Education or Other Legal Code: Education Code 48987

Board Policy/Administrative Regulation #: See AR 5141.4

Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course

Education or Other Legal Code: Education Code 49067

Board Policy/Administrative Regulation #: See AR 5121

Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school

Education or Other Legal Code: Education Code 49068
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Right to receive copy of student's record and to challenge its content

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity
Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: BP 5125
Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter
Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: AR 5125
Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer
 Education or Other Legal Code: Education Code 49076
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena
 Education or Other Legal Code: Education Code 49077
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis
 Education or Other Legal Code: Education Code 49452.5
 Board Policy/Administrative Regulation #: See AR 5141.3
 Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects
 Education or Other Legal Code: Education Code 49456; 17 CCR 2951
 Board Policy/Administrative Regulation #: See AR 5141.3
 Subject: Vision or hearing test results

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition
 Education or Other Legal Code: Education Code 49475
 Board Policy/Administrative Regulation #: See AR 6145.2
 Subject: Information on concussions and head injuries

When/Whom to Notify: To person holding educational rights, within 30 days of foster youth's

transfer between high schools

Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: AR 6173.1

Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school

When to Notify: Before any test/survey questioning personal beliefs

Education or Other Legal Code: Education Code 51513, _

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: Within 14 days of instruction if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175, See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter facility

When/Whom to Notify: -When district receives Tobacco-Use Prevention Education Funds

~~Education or Other~~ Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: ~~See~~ AR 3513.3

Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer

Legal Code: Penal Code 626.81

Board Policy/Administrative Regulation #: See AR 1240, See BP 1250

Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

When/Whom to Notify: -When providing written decision in response to a responding to complaint re: discrimination, special education, or noncompliance with law-regulating-educational programs

Education or Other Legal Code: -5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3_

Subject: -Appeal Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: unexcused absences

When to Notify: When district substantively changes policy on student privacy rights

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"

Education or Other Legal Code: 20 USC 6311

Board Policy/Administrative Regulation #: See AR 4112.24

Subject: Timely notice to parent/guardian of child's assignment

When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 0520.2

Subject: Notice of failure to make adequate yearly progress

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of

school year, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose ~~other~~another program

When to Notify: When school identified for program improvement or corrective action

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.2, See AR 5116.1

Subject Explanation of identification, reasons, how problem will be addressed, how parents/guardians can become involved, transfer option, availability of supplemental services

When to Notify: When district identified for program improvement

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.3

Subject: Explanation of status, reasons for identification, how parents/guardians can participate in upgrading district

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

When to Notify: For districts receiving Title III funds, within 30 days of the release of state Title III accountability report

Education or Other Legal Code: 20 USC 7012

Board Policy/Administrative Regulation #: See AR 6174

Subject: Notification of any failure to make progress on state's annual measurable achievement objectives for English learners

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: Notice of need to submit verification information; any subsequent change in benefits; right to appeal

When/Whom to Notify: When student is homeless or unaccompanied minor

Legal Code: 42 USC 11432

Board Policy/Administrative Regulation #: AR 6173

Subject: Educational and related opportunities; transportation services; placement decision and right to appeal

When to Notify: When student transfers out of state and records are disclosed without consent

pursuant to 34 CFR 99.30
 Education or Other Legal Code: 34 CFR 99.34
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Right to review records

IV. Special Education Notices

~~When to Notify: Before functional behavioral assessment begins~~
~~Education or Other Legal Code: 56321~~
~~Board Policy/Administrative Regulation #: AR 6159.4~~
~~Subject: Notification and consent~~

When to Notify: Prior to conducting initial evaluation
 Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503
 Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4
 Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins
Legal Code: Education Code 56321
Board Policy/Administrative Regulation #: See AR 6159
Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record
 Education or Other Legal Code: Education Code 56341.1
 Board Policy/Administrative Regulation #: See AR 6159
 Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting
 Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322
 Board Policy/Administrative Regulation #: See AR 6159
 Subject: Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP
 Education or Other Legal Code: Education Code 56343.5
 Board Policy/Administrative Regulation #: See AR 6159
 Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage
 Education or Other Legal Code: Education Code 56521.1
 Board Policy/Administrative Regulation #: See AR 6159.4
 Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification,

evaluation, placement, or FAPE, including when parent/guardian revokes consent for services
 Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503
 Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1
 Subject: Prior written notice

~~When/Whom to Notify: Initial referral for evaluation~~ Upon filing of state complaint
~~Education or Other Legal Code: 20 USC 1415(d); 34 CFR 300.503~~ 34 CFR 300.504
~~Board Policy/Administrative Regulation #: See AR 6159.1~~
 Subject: ~~Prior written notice and procedural~~ Procedural safeguards notice

~~When/Whom to Notify: Registration of complaint~~ When disciplinary measures are taken or
 change in placement
~~Education or Other Legal Code: 20 USC 1415(d)(k); 34 CFR 300.504~~ 34 CFR 300.530
~~Board Policy/Administrative Regulation #: See AR 6159.1~~
 Subject: ~~Procedural safeguards notice~~

~~When to Notify: Disciplinary action taken for dangerous behavior~~
~~Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530~~
~~Board Policy/Administrative Regulation #: See AR 5144.2~~
 Subject: ~~Decision and procedural safeguards notice~~

~~When to Notify: Suspension or change of placement for more than 10 days~~
~~Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530~~
~~Board Policy/Administrative Regulation #: See AR 5144.2~~
 Subject: ~~Decision and procedural safeguards notice~~

When to Notify: Upon requesting a due process hearing
 Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508
 Board Policy/Administrative Regulation #: See AR 6159.1
 Subject: ~~Student's~~ Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504
 Education or Other Legal Code: 34 CFR 104.32, 104.36
 Board Policy/Administrative Regulation #: See AR 6164.6
 Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

When to Notify: In each classroom in each school
 Education or Other Legal Code: Education Code 35186
 Board Policy/Administrative Regulation #: See AR 1312.4, /E 1312.4
 Subject: Complaints re: sufficiency of instructional materials, teacher vacancy and
misassignment, maintenance of facilities, right of students who did not pass the exit exam to
 receive intensive instruction after grade 12


Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: August 2006 Hanford, California

revised: January 14, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Joy Gabler 
DATE: August 27, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 9, 2015

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

- BP 5126 – Awards for Achievement
- AR 5126 – Awards for Achievement

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

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next regular Board Meeting.

Hanford ESD

Administrative Regulation

Awards For Achievement

AR 5126
Students

District/School Awards

The Superintendent or designee may appoint an awards committee at each school to consider student accomplishments. ~~This committee which~~ may consist of school administrators, teachers, parents/guardians and/or community members.

and student representatives. The committee shall submit recommendations for student awards to the Superintendent or designee for approval.

(cf. 1220 - Citizen Advisory Committees)

Individual awards in excess of \$200 must be expressly approved by the Governing Board of Trustees. (Education Code 44015)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: May 16, 2007 Hanford, California
revised:

Hanford ESD

Board Policy

Awards For Achievement

BP 5126

Students

The Governing Board of Trustees encourages excellence as a goal for all students and wishes to publicly recognize students for ~~unique or exemplary achievements~~ achievement in academic, athletic, extracurricular, or community service activities. ~~The purpose of such awards shall be consistent with school goals.~~

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

(cf. 5127 - Graduation Ceremonies and Activities)

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

District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, a plaque, or cash gift.

The Superintendent or designee shall develop ~~procedures~~ criteria for the ~~appropriate~~ selection of student award recipients.

Biliteracy Award

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English.

Legal Reference:

EDUCATION CODE

220 Nondiscrimination

35160 _Authority of governing boards

35310-35319 _Scholarship and loan funds

44015 _Awards to employees and students

51243-51245 Credit for private school foreign language instruction

51450-51455 _Golden State Seal Merit Diploma

51460-51464 State Seal of Biliteracy

52164.1 Assessment of English language skills of English learners

CODE OF REGULATIONS, TITLE 5

876 _Golden State Seal Merit Diploma

1632 Credit for private school foreign language instruction
11510-11516 Assessment of English language development

Management Resources:

WEB SITES

~~California Department of Education, Golden State Seal Merit Diploma:~~

~~<http://www.cde.ca.gov/ta/tg/sr/meritdiploma.asp>~~

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

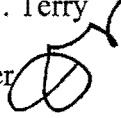
adopted: May 16, 2001 Hanford, California

revised: May 16, 2007

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Joy Gabler 
DATE: August 27, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Receive the following new Board Policy for information:

- BP 6162.5 – Student Assessment

PURPOSE: The following Board Policy aligns with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code requirements.

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next regular Board Meeting.

Hanford ESD

NEW Board Policy

Student Assessment

BP 6162.5

Instruction

The Governing Board recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, and evaluate district educational programs in order to identify needed improvements.

(cf. 0460 - Local Control and Accountability Plan)
 (cf. 0500 - Accountability)
 (cf. 2140 - Evaluation of the Superintendent)
 (cf. 4115 - Evaluation/Supervision)
 (cf. 4315 - Evaluation/Supervision)
 (cf. 5121 - Grades/Evaluation of Student Achievement)
 (cf. 5123 - Promotion/Acceleration/Retention)
 (cf. 6011 - Academic Standards)
 (cf. 6142.7 - Physical Education and Activity)
 (cf. 6162.51 - State Academic Achievement Tests)
 (cf. 6162.52 - High School Exit Examination)
 (cf. 6190 - Evaluation of the Instructional Program)

To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

(cf. 3553 - Free and Reduced Price Meals)

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher's directions and that test administration procedures are fair and equitable for all students.

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

(cf. 6162.54 - Test Integrity/Test Preparation)

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

(cf. 0510 - School Accountability Report Card)

Legal Reference:

EDUCATION CODE

313 Assessment of English language development

10600-10610 California Education Information System

44660-44665 Evaluation and assessment of performance of certificated employees (Stull Act)

49558 Free and reduced-price meals; use of individual applications and records

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit Diploma

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

60600-60649 Assessment of academic achievement, especially:

60640-60649 California Assessment of Student Performance and Progress

60800 Physical fitness testing

60810-60812 Assessment of English language development

60850-60859 High school exit examination

60900 California Longitudinal Pupil Achievement Data System

CODE OF REGULATIONS, TITLE 5

850-864 California Assessment of Student Performance and Progress

1200-1225 High School Exit Examination

UNITED STATES CODE, TITLE 20

9622 National Assessment of Educational Progress

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Key Elements of Testing, May 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Teachers' Use of Student Data Systems to Improve Instruction, 2007

WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

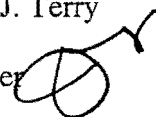
Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>
U.S. Department of Education: <http://www.ed.gov>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: _____ Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: August 27, 2015

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

Date you wish to have your item considered: September 9, 2015

ITEM: Receive the following new Board Policy for information:

- BP 6170.1 – Transitional Kindergarten

PURPOSE: The following Board Policy aligns with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code requirements.**FISCAL IMPACT:** None**RECOMMENDATIONS:** Consider for adoption at the next regular Board Meeting.

Hanford ESD

NEW Board Policy

Transitional Kindergarten

BP 6170.1

Instruction

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

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

The Board encourages ongoing collaboration among preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

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

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

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Curriculum and Instruction

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

(cf. 6141 - Curriculum Development and Evaluation)

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

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

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Language Learners)

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

Staffing

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

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

(cf. 4112.2 - Certification)

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

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

(cf. 4131 - Staff Development)

Continuation to Kindergarten

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

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

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

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

48200 Compulsory education, starting at age six

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

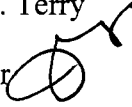
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: _____ Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Joy Gabler 
DATE: August 27, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 9, 2015

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

- BP 6174 – Education for English Language Learners
- AR 6174 – Education for English Language Learners

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

FISCAL IMPACT: None

RECOMMENDATIONS: Consider for adoption at the next regular Board Meeting.

Hanford ESD

Board Policy

Education For English Language Learners

BP 6174

Instruction

The Board of Trustees intends to provide English language learners with a challenging core
The Governing Board intends to provide English learners with challenging curriculum and
instruction that develop proficiency in English as rapidly and effectively as possible in order to
assist students in becoming productive members of our society while facilitating student
achievement in the district's regular course of study.

The district shall identify in its local control and accountability plan (LCAP) specific actions and
services to enhance student engagement, academic achievement, and other outcomes for English
learners.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

English learners shall be provided English language development instruction targeted to their
English proficiency level and aligned with the state content standards and curriculum framework.
The district's program shall be based on sound instructional theory and shall be adequately
supported so that English language learners can achieve results at the same academic level as
their English proficient peers, use standards-aligned instructional materials, and assist students in
accessing the full educational program.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6171 - Title I Programs)

To ensure that the district is using sound methods that effectively serve the needs
A teacher who is assigned to provide English language learners, the Superintendent or designee
shall annually examine program results, including reports of the student's development, specially
designed academic achievement and their progress towards proficiency instruction in English—,
and/or primary language instruction to English learners must hold an appropriate authorization
from the CTC.

The Superintendent or designee shall ensure that all staff employed to teach English learners
possess the appropriate authorization from the Commission on Teacher Credentialing.

(cf. 4112.22 - Staff Teaching English Language Learners)

The Superintendent or designee shall ensure provide to teachers, administrators, and other school staff research-based professional development that schools compile data on is designed to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. (20 USC 6825)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall encourage parent/guardian and community involvement in the development, implementation, and evaluation of English language development programs for English language learners in order to help. In addition, to support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Identification and Assessment

The Superintendent or designee shall maintain procedures which provide for the accurate identification, assessment and placement of English language learners and for an assessment of their redesignation proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria adopted by the Board and specified in the Master Plan accompanying administrative regulation.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with allowable testing variations in accordance with 5 CCR 853.5 and 853.7. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853.5, 853.7)

(cf. 6162.51 - State Academic Achievement Tests)

Placement of English Learners

Students who are English learners shall be educated through "structured English immersion"

(also known as "sheltered English immersion"), as defined in law and the accompanying administrative regulation, for a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction in the district's structured English immersion program shall be in English, but with the curriculum and presentation designed for students who are learning the language. (Education Code 305-306)

"Nearly all," for the purpose of determining the amount of instruction to be conducted in English, means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

When an English learner has acquired a reasonable level of English proficiency as measured by any of the state-designated assessments approved by the California Department of Education, any district assessments, and/or other criteria adopted by the Board, he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is overwhelmingly in English. (Education Code 305-306; 5 CCR 11301)

(cf. 6162.5 - Student Assessment)

An English learner has acquired a "reasonable level of English proficiency" when he/she has achieved the following:

- an overall proficiency level of intermediate, early advanced or advanced on the state's designated English language proficiency test.

At any time during the school year, the parent/guardian of an English learner may have his/her child moved into an English language mainstream program. (5 CCR 11301)

Parental Exception Waivers

When allowed by law, the parent/guardian of an English learner may submit a request that his/her child be exempted from placement in a structured English immersion program and instead be placed in a class where he/she is taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. (Education Code 310-311)

Each waiver request shall be considered on its individual merits with deference given to the parent/guardian's preference for student placement.

A waiver request shall be granted in accordance with law unless the principal and educational staff have determined that an alternative program would not be better suited to the student's overall educational development. (5 CCR 11309)

Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the

Superintendent or designee shall closely monitor on an annual basis:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. Progress toward any other goals for English learners identified in the district's LCAP
6. A comparison of current data with data from at least the previous year.

The Superintendent or designee shall provide the Board with regular reports from any district English learner advisory committees.

Legal Reference:

EDUCATION CODE

300-340 English language education for immigrant children

~~33308.5 CDE guidelines not binding~~

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33050 State Board of Education waiver authority

42238.02-42238.03 Local control funding formula

44253.51-44253.10 Certification for bilingual cross-cultural competence 11 Qualifications for teaching English learners

48985 Notices to parents in language other than English

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52130-52136 ~~52135~~ Impacted languages act Languages Act of 1984

52160-52178 Bilingual Bicultural Act-especially:

52164.6 Reclassification criteria

52169 Requirements for establishment of program

52171 Evaluations of student progress

52171.6 Annual report to legislature

52177 Administration of article

52180-52186 Bilingual teacher training assistance program

54000-54028 Programs for disadvantaged children

62000-62000.7 Suspension of state instructional materials adoptions

60605.87 Supplemental instructional materials. English language development

60640 California Assessment of Student Performance and Progress

60810-60812 Assessment of language development

62005.5 Evaluation and sunseting of programs Continuation of advisory committee after program sunsets

CODE OF REGULATIONS, TITLE 5

4301-4320 Bilingual education program requirements853.5-853.7 Test administration; universal tools, designated supports, and accommodations11300-11305 11316 English language learner education for immigrant children11510-11517 California English Language Development Test

UNITED STATES CODE, TITLE 20

1701-1705 Equal Educational Opportunities Act6312 Local education agency plans6801-6871 Title III, Language instruction for limited English proficient and immigrant students7012 Parental notification

COURT DECISIONS

Valeria G. v. Wilson, C-98-2252-CAL (July, 1998) (2002) 307 F.3d 1036California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196Teresa P. et al v. Berkeley Unified School District et al, -(1989) 724 F.Supp. 698Casteneda v. Pickard, -(5th Cir. 1981) 648 F.2d 989

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 40 (2000)

Management Resource Resources:

CDE PROGRAM ADVISORIES

0408.98 Policy CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSAcademic Criterion for Reclassification, CDE Correspondence, August 11, 2014California English Language Learners Development Test (CELDT): 2013-14 CELDT Information Guide, 20130125.90 Procedures for requesting guidance from the US Department of Education0515.89 English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Assessment and Accountability for Recently Arrived and Former Limited English Proficient Programs (LEP) Students, May 2007

CSBA ADVISORIES

0812.98 Proposition 227 Advisory

WEB SITES

CDE: California Department of Education: <http://www.cde.ca.gov/sp/el>CSBA: U.S. Department of Education: <http://www.esba.org-ed.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 19, 1999 Hanford, California

reviewed: May 16, 2001

revised:

Hanford ESD

Administrative Regulation

Education For English Language Learners

AR 6174

Instruction

Students who are English language learners shall be educated through the Accelerated English Language Development Program during a temporary transition period not normally intended to exceed one year. All of the classroom instruction in the district's Accelerated English Language Development program shall be English. (Education Code 305) In this program, students may receive some standard help in their primary language (through oral translation or preview-review) to better understand the English instruction. Bilingual credentialed (BCLAD-CLAD) teachers will provide the instruction using materials written in English.

An English language learner shall be transferred from the Accelerated English Language Development Program to the Transitional Academic and English Language Development Program when the student has acquired a reasonable level of English proficiency as measured by the California English Language Development Test (CELDT) and student progress on the district adopted English Language Development Standards. (Education Code 305; CCR11301)

A student has acquired a "reasonable level of English proficiency" when he/she has an overall CELDT score in the upper end of the "Intermediate" level.

Identification and Assessment

Definitions

English learner, also known as a limited English proficient student, means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English. (Education Code 306)

English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)

English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)

Structured English immersion (also known as "sheltered English immersion") means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306)

Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's native language. (Education Code 306)

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through use of a home language survey. (Education Code 52164.1; 5 CCR 430411307)

Within 30 calendar days of their initial enrollment, students who are Any student who is identified as having a primary language other than English, as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language development proficiency test, shall be assessed for English proficiency using the California-English Language Development Test (CELDT). (state's designated English language proficiency test. (Education Code 313, 52164.1; 5 CCR 11511)

All students shall have sufficient time to complete the CELDT as Each year after a student is identified as an English learner and until he/she is redesignated as English proficient, the summative assessment shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The state assessment shall be administered in accordance with test publisher instructions and 5 CCR 11511-11516.7. Variations and accommodations in test administration may be provided in the directions for test administration. (pursuant to 5 CCR 11516)

-11516.7. Any student with a disability shall be allowed to take the CELDT assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs. (5 CCR 11516.5) If he/she is unable to participate in the assessment or a portion of the assessment with such accommodations, he/she shall be administered an alternate assessment for English language proficiency as set forth in his/her IEP. (5 CCR 11516-11516.7)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6159 - Individualized Education Program)

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

Parental Notifications

The Superintendent or designee shall provide the following written notifications to parents/guardians of English learners:

1. Assessment Notification: The district shall notify parents/guardians of their child's results on the CELDT state's English language proficiency assessment within 30 calendar days

~~effollowing receipt of results, the results from the test contractor.~~ (Education Code 52164.1; 5 CCR 11511.5)

~~Within 90 days of initial enrollment, students identified as having limited English proficiency shall be further assessed for primary language proficiency in comprehension, speaking, reading and writing.~~

~~Before students are enrolled in a program for English language learners, parents/guardians shall receive information about the program and their opportunities for parental involvement. This information shall include the fact that an individual student's participation in the program is voluntary on the part of the parent/guardian. (Education Code 52173)~~

~~Not later than 30 calendar days after the beginning of the school year, each~~ (cf. 5145.6 - Parental Notifications)

2. Placement Notification: At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5 CCR 11309)

3. Title III Notifications: Each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 440; 20 USC 63127012)

1a. The reason for the student's classification as an English language learner.

2b. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement

3c. A description of the program for English language development instruction, including a description of all of the following:

a.(1) The manner in which the program will meet the educational strengths and needs of the student.

b.(2) The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards.

c.(3) The specific exit requirements for the program, the expected rate of transition from the program into classrooms/classes not tailored for English language learner students/learners.

d.(4) Where the student has been identified for special education, the manner in which the

program meets the requirements of the student's IEP:

4d. Information regarding a parent/guardian's option to decline to allow the student to ~~become~~be enrolled in the program or to choose to allow the student to ~~become~~be enrolled in an alternative program:

5e. Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered:

Notification and Parental Exception Waivers

Parents/guardians are informed of their child's English Language Development scores and program placement each August. Parents/guardians at that time are provided information regarding requests for a waiver of English Language Instruction Requirements.

Should

4. Annual Measurable Objectives Notification: If the district fails to make progress on the annual measurable achievement objectives for English learners established pursuant to 20 USC 6842, the Superintendent or designee shall, within 30 days after such failure occurs, send a notification regarding such failure to the parents/guardians request and principals grant a waiver of English each student identified for participation in a language instruction educational program supported by Title III funds. (20 USC 7012)

Parental Exception Waivers

A parent/guardian may, by personally visiting the school, request that the district waive the requirements after the first thirty days of school, the pertaining to the placement of his/her child in a structured English immersion program if one of the following circumstances exists: (Education Code 310-311)

1. The student already possesses sufficient English language learner will be placed in an alternative program skills, as measured by standardized tests of English vocabulary comprehension, reading, and writing, in which much of the instruction and teaching materials are in Spanish. Once the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower.

2. The student is age 10 years or older, and it is the informed belief of the principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.

3. The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the principal and educational staff that the student has special physical, emotional, psychological, or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development.

Upon request for a waiver, the Superintendent or designee shall provide parents/guardians with a full written description and, upon request, a spoken description of the intent and content of the structured English immersion program, any alternative courses of study, all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices. For a request for waiver pursuant to item #3 above, the Superintendent or designee shall notify the parent/guardian that the student must be placed in an English Classroom for 30 days in subsequent years. No parental for a period of not less than 30 calendar days in an English language classroom and that the waiver must be approved by the Superintendent pursuant to any guidelines established by the Governing Board. (Education Code 310, 311; 5 CCR 11309)

The principal and educational staff may recommend a waiver to a parent/guardian pursuant to item #2 or #3 above. Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to refuse to accept the recommendation. The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student. If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (Education Code 311; 5 CCR 11309)

When evaluating waiver requests pursuant to item #1 above and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include district standards and assessment and teacher evaluations of such students.

Parental exception waivers pursuant to item #2 above shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills. (Education Code 311)

Parental exception waivers pursuant to item #3 above shall be granted by the Superintendent if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological, or educational needs, an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311)

All parental exception waivers shall be acted upon during the 30-day instructional days of submission to the principal. However, parental waiver requests pursuant to item #3 above shall not be acted upon during the 30-day placement in an English language instructional setting. These classroom. Such waivers must shall be acted upon no later than 10 calendar days after the expiration of that 30-day-day English language classroom placement or within 20 instructional days of submission of the parents/guardians waiver to the school principal, whichever is later. (5 CCR 11309)

If parental waivers are granted for an alternative program and one is not currently offered at that

~~school, parents/guardians will be notified that their student will be transferred to another school that offers an alternative program at that grade level.~~

~~Waivers must be renewed on a yearly basis.~~

~~If the principal or designee denies the waiver request, he/she shall provide a written justification to the parent/guardian describing the reasons for the denial. A parent/guardian may appeal for a hearing with the Superintendent or designee. Such a request for a hearing must be made in writing to the Superintendent within 20 days of the waiver denial. The Superintendent or designee shall then schedule the hearing. The decision of the Superintendent or designee shall be final.~~

Any individual school in which 20 or more students of a given grade level receive a waiver shall offer an alternative class where the students are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Otherwise, the students shall be allowed to transfer to a public school in which such a class is offered. (Education Code 310)

In cases where a parental exception waiver pursuant to item #2 or #3 above is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal. (5 CCR 11309)

Waiver requests shall be renewed annually by the parent/guardian. (Education Code 310)

Reclassification/Redesignation-

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be redesignated/reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in the regular program in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The following measures shall be used to determine whether an English language learner shall be reclassified as fluent English proficient- (Education Code 313; 5 CCR 11303):

1. Assessment of English language proficiency, utilizing the California English Language

Development Test as the primary criterion, and using an objective assessment of instrument, including, but not limited to, the student's state's English reading and writing skills language proficiency assessment

2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student

3. Parent/guardian opinion and consultation ~~during a redesignation interview.~~
Parents/guardians shall receive—

The Superintendent or designee shall provide the parent/guardian with notice and a description of the redesignation/reclassification process, including notice— and of their right/his/her opportunity to participate in the process. Parent/guardian participation and shall encourage his/her involvement in the process shall be encouraged.

***Note: Pursuant to Education Code 313, the fourth criterion requires comparison

4. ~~Comparison of performance in basic skills including performance on the English-Language Arts section of the California Standards test.~~

4. Student performance on an objective assessment of basic skills in English: that shows whether the student is performing at or near grade level

~~The Superintendent or designee shall provide subsequent monitoring and support for redesignated students, including but not limited to monitoring the performance of redesignated students in the core curriculum in comparison with their native English speaking peers, monitoring the rate of redesignation, and ensuring monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)~~

~~The Superintendent or designee shall develop a process to monitor the effectiveness of the district's program for English language learners. The district's program shall be modified as needed monitor students for at least two years following their reclassification to help ensure determine whether the student needs any additional academic support to ensure his/her language and academic success.~~

Advisory Committee

Advisory Committees

At _____

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English language learners in the district and at each the school with level when there are more than 20 English language learners, parent/guardian advisory committees shall be maintained to serve at the advisory functions specified in law. (5CCR 11308)

school. Parents/guardians of English language learners shall constitute committee membership in at least the same percentage as their children English learners represent of the total number of

students in the school. (Education Code 52176; 5 CCR 11308)

The district's English language advisory committee shall advise the Board of Trustees on at least the following tasks: (5 CCR 11308)

1. The development of a district master plan of education programs and services for English learners, taking into consideration the school site plans for English learners.
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and ~~services~~services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. 4Administration of the annual language census
6. Review of and comment on the district's reclassification procedures
7. Review of and comment on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316:

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

In order to assist ~~the advisory members~~committee in carrying out ~~their~~its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

(cf. 0460 - Local Control and Accountability Plan)

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its

composition includes a majority of parents/guardians of English learners.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
Approved: May 19, 1999 Hanford, California
revised: February 21, 2003
revised: May 7, 2003
revised: May 6, 2005
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 27, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Consider adopting Resolution #1-16: Conflict of Interest

PURPOSE: This resolution in connection with Board Bylaw 9270 specifies the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.

FISCAL IMPACT: None

RECOMMENDATIONS: Adopt Resolution #1-16.

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

In the Matter of Conflict
of Interest Code

)
)
)

RESOLUTION # 1-16

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Hanford Elementary School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Hanford Elementary School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Hanford Elementary School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

This Resolution was adopted at a regular meeting of the Governing Board of the Hanford Elementary School District on the 9th day of September 2015 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

President, Board of Trustees
Hanford Elementary School District
Kings County, California

I, Lupe Hernandez, Clerk to the Board of Trustees of the Hanford Elementary School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees at its meeting held on September 9, 2015.

Clerk to the Board of Trustees
Hanford Elementary School District
Kings County, California

Conflict of Interest Code
Hanford Elementary School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX A

Conflict of Interest Code**DESIGNATED POSITIONS AND DISCLOSURE REQUIREMENTS****1. Category 1:**

Members of Governing Board
 Superintendent
 Assistant Superintendent
Chief Business Official

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest, or option to acquire such interest in real property.
- b. Investments or business positions in, or income from, sources which:
 - (1) Are engaged in the acquisition or disposal of real property within the District,
 - (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the District, or
 - (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the District.

2. Category 2:

Director
 Fiscal Services Specialist
 Food Services Manager
 Learning Director
 Coordinator, Child Welfare and Attendance
 Principal
 School Operations Officer
 Supervisor, Custodial Services
 Supervisor, Grounds
Supervisor, Maintenance
 Supervisor, Warehouse/Reprographics and Mail Services
 Supervisor, Transportation Services
 Vice Principal

APPENDIX A

Designated persons in this category must report investments or business positions in, or income from, sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
- b. manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. **Consultants:**

- a. A *consultant* is an individual who, pursuant to a contract with the District, makes any of several specified governmental decisions or serves in a staff capacity with the District, performing the same or substantially the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's Conflict of Interest Code. Consultants are individuals who decide whether to:
 - (1) approve a rate, rule, or regulation;
 - (2) adopt or enforce a law;
 - (3) issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - (4) authorize the District to enter into, modify, or renew a contract that requires District approval;
 - (5) grant District approval to a contract or contract specifications which require District approval and in which the District is a party;
 - (6) grant District approval to a plan, design, report, study, or similar item; or

APPENDIX A

- (7) adopt or grant District approval of District policies, standards, or guidelines.
- b. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this Conflict of Interest Code.

revised: 05/13/98
revised: 09/02/98
revised: 06/14/00
revised: 06/27/01
revised: 08/21/02
revised: 06/18/03
revised: 09/14/05
revised: 09/06/06
revised: 08/22/07
revised: 08/20/08
revised 03/13/13
revised / /15

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry , Ed. D.

DATE: August 31, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Consider approval of maintaining three Community Day School classes at Jefferson Charter Academy and certify that no satisfactory alternative facilities are available.

PURPOSE: In accordance with Education Code Section 48661(a)(2), when the governing board of a school district desires to operate a community day school to serve any kindergarten and grades 1 to 8, inclusive, but no higher grades, certifies by a two-thirds vote of its membership that satisfactory alternative facilities are not available for a community day school, a community day school may be situated on the same site as an elementary school.

It is recommended that Hanford Elementary Community Day School consisting of one K-3 grade classroom, one 4-6 grade classroom, and one 7-8 grade classroom, be located on the Jefferson Charter Academy campus. The reason for this recommendation is as follows:

- All elementary schools in the district are impacted and are not capable during the 2015-2016 school year of housing three Community Day School classrooms.
- No other elementary school facilities located in the District that meet California public school facility structural standards are known to exist.
- The Jefferson campus provides age-appropriate playground equipment and separate restroom facilities.
- The Community Day School students will have a different start/finish time and will have a different lunch period than the other programs on the campus.

FISCAL IMPACT:

RECOMMENDATIONS: Approve maintaining three Community Day School classes at Jefferson Charter Academy and certify that no satisfactory alternative facilities are available.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: August 19, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Memorandum of Understanding between Big Smiles California and the Hanford Elementary School District.

PURPOSE: Memorandum of Understanding between the Big Smiles California and the Hanford Elementary School District is for the purpose of providing preventive dental services, including: exams, fluoride treatments, as well as x-rays and sealants where applicable for all children with parental/guardian signed consent.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Smile Programs

...the mobile dentists

113/189



Elliot P. Schlang, DDS, Inc. ("Big Smiles California") mission is to increase the quality of children's lives by providing preventive dental services to children often left without care. Big Smiles can provide a dental exam, cleaning, fluoride treatment, x-rays and sealants, where applicable.

The purpose of this memorandum is to establish an understanding between:

Big Smiles California (Provider)
And
Hanford Elementary School District

Big Smiles California (Provider) agrees:

- At a date to be mutually agreed upon, to provide preventive dental services, including: exams, cleanings, fluoride treatments, as well as x-rays and sealants where applicable. Such care shall be offered to the children with parental/guardian signed consent as indicated on permission forms.
- All children ages 1 ½ -18 years are eligible.
- Each site will be served by our licensed California dentist(s) and hygienists.
- There is no charge to the schools or District.
- When available, Medicaid covers 100% of treatment. Most insurances are accepted. If financial assistance is needed than insurance co-pays and deductibles will be covered.
- All children will be given a "report card" for their parents' review. Copies of x-rays are available to the family and dental offices.

Hanford Elementary School District agrees to:

- Assist the children and their families with completing the appropriate consent forms, thus providing valid consensual authority for Smile to perform dental services on each child seeking care.
- Provide space in their facilities, suitable for the staff of Big Smiles California PSC (Provider) to set up its "dental office".
- Provide a minimum of 25 children per site to be treated. If minimum is not reached, the visit may be revised or cancelled.

This agreement is non-financial in nature. It shall run for a period of one year, to be renewed automatically on an annual basis, unless notified by either party in writing with 30 days notice.

Elliot Paul Schlang DDS, PC
Administrative Office
33533 W. 12 Mile Road, Suite 150
Farmington Hills, MI 48331

By: _____
Signature

Date: _____

Print Name

Title

Hanford Elementary School District
714 N. White Street
Hanford, CA 93230

By: _____
Signature

Date: _____

Print Name

Title

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell

DATE: August 31, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Memorandum of Understanding (MOU) between Teresa A. Jaquez, LMFT and Hanford Elementary School District.

PURPOSE: This Memorandum of Understanding between Teresa A. Jaquez, LMFT and Hanford Elementary School District for the purpose of funding and providing educationally related mental health services to specified students with exceptional needs.

FISCAL IMPACT: Fees for these services are addressed on page 2 of the MOU. Costs paid via Prop 98 - Resource 6512 budget.

RECOMMENDATIONS: Approve

MEMORANDUM OF UNDERSTANDING**between****Teresa A. Jaquez, LMFT****and****Hanford Elementary School District**

This Memorandum of Understanding (MOU) is made and entered into with Teresa A. Jaquez, LMFT (JAQUEZ), the provider of Mental Health Services and Hanford Elementary School District (HESD). The parties have entered into this MOU for the purpose of funding and providing individualized education program (IEP) driven educationally related mental health services to specified HESD students with exceptional needs.

Now, therefore, in consideration of the covenants, conditions, agreements, and stipulations set forth herein, the parties agree as follows:

1. Scope of Services.

- a. JAQUEZ shall participate as a member of the IEP team for students who are identified as needing educationally relevant counseling and guidance necessary for the student to make educational progress. JAQUEZ shall work jointly in the development of assessments with the HESD staff, provide services as determined by the IEP team, write and monitor appropriate goals on the students IEP as outlined in the IEP, provide services as indicated monitor the student's progress in the IEP and report such progress to HESD administration.
- b. JAQUEZ will provide monthly logs of service to HESD outlining service provisions provided to each student served by JAQUEZ.
- c. JAQUEZ agrees to provide the educationally relevant counseling and guidance services at the school the student attends.
- d. HESD agrees to provide a confidential location at the school site for individual and/or group counseling.
- e. HESD will provide access to its wireless network and Special Education Information System (SEIS), however, hardware will be the responsibility of JAQUEZ. JAQUEZ and any of their employees who will access the District's wireless network and SEIS review, sign, and comply with HESD's "Acceptable Use Policy."
- f. JAQUEZ will provide certification to HESD to demonstrate its qualifications as a Non-Public Agency through the California Department of Education.
- g. JAQUEZ will provide documentation to HESD demonstrating the eligibility of all its employees to be on school sites (finger print checks) and having recent TB clearance.
- h. HESD will determine the numbers of students to be served under this MOU and locations of service for each student.

2. Service Specifications. JAQUEZ shall provide educationally relevant counseling and guidance services as determined by the IEP team to students and their families including the following services as negotiated by all parties:

- a. Assessments
- b. Individual counseling
- c. Group counseling
- d. Parent counseling/training
- e. Case management/consultation services

3. Compensation/Billing. An accounting/invoice shall be submitted to HESD by JAQUEZ monthly for each student indicating the school district of residence; student's date of birth; the nature of the services provide; the total minutes per session and the total sessions; dates on which services were rendered; the revenue received; and the net and/or unreimbursed cost for IEP-driven educationally relevant counseling and guidance services due and payable to JAQUEZ. The compensation shall be paid within thirty (30) business days after receipt of invoice.
4. Rate of Service. HESD and JAQUEZ agree to \$120.00 per hour (flat rate) of billing for all services rendered under this agreement.
5. Effective Date and Duration. The MOU and the obligations hereunder shall be effective upon signatures and dates of all parties. The agreement and the scope of services under this MOU will cover all services rendered as of September 30, 2015 shall remain in effect until June 30, 2016.
6. Termination of MOU for Convenience of Either Party. Any party may terminate this MOU at any time by giving to the other party thirty (30) days written notice of each termination. Termination for convenience shall be effective at 11:59 p.m., Pacific Standard Time on the intended date for termination (the "Termination Date"). The terminating party shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. JAQUEZ shall be paid for all services satisfactorily completed at the rates stated above and not previously paid through payments prior to the effective date of said termination.
7. Termination of MOU for Cause. If either party fails to perform its duties under this MOU or if either party breaches any of the material terms or provisions of the MOU, then the non-breaching party shall have the right to terminate this MOU effective immediately upon giving written notice to the breaching party. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. If the termination for cause is defective for any reason, including, but not limited to, reliance on erroneous facts concerning performance or any defect in notice thereof, then the maximum liability shall not exceed the amount payable to JAQUEZ under Paragraph 4 above.
8. Entire Agreement and Modification. This MOU supersedes all previous agreements and constitutes the entire understanding of the parties hereto. All parties specifically acknowledge that in entering into and executing this MOU that they shall rely solely upon the provisions contained in this MOU.
9. Enforceability. If any term, covenant, condition, or provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.
10. Employment Status. JAQUEZ and its officers, employees, or agents shall, during the entire term of the MOU, be construed to be an independent contractor and nothing in this MOU is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow LEA to exercise direction or control over the professional manner in which JAQUEZ performs the services which are the subject matter of this MOU. JAQUEZ understands and agrees that its employees shall not and will not be eligible for membership in for any benefits from any LEA group plan for hospital, surgical, or medical insurance, or for membership in any LEA retirement program, or for paid vacation, sick leave or other leave, with or without pay, or for any other benefit which accrues to a LEA employee.

11. Warranty of JAQUEZ. JAQUEZ warrants that JAQUEZ and each of the personnel employed or otherwise retained by JAQUEZ for services performed pursuant to this MOU are properly certified and licensed under the laws and regulations of the State of California to provide the special services herein agreed to. Mental health services shall be provided in a manner consistent with all applicable standards and regulations governing such services. Staff will be either a Licensed Married and Family Therapist, or a Licensed Social Worker, or will be a Masters Level Counselor, or Social Worker with a Pupil Personnel Services Credential. JAQUEZ also warrants that all of its employees are covered by a current liability insurance policy during the term of this MOU.
12. California Law and Venue. It is agreed this MOU shall be governed by the laws of the State of California. This MOU is made, executed, and performed in the County of Kings.
13. Indemnification.
 - a. Each party agrees to defend, hold harmless, and indemnify the other party's (and the other party's officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses, losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including, but not limited to, personal injury, death at any time, and property damage) arising out of or made necessary by: (a) the indemnifying party's breach of the terms of this MOU, (b) the act or omission of the indemnifying party, its employees, officers, agents, and assigns in connection with the performance of this MOU, and (c) the presence of the indemnifying party, its officers, employees, agents, assigns, or invitees on the other party's premises.
 - b. In the event of any action or proceeding is brought against any party by reason of any claim or demand discussed in this section, upon notice, the indemnifying party shall defend the action or proceeding at the indemnifying party's expense, through counsel reasonably satisfactory to the other party or parties. The obligation to indemnify set forth in this section shall include reasonable attorneys' fees and investigation costs and all other reasonable costs, expenses, and liabilities from the first notice that any claim or demand is made.
 - c. The indemnifying party's obligations under this section shall apply regardless of whether the other party (or any of its officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost, or damage determined by an arbitrator or court of competent jurisdiction to be caused by the sole active negligence or willful misconduct of the other party, its officers, employees, trustees, or agents.
 - d. These indemnification obligations shall survive the expiration and/or termination of this MOU.
14. Confidentiality. Services provided by JAQUEZ are confidential in nature. All mental health records shall be maintained by JAQUEZ and not shared with HESD or their officers, agents, or employees, except as authorized by law. Confidential information obtained by HESD or its officers, agents, or employees, in the course of receiving services and/or residential placements under this MOU may not be disclosed except as authorized by law or unless HESD secures prior written authorization from JAQUEZ. HESD and their officers, agents, and employees, agree to obey all applicable laws and regulation, including without limitation the provisions of the Health Information Portability and Accountability Act, the Public Health Service Act (42 U.S.C. Section 290ee-3), Title 42 of the Code of Federal Regulations, any other applicable Federal, State, or local laws, regulations, directives, or guidelines. All student records by HESD are confidential as provided for by the California Education Code and the Federal Educational Rights and Privacy Act. JAQUEZ agrees to have all of its employees abide by these confidentiality laws regarding student records.

15. Third Party Rights. Nothing in this MOU shall be construed to give any rights or benefits to anyone other than JAQUEZ and HESD.
16. Integration. This MOU represents the entire understanding of JAQUEZ and HESD as to those matters contained herein and supersedes and cancels any prior oral or written understanding, promises, representations, or agreement(s) with respect to those matters covered hereunder. This MOU may not be modified or altered except in writing and signed by all the parties hereto.
17. Legal Compliance. Each party shall comply with all laws as may be applicable for the provision of services within the scope of this MOU, and within the State and Federal audit compliance requirements as set forth by the State Department of Mental Health and Federal regulations.
18. Records.
 - a. JAQUEZ shall keep complete accurate records as required by law for the services performed pursuant to this MOU. Those records shall only be releasable in accordance with appropriate provisions of law.
 - b. JAQUEZ shall assure the confidentiality of any records that are required by law to be so maintained.
 - c. JAQUEZ shall comply with the Health Insurance Portability and Accountability Act of 1996 Public Law 104-19 (HIPAA). JAQUEZ shall train all of its personnel regarding the requirements of the Act. JAQUEZ shall implement all privacy protections to individual's identifiable protected health information.
19. Attorney Fees. If the parties become involved in arbitration or litigation concerning this contract or the performance of this contract, the prevailing party shall be entitled to an award of reasonable costs and expenses of arbitration or litigation, including expert witness fees and attorney fees.
20. Staffing. Staffing is dependent on the number of students and amount of services. It is understood these hours may fluctuate based on student's IEP requirements.
21. Term. This MOU shall cover the period beginning on September 30, 2015 through the close of business on June 30, 2016. However, this MOU may be extended by the parties' mutual written consent.

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by first class mail to the following:

Teresa A. Jaquez, LMFT
101 N. Irwin Street, Suite 210
Hanford, CA 93230

And


Hanford Elementary School District
714 N. White Street
Hanford, CA 93230

Any such notice shall be deemed to have been received if: (a) in the case of personal delivery or facsimile transmission with confirmation retained, on the date of such delivery or transmission; (b) in the case of nationally recognized overnight courier, on the next business day after the date sent, or (c) in the case of mailing, on the third business day following posting.

IN WITNESS TO WHICH, each party to this MOU has signed this MOU upon the date and agrees for itself, its employees, officers, partners, and successors, to be fully bound by all terms and conditions of this MOU.

Paul Terry, Superintendent Hanford Elementary
School District

DATE



Teresa A. Jaquez, LMFT License # MFC 49724

7-16-15
DATE

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell

DATE: August 31, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Memorandum of Understanding between the Kings View Counseling Services for Kings County and the Hanford Elementary School District.

PURPOSE: Memorandum of Understanding between the Kings View Counseling Services for Kings County and the Hanford Elementary School District purpose of providing educationally related mental health services to specified students with exceptional needs.

FISCAL IMPACT: Fees for these services are addressed on page 2 and 3 of the MOU. Costs paid via Prop 98 - Resource 6512 budget.

RECOMMENDATIONS: Approve

**Memorandum of Understanding
Kings View Counseling Services for Kings County
And
Hanford Elementary School District**

This Memorandum of Understanding ("MOU") is made and entered into with Kings View Counseling Services ("Kings View"), the provider of Mental Health Services and the Hanford Elementary School District ("HESD"). The parties have entered into this MOU for the purpose of funding and providing Individualized Education Program ("IEP") driven educationally related mental health services to specified HESD students with exceptional needs.

Now, therefore, in consideration of the covenants, conditions, agreements, and stipulations set forth herein, the parties agree as follows:

Scope of Services.

- a. Kings View shall participate as a member of the IEP team for students who are identified as needing educationally relevant counseling and guidance necessary for the student to make educational progress. Kings View shall work jointly in the development of assessments with the HESD staff, provide services as determined by the IEP team, write and monitor appropriate goals on the students IEP as outlined in the IEP, provide services as indicated on the students IEP, monitor the student progress on the IEP and report such progress to HESD administration.
- b. Kings View staff will provide monthly logs of service to HESD outlining service provisions provided to each student served by Kings View staff.
- c. Kings View agrees to provide the educationally relevant counseling and guidance service at the school the student attends.
- d. HESD agrees to provide a confidential location at the school site for individual and/or group counseling.
- e. HESD will provide access to its wireless network and Special Education Information System ("SEIS"), however, hardware will be the responsibility of Kings View. Kings View agrees to have each of its employees who will access the district's wireless network and SEIS review, sign and comply with the HESD's "Acceptable Use Policy."
- f. Kings View will provide certification to HESD to demonstrate its qualifications on as a Non-Public Agency through the California Department of Education.
- g. Kings View will provide documentation to HESD demonstrating eligibility of all its employees to be on schools sites (finger print checks) and having recent TB clearance.
- h. HESD will determine the number of students to be served under this MOU and locations of service for each student.

Service Specifications.

Kings View shall provide educationally relevant counseling and guidance services as determined by the IEP team to students and their families including the following services as negotiated by all parties:

- a. Assessments
- b. Individual Counseling
- c. Group Counseling
- d. Case Management/Consultation Services

Compensation/Billing.

- a. An accounting/invoice shall be submitted to HESD by Kings View quarterly for each student indicating the school district of residence; student's date of birth, the nature of the services provided; the total minutes per session and the total sessions; dates on which services were rendered; the revenue received; and the net and/or unreimbursed cost for the IEP-driven educationally relevant counseling and guidance service due and payable to Kings View. The compensation shall be paid within thirty (30) business days after receipt of the invoice.
- b. It will be the responsibility of Kings View to diligently account for and seek reimbursement from the State for all Medi-Cal/Early and Periodic Screening and Diagnostic Treatment ("EPSDT") eligible services.
- c. Kings View agrees to diligently leverage additional funding from other sources, should any exist or come into existence. Such funding and/or reimbursements received by Kings View for educationally relevant counseling and guidance service shall offset any amount HESD is required to fund under this MOU.

Rate of Service.

Kings View proposes to bill HESD for all staff time required for IEP services at whatever the current Short/Doyle Medi-Cal billing rate is for the particular service. If it is not a billable Medi-Cal service, Kings View will bill the Medi-Cal rate for Mental Health Services.

Medi-Cal rates are based on Kings View's actual costs which are defined and audited by the state, but an interim billing rate is used and is based on as close an estimate to actual costs as possible. Since the State is in the process of changing the methodology for determining that rate, and is also eliminating the State Maximum Allowable, it is possible that the rates could go up or down from what they are currently. Therefore, the rates shown below are subject to change based on the above.

Kings View Medi-Cal Billing Rates (June 18, 2015)

Case Management, Brokerage	\$1.82 per minute	\$109.20 per hour
Mental Health Services	\$2.35 per minute	\$141.00 per hour
Agency Consultation	\$2.35 per minute	\$141.00 per hour

Case Management, Brokerage includes linkage and consultation.

Mental Health Services includes individual, group and family therapy, as well as collateral and rehab.

Kings View will bill HESD per minute which includes direct fact-to-face time as well as documentation time. If a student is eligible for Medi-Cal, any Medi-Cal billable service costs would be credited in the amount of the Federal Financial Participation ("FFP") which is currently 50%. HESD would then be responsible only for the non-FFP portion for Medi-Cal billable services provided to Medi-Cal eligible children. For example:

Medi-Cal Eligible Student receives an hour of therapy-	
Billing is for one (1) hour @ \$2.35 per minute =	\$141.00 per hour
Medi-Cal FFP credit @ 50%=	(-70.50)

Balance to be paid by HESD=	<\$70.50>
Non Medi-Cal Eligible Student receives an hour of therapy-	
Billing is for one (1) hour @ \$2.35 per minute =	\$141.00 per hour
Medi-Cal FFP credit @ 50%=	(-0.00)
Balance to be paid by HESD=	<\$141.00>

Effective Date and Duration.

The MOU and the obligations hereunder shall be effective upon signatures and dates of all parties. The agreement and the scope of services under this MOU will cover all services rendered as of October 1, 2015 and shall remain in effect until June 30, 2016.

Termination of MOU for Convenience of Either Party.

Any party may terminate this MOU at any time by giving to the other party thirty (30) days written notice of each termination. Termination for convenience shall be effective at 11:59 p.m., Pacific Standard time on the intended date for termination (the "Termination Date"). The terminating party shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Kings View shall be paid for all services satisfactorily completed at the rates stated above and not previously paid through payments prior to the effective date of said termination.

Termination of MOU for Cause.

If either party fails to perform its duties under this MOU or if either party breaches any of the material terms or provisions of the MOU, then the non-breaching party shall have the right to terminate this MOU effective immediately upon giving written notice to the breaching party. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. If the termination for cause is defective for any reason, including, but not limited to, reliance on erroneous facts concerning performance of any defect in notice thereof, then the maximum liability shall not exceed the amount payable to Kings View under "rate of service" noted above.

Entire Agreement and Modification.

This MOU supersedes all previous agreements and constitutes the entire understanding of the parties hereto. All parties specifically acknowledge that in entering into and executing this MOU that they shall rely solely upon the provisions contained in this MOU.

Enforceability.

If any term, covenant, condition, or provision of this MOU is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

Employment Status.

Kings View and its officers, employees, or agents shall, during the entire term of the MOU, be construed to be an independent contractor and nothing in this MOU is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship or to allow LEA to exercise direction or control over the professional manner in which Kings View performs the services which are the subject matter of this MOU. Kings View understands and agrees that its employees shall not be and will not be eligible for membership for any benefits

from any LEA group plan for hospital, surgical, or medical insurance, or for membership in any LEA retirement program, or for paid vacation, sick leave or other leave, with or without pay, or for any other benefit which accrues to the LEA employee.

Warranty of Kings View.

Kings View warrants that Kings View and each of the personnel employed or otherwise retained by Kings View for services performed pursuant to this MOU are properly certified and licensed under the laws and regulations of the State of California to provide the special services herein agreed to. Mental health services shall be provided in a manner consistent with all applicable standards and regulation governing such services. Staff will be either a Licensed Marriage and Family Therapist, or a Licensed Social Worker, or will be a Masters Level Counselor, or Social Working with a Pupil Personnel Services Credential. Kings View also warrants that all of its employees are covered by a currently liability insurance policy during the term of this MOU.

California Law and Venue.

It is agreed this MOU shall be governed by the laws of the State of California. This MOU is made, executed, and performed in the County of Kings.

Indemnification.

- a. Each party agrees to defend, hold harmless, and indemnify the other party's (and the other party's officers, employees, trustees, agents, successors, and assigns) against all claims, suites, expenses, losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including, but not limited to, personal injury, death at any time, and property damage) arising out of or made necessary by: (a) the indemnifying party's breach of the terms of this MOU, (b) the act or omission of the indemnifying party, its employees, officers, agents, and assigns in connection with the performance of this MOU, and (c) the presence of the indemnifying party, its officers, employees, agents, assigns, or invitees on the other party's premises.
- b. In the event of any action or proceeding that is brought against any party by reason of any claim or demand discussed in this section , upon notice, the indemnifying party shall defend the action or proceeding at the indemnifying party's expense, through counsel reasonably satisfaction to the other party or parties. The obligation to indemnify set forth in this section shall including reasonable attorneys' fees and investigation costs and all other reasonable costs, expenses, and liabilities from the first notice that nay claim or demand is made.
- c. The indemnifying party's obligation under this sectional shall apply regardless of whether the other party (or any of its officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost, or damage determined by an arbitrator or court of competent jurisdiction to be caused by the sole active negligence of willful misconduct of the other party, its officers, employees, trustees, or agents.
- d. These indemnification obligations shall survive the expiration and/or termination of this MOU.

Confidentially.

Services provided by Kings View are confidential in nature. All mental health records shall be maintained by Kings View and not shared with HESD or their officers, agents, or employees,

expect as authorized by law. Confidential information obtained by HESD or its officers, agents, or employees, in the course of receiving services and/or residential placement under this MOU may not be disclosed expect as authorized by law or unless HESD secures prior written authorization from Kings View. HESD and their officers, agents, and employees, agree to obey all applicable laws and regulations, including without limitation the provisions of the Health Information Portability and Accountability Act, the Pubic Health Service Act (42 U.S.C. Section 290ee-3), Title 42 of the Code of Federal Regulations, any other applicable Federal, State, or local laws, regulation, directives, or guidelines. All student records by HESD are confidential as provided for by the California Education Code ant the Federal Educational Rights and Privacy Act. Kings View agrees to have all its employees abide by these confidentiality laws regarding student records.

Third Party Rights.

Nothing in this MOU shall be construed to give any rights or benefits to anyone other than Kings View and HESD.

Integration.

This MOU represents the entire understating of Kings View and HESD as to those matters contained herein and superseded and cancels any prior oral or written understanding, promises, representations, or agreement(s) with respect to those matters covered hereunder. This MOU may not be modified or altered except in writing and signed by all parties hereto.

Legal Compliance.

Each party shall comply with all laws as may be applicable for the provision of services within the scope of this MOU, and within the State and Federal audit compliance requirements as set for the by the State department of Mental Health and Federal regulation.

Records.

- a. Kings View shall keep complete accurate records as required by law for the service performed pursuant to this MOU. Those records shall only be releasable in accordance with appropriate provisions of law.
- b. Kings View shall assure the confidentiality of any records that are required by law to be so maintained.
- c. Kings View shall comply with the Health Insurance Portability and Accountability Act of 1996 Public Law 104-19 ("HIPPA"). Kings View shall train all of its personnel regarding the requirement of the Act. Kings View shall implement all privacy protections to individual's identifiable protected health information.

Attorney Fees.

If the parties become involved in arbitration or litigation concerning this contract or the performance of this contract, the prevailing party shall be entitled to an award of reasonable costs and expenses or arbitration or litigation, including expert witness fees and attorney fees.

Staffing.

Staffing is dependent on the number of students and amount of service. It is understood these hours may fluctuate based on the student's IEP requirements. Should the numbers of students increase rapidly, Kings View will be provided one (1) month to secure staff resources in order to address the needs of students being serviced as outlined on the IEP.

Term.

This MOU shall cover the period beginning on October 1, 2015 through the close of business on June 30, 2016. However, this MOU may be extended by parties' mutual written consent.

Any notice requires to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by first class mail to the following:

Kings View Counseling Services for Kings County
1393 Bailey Drive
Hanford, CA 93230

And

Hanford Elementary School District
714 N. White Street
Hanford, CA 93230

Any such notice shall be deemed to have been received if: (a) in the case of personal delivery or facsimile transmission with confirmation retained, on the date of such delivery or transmission; (b) in the case or nationally recognized overnight courier, on the next business day after the date sent, or (c) in the case of mailing, on the third business day following positing.

IN WITNESS TO WHICH, each party to this MOU has signed this MOU upon the date and agrees for itself, its employees, officers, partners, and successor, to be fully bound by all terms and conditions of this MOU.

Hanford Elementary School District

Dr. Paul Terry, Superintendent Hanford
Elementary School District

Date

Kings View Counseling Services for Kings County

Brenda Johnson-Hill, LMFT Executive Director

Date 6/27/15

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: August 24, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Memorandum of Understanding ("MOU") between the Hanford Elementary School District and Hanford Joint Union High School District.

PURPOSE: This MOU between the Hanford Elementary School District ("HESD") and the Hanford Joint Union High School District ("HJUHSD") describes the provision of specialized transportation services.

FISCAL IMPACT: \$50.00 per day

RECOMMENDATIONS: Approve

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN HANFORD
ELEMENTARY SCHOOL DISTRICT AND HANFORD JOINT UNION HIGH SCHOOL
DISTRICT REGARDING SPECIALIZED TRANSPORTATION**

This Memorandum of Understanding (hereinafter "MOU") is made and entered this 1st day of August 2016, by and between the Hanford Elementary School District (hereinafter "HESD") and the Hanford Joint Union High School (hereinafter "HJUHS").

RECITALS:

- A. HJUHS will be providing specialized transportation for the 2015-2016 school year, or until the student is no longer enrolled at HESD.
- B. HJUHS has the experience and resources to provide specialized transportation to students.
- C. HESD had the responsibility, experience, and expertise to oversee and collaborate with HJUHS on the effectiveness and overall success of the specialized transportation services.

Accordingly, HESD and HJUHS hereby agree to the following:

- 1. Term. This MOU is a one (1) year agreement for the school year of 2015-2016, or until the student at HESD no longer is enrolled at HESD.
- 2. Scope of Work:
 - a. This specialized transportation service is provided to one (1) student only unless otherwise agreed to by HESD and HJUHS.
 - b. HJUHS agrees to provide specialized transportation for HESD for a specified student from the curb of the student's home to Monroe School on Monday, Tuesday, Thursday and Friday, during the 2015-2016 school year, except days that HJUHS is not in session or has minimum days as indicated on the attached calendar.
 - c. HJUHS agrees to provide specialized transportation for HESD for the specified student from Monroe School to the curb of the student's home on Monday, Tuesday, Thursday and Friday, during the 2015-2016 school year, except days that HJUHS is not in session or has minimum days as indicated on the attached calendar.
 - d. HESD agrees to provide the HJUHS the student's home address and provide any changes to that address in a timely manner to ensure any route changes can be made without delay to the agreed upon services.
 - e. Parent of student will be provided with a single point of contact to call to cancel bus service if the student is ill or has an extended absence. HESD will ensure parent has a contact number for HJUHS as the point of contact. Should HJUHS receive a phone call to cancel service for the day and the day happens to be a day when HESD is providing

transportation, the point of contact from HJUHS D will contact HESD.

3. Compensation. HESD agrees to pay HJUHS D fifty dollars (\$50.00) a day for the specialized transportation.
4. Invoices.
 - a. HJUHS D agrees to invoice HESD Fiscal Services Department twice a year in December and June.
 - b. HESD will be billed for every transport day scheduled unless the student leaves HESD or the student is absent from school for an extended time period and HESD and HJUHS D mutually agreed to terminate or amend this MOU.
 - c. HESD agrees to pay invoices in full within 30 days of receipt of the aforementioned invoices.
5. Indemnification.
 - a. General Indemnification for HESD. HJUHS D shall hold HESD, its elected officials, agents, officers, employees, and volunteers harmless from, save, indemnify, and defend the same against, any and all claims, and damages for injury to person or property, and related costs and expenses (including reasonable attorney's fees), arising out of any act or omission of HJUHS D, its agents, officers, employees, or volunteers, during the performance of its obligations under this MOU.
 - b. General Indemnification for HJUHS D. HESD shall hold HJUHS D, its elected officials, agents, officers, employees, and volunteers harmless from, save, indemnify, and defend the same against, any and all claims, and damages for injury to person or property, and related costs and expenses (including reasonable attorney's fees), arising out of any act or omission of HJUHS D, its agents, officers, employees, or volunteers, during the performance of its obligations under this MOU.
 - c. Indemnification obligations shall survive termination until expiration of statute of limitations or unless sooner terminated by mutual written agreement of the parties.
6. Binding Effect. This agreement shall inure to the benefit of and shall be binding upon the HJUHS D and HESD and their respective successors and assigns.
7. Severability. If any provision of the Agreement shall be held invalid or unenforceable by a court of competence jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.
8. Amendments. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, except by written agreement signed by HESD and HJUHS D.
9. Termination. HJUHS D and HESD agree that a minimum of third (30) day verbal

or written notice of cancellation of this contract by either party is required, unless a lesser amount of notice is agreed to by both parties.

10. Anti-Discrimination. It is the policy of HESD that there shall be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, sex or religious creed. Therefore, both parties agree to comply with all applicable Federal and state laws regarding discrimination.

IN WITNESS WHEREOF, the parties have executed this MOU hereto, upon the date indicated next to their respective signatures and this MOU shall become effective of the date first written above.

Dated: _____

By: _____
DR. PAUL J. TERRY, Superintendent
Hanford Elementary School District

Dated: _____

By: _____
WILLIAM FISHBOUGH, Superintendent
Hanford Joint Union High School District

**HANFORD JOINT UNION HIGH SCHOOL DISTRICT
2015/2016 CALENDAR**

MONTH	M	T	W	Th	F	Reg. Mo.	Days Taught	Significant Dates	EXPLANATION
AUGUST	3 [[10]	4 {11}	5 {12}	6 <13	7 14			Aug 10-12 Aug 13	Teacher Work Days First Day of School
SEPTEMBER	17 24 31	18 25 1	19 (19) (20) (21)	20 27 3	21 28 4	1	17	Sept 7	Labor Day
		8 14 21	9 (10) (11)	10 17 24	11 18 25			Sept 18	End of 1 st Grading Period
OCTOBER	28	29	30 (1)	1	2	2	19		
	5 12 19	6 13 20	7 (2) (3) (4)	8 15 22	9 16 (23)			Oct 23	Prof Development Day
NOVEMBER	26	27	28 (5) (6)	29 (7) (8)	30 (9) (10)	3	19	Oct 30	End of 2 nd Grading Period
	2 9 16	3 10 17	4 (11) (12)	5 12 19	6 13 20			Nov 11	Veteran's Day
	23	24	25 (13) (14)	26 (15) (16)	27 (17) (18)	4	16	Nov 25-27	Thanksgiving Break
DECEMBER	30	1	2 (19) (20)	3 (21) (22)	4 (23) (24)				
	7 14	8 15	9 (25) (26)	10 (27) (28)	11 (29) (30)			Dec 18 Dec 21 - Jan 8	End of First Semester Winter Break
JANUARY						5	15		
	11 18	12 19	13 (31) (32)	14 21 28	15 22 (29)			Jan 18 Jan 29	ML King Day Prof Development Day
FEBRUARY		2 9 16	3 (1) (2)	4 11 18	5 12 19			Feb 8 Feb 15 Feb 19	Lincoln's Birthday Washington's Birthday End of 1 st Grading Period
	22	23	24 (3) (4)	25 (5) (6)	26 (7) (8)	7	18		
MARCH	29	1	2 (9) (10)	3 (11) (12)	4 11 18			Mar 21-28 Mar 28	Spring Break Floating Holiday
	7 14	8 15	9 (13) (14)	10 (15) (16)	11 (17) (18)	8	15		
APRIL		29	30 (19) (20)	31 (21) (22)	1 (23) (24)				
	4 11 18	5 12 19	6 (25) (26)	7 14 21	8 15 22			Apr 15	End of 2 nd Grading Period
MAY	25	26	27 (27) (28)	28 (29) (30)	29 (31) (32)	9	19		
	2 9 16	3 10 17	4 (1) (2)	5 12 19	6 13 20			May 30	Memorial Day
	23	24	25 (3) (4)	26 (5) (6)	27 (7) (8)	10	20		
JUNE		31	1 (9) (10)	2 (11) (12)	3 (13) (14)	11	9	June 3	End of Second Semester
	6 13	7 14	8 (15) (16)	9 (17) (18)	10 (19) (20)			June 3	Last Day of School

{ } Teacher Workdays

◇ Student Year

□ Teacher Work Year

School Improvement Days - Every Wednesday with classes beginning at 8:55 am

Testing dates to be determined

BOARD APPROVED: February 25, 2014

02/25/14 TFM/DOCS/NEGOTIATIONS CALENDAR/1516/BOARD APPROVED

Dates circled are dates that HESD will transport

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler

DATE: August 27, 2015

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

Date you wish to have your item considered: September 9, 2015

ITEM: Consider approval of the following revised Board Policy and Administrative Regulation:

- BP 6162.51 – State Academic Achievement Tests
- AR 6162.51 – State Academic Achievement Tests

PURPOSE: The following Board Policy and Administrative Regulation reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and Federal law mandates and Education Code changes.**FISCAL IMPACT:** None**RECOMMENDATIONS:** Adopt

Hanford ESD

Board Policy

State Academic Achievement Tests

BP 6162.51

Instruction

The Governing Board of Trustees recognizes that state achievement test results provide an indication of student progress in achieving state academic standards and may be used to promote high-quality teaching and learning. The Superintendent or designee shall administer mandatory student assessments within the California Assessment of Student Performance and Progress (CAASPP) as required by law and in accordance with Board policy and administrative regulation.

- (cf. 6011 - Academic Standards)
- (cf. 6162.5 - Student Assessment)
- (cf. 6162.54 - Test Integrity/Test Preparation)
- (cf. 9321 - Closed Session Purposes and Agendas)
- (cf. 9321.1 - Closed Session Actions and Reports)

The Board strongly encourages all students at the applicable grade levels to participate in the state assessments in order to maximize the usefulness of the data and enable the district to meet participation levels required for state and federal accountability systems. The Superintendent or designee shall notify students and parents/guardians about the importance of these assessments and shall develop strategies to encourage student participation. Students shall be exempted from participation only in accordance with law and administrative regulation.

- (cf. 0520.2 - Title I Program Improvement Schools)
- (cf. 0520.3 - Title I Program Improvement Districts)

The Board shall annually examine state assessment results by school, grade level, and student subgroup as one measure of the district's progress in attaining its student achievement goals and shall revise the local control and accountability plan and other district or school plans as necessary to improve student achievement for underperforming student groups.

- (cf. 0460 - Local Control and Accountability Plan)
- (cf. 0500 - Accountability)

Legal Reference:
EDUCATION CODE

49076 Student records; access
 51041 Evaluation of educational program
 52052 Academic Performance Index; numerically significant student subgroups
 52060-52077 Local control and accountability plan
 56345 Individualized education program, contents
 60600-60630 Assessment of academic achievement
 60640-60649 California Assessment of Student Performance and Progress
 60660-60663 Electronic learning assessment resources
 60810 Assessment of language development
 99300-99301 Early Assessment Program
 CODE OF REGULATIONS, TITLE 5
 850-864 State assessments
 UNITED STATES CODE, TITLE 20
 1412 Participation of students with disabilities in state assessments
 6311 Adequate yearly progress
 CODE OF FEDERAL REGULATIONS, TITLE 34
 200.1 Standards and assessment

Management Resources:

CSBA PUBLICATIONS

Supporting Student Achievement: Student Assessment System in Flux, Governance Brief, June 2013

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Assembly Bill 484 Questions and Answers

CALIFORNIA STATE UNIVERSITY PUBLICATIONS

The Early Assessment Program: Handbook for School Site Leaders, 2008

SMARTER BALANCED ASSESSMENT CONSORTIUM PUBLICATIONS

Usability, Accessibility, and Accommodations Guidelines, September 2013

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

The Use of Tests as Part of High-Stakes Decision-Making for Students: A Resource Guide for Educators and Policy-Makers, December 2000

WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

California Learning Resources Network: <http://clrn.org>

California State University, Early Assessment Program: <http://www.calstate.edu/eap>

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: July 17, 2002 Hanford, California

revised: December 14, 2005

revised: September 5, 2007

revised: October 8, 2014

revised:

Hanford ESD

Administrative Regulation

State Academic Achievement Tests

AR 6162.51
Instruction

The district Superintendent or designee shall administer the following assessments in the California Assessment of Student Performance and Progress: (Education Code 60640)

~~1. The Smarter Balanced Assessment Consortium summative assessments for English language arts and mathematics, aligned with Common Core State Standards, in grades 3-8 and 11~~

~~(cf. 6142.91 Reading/Language Arts Instruction)
(cf. 6142.92 Mathematics Instruction)~~

All (CAASPP) to all district students at the applicable grade levels shall be administered these tests, except that:

a. English learners who are in their first 12 months of attending a school in the United States shall be those students exempted from taking the English language arts assessment to the extent allowed by federal law.

b. Students with disabilities may be provided an alternate test in accordance with their individualized education program (IEP), as provided in item #3 below

~~(cf. 6159 Individualized Education Program)
(cf. 6164.6 Identification and Education Under Section 504)~~

~~2. California Standards Tests in science at grades 5, 8, and 10~~

~~(cf. 6142.93 Science Instruction)~~

~~3. For students with disabilities who are unable to take the tests specified in items #1-2 above even with appropriate accommodations, the California Alternate Performance Assessment (CAPA) in English language arts and mathematics for students in grades 2-11 and either the CAPA or California Modified Assessment in science for students in grades 5, 8, and 10, in accordance with the student's IEP~~

~~4. The Standards-Based Test in Spanish (STS) to Spanish-speaking English learners in~~

~~grades 2-11. This test shall be administered to English learners in addition to the state achievement tests administered in English.~~

~~(cf. 6174 - Education for English Language Learners)~~

~~—— The STS also may be used to assess students in a dual language immersion program who are not limited English proficient or who are redesignated fluent English proficient.~~

~~5. For students in grade 11 on a voluntary basis, an augmented achievement test approved for use in the Early Assessment Program as a measure of students' readiness for college-level work in English and/or mathematics pursuant to Education Code 99300-99301~~

~~Testing Period~~

~~The state achievement tests shall be administered within the testing period established by the State Board of Education (SBE) pursuant to Education Code 60640. Students who are absent during testing shall be provided an opportunity to take the tests during the period of time established by the SBE for make-up testing.~~

~~Exemptions~~

~~A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of any test. However, district employees shall not solicit or encourage any written exemption on behalf of any student or group of students. (5 CCR 852)~~

~~Testing Variations~~

The district shall permit any locally funded charter school to administer the CAASPP to its students in coordination with the testing of district students. In addition, the Superintendent or designee shall arrange for the testing of students in any alternative education program or program conducted off campus, including, but not limited to, non-classroom based programs, continuation schools, independent study, community day schools, county community schools, juvenile court schools, or nonpublic, nonsectarian schools. No test shall be administered in a home or hospital except by a test examiner. (5 CCR 851)

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 6158 - Independent Study)

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

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

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

~~Assessments shall be administered in accordance with the manuals or other instructions provided by the test contractor and California Department of Education (CDE), except that students may be provided a tool, support, or accommodation that is specifically allowed pursuant to 5 CCR 853.5.~~

~~Accommodations provided to students with disabilities shall be those specified in their IEP or Section 504 plan. (5 CCR 850, 853.5)~~

Staff Responsibilities

On or before September 30 of each year, the Superintendent or designee shall designate a district coordinator who shall oversee all matters related to the testing program and serve as the district representative and liaison with the test contractor and the California Department of Education (CDE. ~~In addition, the~~). The Superintendent or designee shall also designate a coordinator for each test site. ~~The duties of the district and school site test coordinators shall include those specified in 5 CRR 857-858.~~ (5 CCR 857-858)

The Superintendent or designee also shall appoint test examiner(s) to administer the state assessments. ~~A test examiner shall be an employee or contractor of the district or, for the CAPA~~ an alternate assessment for students with disabilities, shall be a certificated or licensed employee of the school, district, or county office of education. (5 CCR 850)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

As appropriate, the Superintendent or designee shall assign a specially trained district employee to serve as a test proctor to assist the test examiner; a specially trained district employee, or other person supervised by a district employee, to serve as a translator to translate the test directions into a student's primary language; and a district employee to serve as a scribe to transcribe a student's responses to the format required by the test. A student's parent/guardian shall not be eligible to be that student's translator or scribe. (5 CCR 850)

Test coordinators, examiners, proctors, translators, and scribes shall sign a test security agreement or affidavit. (5 CCR ~~850, 857-859~~)

Tests Included in the State Assessment System

The district shall administer the following CAASPP assessments: (Education Code 60640)

1. The Smarter Balanced Assessment Consortium assessments for English language arts and mathematics in grades 3-8 and 11, except that:

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

a. Recently arrived English learners, defined pursuant to Education Code 60603 as English learners who are in their first 12 months of attending a school in the United States, shall be exempted from taking the English language arts assessment to the extent allowed by federal law.

(cf. 6174 - Education for English Language Learners)

b. Students with disabilities who are unable to participate in these assessments, even with the resources described in the section "Testing Variations" below, may be provided an alternate test in accordance with their individualized education program (IEP), as provided in item #3 below.

(cf. 6159 - Individualized Education Program)

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

2. Science assessments at grades 5, 8, and 10

(cf. 6142.93 - Science Instruction)

3. For students with disabilities who are unable to take the tests specified in items #1-2 above even with appropriate accommodations or other testing resources:

a. California Alternate Assessment in English language arts and mathematics

b. For the science assessment, either the California Alternate Performance Assessment or California Modified Assessment, in accordance with the student's IEP

In addition, the Superintendent or designee may administer a primary language assessment to English learners in grades 2-11. Administration of this test shall not replace the administration of the above tests, administered in English, to English learners. (Education Code 60640)

The primary language assessment also may be used to assess students in a dual language immersion program who are not limited English proficient or who are redesignated fluent English proficient, subject to the approval of the California Department of Education (CDE) of an agreement between the district and the state testing contractor. (Education Code 60640)

Exemptions

Each year the Superintendent or designee shall notify parents/guardians of their child's participation in the CAASPP and of the provisions of Education Code 60615 related to exemptions from testing. (5 CCR 852)

(cf. 5145.6 - Parental Notifications)

A parent/guardian may annually submit to the school a written request to excuse his/her child from any or all parts of the CAASPP assessments for the school year, and such a request shall be granted by the Superintendent or designee. However, district employees shall not solicit or encourage any exemption request on behalf of any student or group of students. (Education Code 60615; 5 CCR 852)

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Period

The Superintendent or designee shall establish testing days for district students within the following testing windows: (5 CCR 855)

1. Assessments in English language arts and mathematics shall not be administered until at least 66 percent of the school's annual instructional days have been completed for grades 3-8, or at least 80 percent of the annual instructional days for grade 11, and may continue up to and including the last day of instruction for the regular school calendar.
2. Alternate assessments for students with disabilities and science assessments for all students shall be administered during a testing window of 25 instructional days that includes 12 instructional days before and after completion of 85 percent of the school's, track's, or program's instructional days.
3. The primary language assessment shall be administered to English learners within the testing window specified in item #2.

Students who are absent during testing shall be provided an opportunity to take the tests within the testing window.

Testing Variations

Assessments shall be administered in accordance with the manuals or other instructions provided by the test contractor and CDE, except that, as appropriate, students may be provided universal tools, designated supports, and/or accommodations during testing that are specifically allowed

pursuant to 5 CCR 853.5 or 853.7. (5 CCR 850, 853.5, 853.7)

Designated supports or accommodations provided to students with disabilities shall be those specified in their IEP or Section 504 plan. (5 CCR 850, 853.5)

If a resource has not been specifically identified in 5 CCR 853.5 or 853.7 but is regularly used by a student in the classroom for instruction and/or assessment, the district or school site test coordinator may submit a written request to the CDE for approval to use that individualized aid. He/she shall submit the request at least 10 business days prior to the student's first day of CAASPP testing. (5 CCR 853.5)

Report of Test Results

Report of Test Results

For any state assessments that produce valid individual student results, the Superintendent or designee shall ~~provide a written report of the student's results to his/her parents/guardians which includes forward or transmit the student's test results to his/her parents/guardians within 20~~ working days from receipt of the results from the test contractor or, if the district receives the results from the contractor after the last day of instruction for the school year, then within the first 20 working days of the next school year. The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. -An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record. (Education Code 60641; 5 CCR 863)

(cf. 5125 - Student Records)

~~(cf. 5145.6 - Parental Notifications)~~

With parent/guardian consent, the Superintendent or designee may release a student's test results to a postsecondary educational institution for the purposes of credit, placement, determination of readiness for college-level coursework, or admission. (Education Code 60641)

The Superintendent or designee shall present districtwide, school-level, and grade-level results to the Governing Board of Trustees at a regularly scheduled meeting.- The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 49076, 60641)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
approved: July 17, 20002 Hanford, California
revised: September 5, 2007

revised: May 7, 2008
revised: May 20, 2009
revised: October 8, 2014
revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 31, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Consider approval of the following revised Board Policy:

- BP 0200 - Goals for the School District

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

FISCAL IMPACT: None**RECOMMENDATIONS:** Adopt

Hanford ESD

Board Policy

Goals For The School District

BP 0200

Philosophy, Goals, Objectives and Comprehensive Plans

~~The Board~~As part of Trustees the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals for achieving the focused on the achievement of all district students. The district's overall vision for its schools as well as clear performance standards and benchmarks which can be used to determine if the district is meeting these goals. Goals shall be limited in number so as to be reasonably achievable within established timelines. aligned with the district's vision, mission, philosophy, and priorities.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

~~(cf. 0500 - Accountability)~~

~~(cf. 6010 - Goals and Objectives)~~

(cf. 9000 - Role of the Board)

The Superintendent or designee may establish short term, interim objectives and comprehensive plans to ensure adequate, regular progress toward the district's long-term goals.

~~(cf. 0400 - Comprehensive Plans)~~

The district's goals are to:

1. — Maintain safe, healthful and orderly campuses which promote learning.

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

Goals shall be established for ~~(cf. 0450 - Comprehensive Safety Plan)~~

~~(cf. 5144 - Discipline)~~

2. — Provide appropriate instruction to meet the varied academic and career goals of students by identifying and responding to individual student needs.

~~(cf. 6000 - Concepts and Roles)~~

~~(cf. 6030 - Integrated Academic and Vocational Instruction)~~

3. — Ensure that all students achieve academic proficiency in essential areas of skill and

knowledge.

(cf. 6011—Academic Standards)

(cf. 6146.1—High School Graduation Requirements)

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

4.—— Provide for the specialized needs of identified groups of students.

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

(cf. 6164.6—Identification and Education under Section 504)

(cf. 6171—Title I Programs)

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3553 - Free and Reduced Price Meals)

(cf. (cf. 6172—Gifted and Talented Student 6159 - Individualized Education Program)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

(cf. 6175—Migrant Education Program)

5.—— Develop each student's self-respect, respect for others, appreciation for diversity and sense of personal responsibility.

(cf. 5137—Positive School Climate)

(cf. 6141.6—Multicultural Education)

6.—— Provide time and resources for collaboration, planning and professional development for all staff.

(cf. 4131—Staff Development)

(cf. 4231—Staff Development)

(cf. 4331—Staff Development)

7.—— Maintain fiscal integrity for the district.

(cf. 3100—Budget)

(cf. 3400—Management of District Assets/Accounts)

(cf. 3460—Financial Reports and Accountability)

8.—— Improve the organization, management and decision-making structure and capabilities of the district to better support the education of students.

~~(cf. 0420.5—School-Based Decision Making)—
(cf. 2000—Concepts and Roles)~~

~~9.——Employ technology in ways that enhance learning, teaching and noninstructional operations.~~

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

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

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)

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

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0440 - District Technology Plan)
(cf. 4040—Employee Use of Technology)
(cf. 6162.7—Use of Technology in Instruction)
(cf. 6163.45030 - Student Use of TechnologyWellness)
(cf. 6171 - Title I Programs)

~~10.——Provide and maintain facilities to meet the needs of present and future students.~~

~~(cf. 7000—Concepts and Roles)~~
~~(cf. 7110 - Facilities Master Plan)~~

~~11.——Maintain positive relations with parents/guardians and the community, emphasizing communication and inviting participation in the schools.~~

~~(cf. 1220—Citizen Advisory Committees)~~
~~(cf. 1240—Volunteer Assistance)~~
~~(cf. 1700—Relations between Private Industry and the Schools)~~
~~(cf. 6020—Parent Involvement)~~

~~12.——Collaborate with other public agencies and private organizations to ensure that children's physical, social and emotional needs are met.~~

~~(cf. 1020—Youth Services)~~

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

~~13.——Provide a system of shared accountability for student achievement with clear performance standards and consequences.~~

~~(cf. 0500—Accountability)~~

~~(cf. 0510—School Accountability Report Card)~~

~~(cf. 2123—Evaluation of the Superintendent)~~

~~(cf. 4115—Evaluation/Supervision)~~

~~(cf. 4215—Evaluation/Supervision)~~

~~(cf. 4315—Evaluation/Supervision)~~

~~(cf. 6162.5—Student Assessment)~~

~~(cf. 9400—Board Self-Evaluation)~~

Legal Reference:

EDUCATION CODE

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

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

51021 Definition of objective

51041 Evaluation of the educational program

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52050-52059 Public Schools Accountability Act, especially:

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

15497 Local control and accountability plan template

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress

6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

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

WEB SITES

CSBA: <http://www.csba.org> ~~Maximizing School Board Leadership: Vision, 1996~~

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: September 19, 2001 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 31, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Consider approval of the following revised Board Policy:

- BP 2210 – Administrative Discretion Regarding Board Policy

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

FISCAL IMPACT: None**RECOMMENDATIONS:** Adopt

Hanford ESD

Board Policy

Administrative Leeway In Absence Of Governing Discretion Regarding Board Policy

BP 2210

Administration

The Governing Board desires to be proactive in communicating its philosophy, priorities, and expectations for the district; clarifying the roles and responsibilities of the Board, Superintendent, and other senior administrators; and setting direction for the district through written policies. However, the Board recognizes that, in the course of operating district schools or implementing district programs, situations may arise which may not be addressed in written policies.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

In any situation in which immediate action is needed to avoid any risk to the safety or security of district students, staff, or property or disruption to student learning, the Superintendent or designee shall have the power/authority to act in cases where action must be taken and where the Board of Trustees has not provided guidelines for administrative action. The Board on behalf of the district.

As necessary, the Superintendent or designee shall consult with other district staff, including the legal counsel and/or the chief business official, regarding the exercise of this authority.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516.5 - Emergency Schedules)

The Superintendent or designee shall notify the Board as soon as practicable after he/she exercises this authority. The Board president and the Superintendent shall schedule a review of the Superintendent's decision/action at the next regular Board meeting. It shall be the duty of the Superintendent to keep the Board president apprised of any action taken in emergency situations as soon as practicable after its occurrence and certainly prior to the Board's next regular meeting. The president shall use his/her discretion in informing the Board before its next regular meeting. If the action necessitates addition/indicates the need for additions or revision of revisions to Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

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

Legal Reference:

EDUCATION CODE

35010 Control of district, prescription and enforcement of rules
35035 Powers and duties of superintendent
35160 Authority of governing boards
35161 Powers and duties; authority to delegate
35163 Official actions, minutes and journal

Management Resources:

CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, Policy Brief, November 2013

WEB SITES

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

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: February 17, 1999 Hanford, California

revised: September 19, 2001

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 31, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Consider approval of the following revised Board Policy and Administrative Regulation:

- BP/AR 5125 – Student Records

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

FISCAL IMPACT: None

RECOMMENDATIONS: Adopt

Hanford ESD

Board Policy

Student Records

BP 5125

Students

The Governing Board of Trustees recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures The Superintendent or designee shall ensure that the district's administrative regulation and school site procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Superintendent or designee shall establish administrative regulations governing the identification, description, retention, and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental the rights of authorized persons to review, inspect and copy have timely access to student records and shall protect the student students and the student's family their families from invasion of privacy.

(cf. 3580 - District Records)

(cf. 4040 - Employee Use of Technology)

(cf. 5125.1 - Release of Directory Information)

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

(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records; with responsibility for student records at the district level. -At each school, the principal or a certificated ~~designee~~ employee shall ~~be~~ designated as custodian of records for students enrolled at that school.- The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety.
(Education Code 49073.6)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.2 - Bullying)

(cf. 5145.6 - Parental Notifications)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(cf. 3312 - Contracts)

Legal Reference:

EDUCATION CODE

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations

48904-48904.3 _Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48918 _Rules governing expulsion procedures

48980 Parental notifications

48985 Notices in parent/guardian's primary language

49060-49079 ~~Pupil~~Student records

49091.14 Parental review of curriculum

51747 Independent study ~~programs~~

56041.5 Rights of students with disabilities

56050 Surrogate parents

56055 Foster parents

69432.9 Cal Grant program: notification of grade point average

BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy

22584-22585 Student Online Personal Information Protection Act

CODE OF CIVIL PROCEDURE

1985.3 _Subpoena duces tecum

FAMILY CODE

3025 Access to records by noncustodial parents

6552 Caregiver's authorization affidavit

GOVERNMENT CODE

6252-6260 Inspection of public records

HEALTH AND SAFETY CODE

120440 Immunizations; disclosure of information

PENAL CODE

245 Assault with deadly weapon

WELFARE AND INSTITUTIONS CODE

681 Truancy petitions

701 Juvenile court law

16010 _Health and education records of a minor
 CODE OF REGULATIONS, TITLE 5
 430-438 Individual ~~pupil~~student records
 16020-~~16028~~16027 Destruction of records of school districts
 UNITED STATES CODE, TITLE 20
 1232g _Family Educational Rights and Privacy Act
1232h Protection of Pupil Rights Amendment
 UNITED STATES CODE, TITLE 26
152 Definition of dependent child
 UNITED STATES CODE, TITLE 42
11434a McKinney-Vento Homeless Assistance Act; definitions
 CODE OF FEDERAL REGULATIONS, TITLE 16
Part 312 Children's Online Privacy Protection Rule
 CODE OF FEDERAL REGULATIONS, TITLE 34
 99.1-99.67 _Family Educational Rights and Privacy
 300.500 ~~Definition of "personally identifiable"~~
 300.501 Opportunity to examine records for parents of student with disability
 300.573 ~~Destruction of information~~
Management Resources:
FEDERAL REGISTER
Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy,
December 9, 2008, Vol. 73, No. 237, pages 74806-74855
NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the
Cloud Computing Era, April 2014
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA)
and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health
Records, 2008
Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and
Privacy Act for Elementary and Secondary Schools, October 2007
WEB SITES
 California Department of Education: <http://www.cde.ca.gov>
 National School Boards Association: <http://www.nsba.org>
 U.S. Department of Education, Family Policy Compliance,
<http://www.ed.gov/policy/gen/guid/fpco>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
 adopted: May 16, 2001 Hanford, California
revised:

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, 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. –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

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

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 recorded by a teacher

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~~specified 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)

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

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

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

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)
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, legal guardian, surrogate parent, or

foster parent. (Education Code 49061, 56050, 56055)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

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.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district.
Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

~~Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to 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 Absolute Access

~~The following persons shall have~~In accordance with law, absolute access to any and all student records in accordance with law shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; 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 99.3, 99.5)
3. —Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

~~In addition, the~~Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (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 employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

5. 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)

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Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' 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, when such a disclosure is made, 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 is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance 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

8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #67 above (Education Code 49076)

89. 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)

____ Unless otherwise instructed by the court, the Superintendent or designee shall, 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; 34 CFR 99.31)

910. 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)

1011. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

1112. Any probation officer, 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 the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records 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)

1213. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (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)

1314. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)

(cf. 6173.1 - Education for Foster Youth)

14

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

(cf. 6173 - Education for Homeless Children)

16. An individual who completes items 1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school

(Education Code 49076)

17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

18. 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 records as described in item #11-12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)

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 another public school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, 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)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

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

(cf. 5021 - Noncustodial Parents)

Discretionary Access

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. —Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

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 purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, ~~in which case~~ unless the Superintendent or designee shall notify the student's parent/guardian has requested that no disclosures of his/her rights in accordance with law prior to releasing the information this type be

made (Health and Safety Code 120440)

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

~~Persons, agencies, or organizations not afforded access rights by law may be granted access only through written 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, agency, or organization granted access is prohibited from releasing information to another person, 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)~~

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

De-identification of Records

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

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.

When prior written consent from a parent/guardian is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. 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 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 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 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~~ may include record of access by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved 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 and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or 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 providing 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)

(cf. 3260 - Fees and Charges)

Changes to Student Records

Only ~~or~~ a parent/guardian having legal custody of a 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)

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)

A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5145.3 - Nondiscrimination/Harassment)

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)

5. Entrance and departure dates 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 after the school year in which they originated, 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 and Evaluation 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~~ State Academic Achievement Tests)

(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 and/or 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

When 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)
(cf. 5119 - Students Expelled From Other Districts)

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 within 10 school days of the district's receipt of the request for the student's records. 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 also 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. (Education Code 48918, 49068; 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 any student's 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~~ If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices to that language. Otherwise, the district shall provide these notices in the student's home language and insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. -(Education Code 49063.48985; 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
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. 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 U.S. Department of Education 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 request 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

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian
 - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: April 24, 2013 Hanford, California
 revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 31, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Consider approval of the following revised Board Policy and Administrative Regulation:

- BP 6177 – Summer Learning Programs
- AR 6177 – Summer School (deleted)

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

FISCAL IMPACT: None

RECOMMENDATIONS: Adopt

Hanford ESD

Board Policy

Summer School Learning Programs

BP 6177

Instruction

~~Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.~~

~~The Governing Board of Trustees recognizes that summer school provides valuable an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to improve their practice essential skills and make academic progress. When~~

~~Summer programs offered by the need is demonstrated and funds are available, the Superintendent or designee, with Board approval, shall establish summer school day classes for purposes of remediation, enrichment or acceleration district shall be aligned with the district's local control and accountability plan (LCAP), other applicable district and school plans, and the educational program provided during the school year. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social and emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.~~

Admission

~~First priority to enroll in summer classes shall be given to district students in grade two through eight, who have been assessed as not meeting the district's adopted standard in English Language Arts and Mathematics.~~

~~(cf. 0200 - Goals for the School District)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3552 - Summer Meal Program)
(cf. 5030 - Student Wellness)
(cf. 5141.6 - School Health Services)
(cf. 5148 - Child Care and Development Program)
(cf. 6011 - Academic Standards)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6143 - Courses of Study)~~

~~Second priority Summer School~~

***In addition, Education Code 54444.3 requires agencies receiving Title I Migrant Education funding to enroll in conduct summer classes shall be given to the district's school for eligible migrant students in grades K-8-12; see BP/AR 6175 - Migrant Education Program. ***

Attendance The Superintendent or designee, with Board approval, may establish summer school day and/or evening classes.

(cf. 5148.2 - Before/After School Program)

(cf. 6171 - Title I Programs)

(cf. 6175 - Migrant Education Program)

The district's summer school program may be used to provide supplemental instruction to students needing remediation and/or enrichment in core academic subjects.

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6179 - Supplemental Instruction)

As appropriate, priority for enrollment in summer school programs shall be given to district students who:

1. Have been retained or are at risk of being retained at their grade level

(cf. 5123 - Promotion/Acceleration/Retention)

2. Demonstrate academic deficiencies in core curriculum areas

(cf. 0460 - Local Control and Accountability Plan)

3. Are in targeted student groups identified in the district's LCAP as needing increased or improved services to succeed in the educational program

OPTION 1: The remaining openings shall be offered to other district students on a first-come first-served basis.

Because summer courses cover extensive instructional content in a relatively short time period, consistent class attendance is crucial.

Students~~students~~ who have more than three excused absences ~~may not receive credit for their summer session class(es).~~ ~~Students who have more than~~ one unexcused absence may not receive credit for their summer session class(es).-) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

(cf. 5113 - Absences and Excuses)

(cf. 6154 - Homework/Makeup Work)

Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of district schools.

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population. In addition, he/she may report on the extent to which students successfully achieved the outcomes established for the program.

Additional Summer Learning Opportunities

The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

(cf. 1020 - Youth Services)

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

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

Strategies to support summer learning may include, but are not limited to:

1. Providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations

2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity

(cf. 1330.1 - Joint Use Agreements)

3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training opportunities that include an academic component

(cf. 3260 - Fees and Charges)

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

4. Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals

(cf. 6020 - Parent Involvement)

5. Assigning summer vacation homework in core curricular subject(s) for extra credit

6. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subjects

7. Arranging opportunities for community service

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

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

37252-37253 Summer school37254.1 Supplemental instruction

39837 Transportation to summer employment programs for students not demonstrating progress toward exit examination

41505-41508 Pupil Retention Block Grant

41976.5 Summer school programs, substantially disabled persons or graduating high school seniors

42239 Summer school attendance apportionments, certification re hours of work experience-education

42239.5 Saturday school eligibility for summer school apportionments

42239.6 After school programs in year-round schools

46010 Total days of attendance; absences excluded in computing attendance

42238.01-42238.07 Local control funding formula

42238.8 Revenue limit per unit of average daily attendance

48070-48070.5 Promotion and retention

51210 Areas of study for elementary schools

51220 Areas of study for grades 7-121-6

51730-51732 Powers of Board of Trustees governing boards (authorization for elementary summer school classes)

54000-54033 Economic impact aid

54035-54036 Back to basics summer school reading52060-52077 Local control and accountability plan

54444.3 Summer program for migrant students

56345 Extended-year program for special education students

58700-58702 Credit towards summer school apportionments for tutoring and homework assistance program

58806 Summer school apportionments

60851 Supplemental instruction toward exit examination-

CODE OF REGULATIONS, TITLE 5

3043 Extended school year, special education students

11470-11472 Summer schoolschool

UNITED STATES CODE, TITLE 20

6311-6322 Improving basic programs for disadvantaged students

7171-7176 21st Century Community Learning Centers

Management Resources:CSBA PUBLICATIONSSummer Learning and Wellness Resource GuideSchool's Out, Now What? How Summer Programs Are Improving Student Learning and Wellness, Policy Brief, April 2013NATIONAL SUMMER LEARNING ASSOCIATION PUBLICATIONSHealthy Summers for Kids: Turning Risk into Opportunity, May 2012New Vision for Summer School, 2010RAND CORPORATION PUBLICATIONSMaking Summer Count: How Summer Programs Can Boost Children's Learning, 2011WEB SITESCSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>National Summer Learning Association: <http://www.summerlearning.org>Partnership for Children and Youth: <http://partnerforchildren.org>RAND Corporation: <http://www.rand.org>Summer Matters: <http://summermatters2you.net>~~ATTORNEY GENERAL OPINIONS~~70 Ops.Cal.Atty.Gen. 282 (1987)

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: January 14, 1998 Hanford, California

reviewed: May 16, 2001

revised:

Hanford ESD

Administrative Regulation

Summer School

AR 6177-

Instruction

~~Summer school shall be used to provide direct, systematic and intensive supplemental instruction to students in grades 2 through 8 who have been retained at grade level, identified as being at risk of retention, or identified as having a deficiency in mathematics, reading or written expression based on the results of multiple assessments in English Language Arts and Mathematics. (Education Code 37252.5)~~

~~(cf. 5123—Promotion/Acceleration/Retention)~~

~~(cf. 6162.5—Student Assessment)~~

~~When more than 10 percent of district students in grades 1 through 3 are reading below grade level, the district may offer a special back-to-basics summer school program designed to increase students' ability to read English. This program shall offer direct reading instruction based on phonics and phonemic awareness and/or other state approved instructional methodologies. To be eligible to participate, a student must have a test score that places him/her at one or more grade levels below the grade level he/she will be leaving at the end of the school year. (Education Code 54036)~~

Implementation Procedures

- ~~1. Curriculum Services Department Head submits by March 20th of each year, Employment Request and Authorization Form for each certificated, classified and administrative summer school position to Personnel Department~~
- ~~2. Personnel Department posts summer school vacancies at all school sites by April 1st of each year.~~
- ~~3. Curriculum Services Department Head conducts interviews and selects all summer school personnel by April 30th of each year and submits written recommendations to the Personnel Department.~~
- ~~4. By May 15th, the Personnel Department submits names of summer school personnel for Board approval.~~
- ~~5. By May 25th of each year, Principals submit SCH 1046 forms to curriculum services.~~
- ~~6. The Personnel Department provides contract and written notice of assignment by May 30th of each year to all employees selected for summer school positions.~~

7. By May 30th of each year, Curriculum Services Department Head will submit a written request for keys to the Director of Facilities.

8. By June 5th of each year, Junior High School Principals will submit a list of seventh grade students who will be attending summer school in HESD and a list of eighth grade students who will attend summer school at HUHS.

9. By June 5th, Curriculum Services Department Head reviews with summer school personnel, the attendance accounting procedures for students and employees, the crime reporting procedures, employee time accounting procedures and all other relevant procedures.

All recommendations regarding summer school personnel are pending Board approval.

Closing Procedures

1. Junior High lead teacher and K-6 Summer School Administration submit final retention list and student growth reports to Curriculum Services Department on the last day of summer school.

2. Lead teachers/administrators submit attendance accounting information to the Office of Informational Services (for students) and to Fiscal Services (for employees) as well as employee time accounting records.

3. Lead teachers/administrators submit on the last day of summer school, the crime reports and return keys to the Director of Facilities.

Regulation — HANFORD ELEMENTARY SCHOOL DISTRICT
 approved: — November 11, 1997 — Hanford, California
 reviewed: — May 16, 2001

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: August 31, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM: Consider approval of the following revised Exhibit:

- E 9323.2 – Actions by the Board

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

FISCAL IMPACT: None

RECOMMENDATIONS: Adopt

Hanford ESD

Exhibit

Actions By The Board

E 9323.2

Board Bylaws

ACTIONS REQUIRING A SUPER MAJORITY VOTE

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)
(cf. 3280 - ~~Sale, or Lease and Rental~~ of District-Owned Real Property)
2. Resolution declaring intent of Governing Board of Trustees to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision_ (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Temporary Request for temporary borrowing before receipt of fiscal income, if implemented pursuant to Government Code 53820-53833, to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s)
(Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, ordering action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)
(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)
7. ~~Resolution to transfer excess local funds from a deferred maintenance fund when state funds are insufficient to match local funds being held in the deferred maintenance fund~~
(Education Code 17582, 17583)

~~8. For districts with an ADA of 2,500 or less seeking to add~~

~~7. When the district has an average daily attendance (ADA) of 2,500 or less and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)~~

~~8. When the district is organized to serve only grades K-8 and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)~~

~~9. For K-8 districts (and no higher grades) seeking to operate a community day school to serve any of grades K-6 (and no higher grades) on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)~~

~~10. For districts desiring to operate a community day school on an existing school site to serve grades K-6 (and no higher grades), certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)~~

(cf. 6185 - Community Day School)

~~10. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)~~

(cf. 7214 - General Obligation Bonds)

~~11. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)~~

(cf. 7213 - School Facilities Improvement Districts)

~~12. Resolution to place a parcel tax on the ballot (Government Code 53724)~~

~~13. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)~~

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less

than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. ~~The expenditure~~ Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. ~~Adoption~~ Resolution for district borrowing based on issuance of a resolution notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)

3. Resolution for district borrowing, between July 15 and August 30, to borrow funds of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during the that fiscal year from apportionments based on average daily attendance ADA for the preceding school year (Government Code ~~53822~~ 53823-53824)

34. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)

2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT

version: August 2006 Hanford, California

revised:

Exhi

bit 2

9323.2

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

To: (Name of district attorney or any interested person)

The Board of Trustees of Hanford Elementary School District has received your cease and desist letter dated (date) alleging that the following described past action taken by the Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)

HANFORD ELEMENTARY SCHOOL DISTRICT Exhibit
SCHOOL DISTRICT

version: October 9, 2013 Hanford, California

HANFORD ELEMENTARY

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: August 31, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM:

Consider approval of a Consultant Agreement with Steel Inspectors of Texas, Inc.

PURPOSE:

The process for installation of the shade structure for the Wilson Jr. High School requires an inspector. An in-plant welding inspection is required by DSA during the fabrication of the shade structure. Steel Inspectors of Texas Inc. is certified to provide this inspection.

FISCAL IMPACT:

Inspection costs for this project are estimated to be \$1,500 and will be paid from Fund 4000 - Special Reserve - Capitol Facilities

RECOMMENDATIONS:

Approve consultant contract with Steel Inspectors of Texas, Inc. for providing inspection services of the shade structure at Wilson Jr. High School.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Gerry Mulligan *GM*
DATE: August 31, 2015
FOR: ☒ Board Meeting
 ☐ Superintendent's Cabinet
FOR: ☐ Information
 ☒ Action

Date you wish to have your item considered: September 9, 2015

ITEM:

Consider approval of consultant agreement with Zumwalt-Hanson & Associates, Inc. for the topographic survey at Monroe School.

PURPOSE:

Zumwalt-Hanson & Associates, Inc. to provide the District with a topographic survey for the new administration building and parking lot at Monroe School.

FISCAL IMPACT:

The estimated fee for this agreement is \$4,320 and will be paid from Fund 4000 – Special Reserve – Capital Outlay.


RECOMMENDATION:

Approve consultant agreement with Zumwalt-Hanson & Associates, Inc. for the topographic survey at Monroe School.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: August 31, 2015

RE: (X) Board Meeting
() Superintendent's Cabinet
() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 9, 2015**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated Short-Term Employment

- John Passmore, Home Instructor, effective 9/8/15 to 12/1/15

Temporary Employees/Substitutes/Yard Supervisors

- Steven Cabral, Substitute Yard Supervisor, effective 8/27/15; Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 8/27/15 to 10/30/15
- Colleen Carter, Substitute Food Service Worker I, Food Service Worker II, effective 9/9/15
- Jolee Davis, Substitute READY Program Tutor, effective 9/4/15
- Arely Galvan Martinez, Substitute Yard Supervisor, effective 8/20/15
- Carolina Garcia, Short-term Bilingual Clerk Typist I – 5.0 hrs., Monroe, effective 8/24/15 to 11/2/15
- Ashley Harding, Substitute Yard Supervisor, effective 8/24/15
- Joseph Hernandez, Drum Coach Junior High – 55 units, Kennedy/Wilson, effective 8/24/15 to 6/3/16
- Cherii Martin, Short-term Yard Supervisor – 1.0 hr. (M,T,Th,F), King, effective 8/18/15 to 12/18/15
- Kevin Mazza, Substitute Custodian II, effective 8/19/15
- Crystal Muniz, Substitute Bilingual Clerk Typist I, Clerk Typist I, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 8/18/15
- Sherree Nowack, Substitute Yard Supervisor, effective 8/20/15; Short-term Yard Supervisor – 3.25 hrs., Kennedy, effective 8/24/15 to 10/16/15

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Michael Quinones, 4-6 Boys Flag Football Coach – 2 units, Washington, effective 9/1/15 to 10/22/15
- Sarai Rivera, Substitute Yard Supervisor, effective 8/24/15; Short-term Yard Supervisor – 2.25 hrs., Jefferson, effective 8/31/15 to 10/9/15
- Tommy Stephens, 4-6 Girls Softball Coach – 2 units, Washington, effective 9/1/15 to 10/22/15
- Patricia Woughter, Substitute Yard Supervisor, effective 8/18/15; Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 8/18/15 to 10/16/15

b. Resignations

- Vanessa Banegas-Balbina, Food Service Worker I – 3.0 hrs., Washington, effective 8/20/15 (revised)
- Colleen Carter, Food Service Worker II – 2.5 hrs., Wilson, effective 9/8/15
- Jolee Davis, READY Program Tutor – 4.5 hrs., King, effective 9/3/15
- Sarah Henshaw, Yard Supervisor – 1.75 hrs., Hamilton, effective 9/1/15
- Kevin Mendoza Reyes, Yard Supervisor – 1.5 hrs., King, effective 8/21/15
- Alejandra Mosqueda, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/26/15
- Memory Oebel, Yard Supervisor - .50 hr., King, effective 8/25/15

c. Promotion/Transfer

- Daniel Sheldon, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 9/1/15

d. More Hours

- Gennarina "Genella" Alvarez, Yard Supervisor, from 2.75 to 3.75, Hamilton, effective 8/13/15
- Patricia Edmond, Yard Supervisor, from 1.25 to 3.0, Lincoln, effective 8/13/15
- Teresita Espinoza, Yard Supervisor, from 3.25 hrs. to 3.75 hrs., Richmond, effective 8/13/15
- Georgia Freeman, Yard Supervisor, from 2.25 hrs. to 2.5 hrs. Monroe, effective 8/13/15
- Josephine Kneisel, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Roosevelt, effective 8/13/15
- Guadalupe Lopez, Short-term Yard Supervisor, from 1.5 hrs. to 2.75 hrs., Jefferson, effective 8/28/15 to 10/9/15,
- Jessica Medina, Yard Supervisor, from 3.25 hrs. to 3.5 hrs., Richmond, effective 8/13/15
- Eulalia "Lolly" Olvera –Barron, Yard Supervisor, from 3.5 hrs. to 3.75 hrs., Richmond, effective 8/13/15
- Jesse Thompson, Yard Supervisor, from 1.5 to 2.75 hrs., Monroe, effective 8/13/15
- Crystal Zeno-Jaworski, Yard Supervisor, from .75 hr. to 1.0 hr., Monroe, effective 8/13/15

e. More Hours/Transfer

- Tonya Sims, Food Service Worker I, from 3.0 hrs., Richmond to 3.5 hrs., King, effective 8/27/15

f. Decrease in Hours

- Connie Cavazos, Yard Supervisor, from 2.0 hrs. to 1.25 hrs., Richmond, effective 8/13/15
- Terri Fredrick, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Washington, effective 8/13/15
- Fidel Gonzalez, Yard Supervisor, from 2.5 hrs. to 2.25 hrs., Wilson, effective 8/13/15
- Amanda Henderson, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Washington, effective 8/13/15
- Memory Oebel, Yard Supervisor, from 1.5 hrs. to .50 hr., King, effective 8/13/15
- Dilia Silveira, Yard Supervisor, from 3.25 hrs. to 1.25 hrs., Richmond, effective 8/13/15

g. Decrease in Hours/Transfer

- Alicia Martinez, Food Service Worker I, from 3.5 hrs., King to 3.0 hrs., Richmond, effective 8/27/15

h. Certificated Transfers, effective 8/24/15Involuntary Transfers

- Dana Silva, from Lincoln Kindergarten to Simas 3rd Grade
- Jodi Prodoehl, from Richmond 5th Grade to Monroe 5th Grade
- Katie Heugly, from Roosevelt Transitional Kindergarten to Roosevelt 3rd Grade

Combination Class Assignments

- Lisa Hinojos, from Lincoln Transitional Kindergarten to Lincoln Transitional Kindergarten/Kindergarten Combination Class
- Crystal Avila, from Roosevelt Kindergarten to Roosevelt Transitional Kindergarten/Kindergarten Combination Class
- Audra Sanchez, from Simas Transitional Kindergarten to Simas Transitional Kindergarten/Kindergarten Combination Class

i. Leave of Absence

- Ann Marie Dowd, Teacher, Lincoln, effective 8/24/15 to 12/18/15, (extended)

j. Volunteers

<u>Name</u>	<u>School</u>
Mariah Benitez	Hamilton
Jennifer Baker (HESD Employee)	Jefferson
Karen Belt (HESD Employee)	Jefferson
Brent Hanke (HESD Employee)	Jefferson
Esther Phelps (HESD Employee)	Jefferson
Shaunna Satterlee-Shortes	Jefferson
Wayne Shortes	Jefferson
Krystal Calderon	King
Leah Blanco	Monroe
Ashley De La Cruz	Monroe
Tiffany Bass	Richmond
Leah Carter	Simas
Allison Ross	Simas
Wendi Santimore (HESD Employee)	Washington

RECOMMENDATION: Approve.