

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, September 25, 2019

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

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 September 6, 2019 and September 13, 2019.
- b) Approve minutes of Regular Board Meeting held on September 11, 2019.
- c) Approve interdistrict transfers as recommended
- d) Approve donation of \$1,000.00 from Wonderful Pistachios & Almonds.
- e) Approve donation of \$5,545.66 from Jefferson Parent Teacher Club.
- f) Approve donation of 660 dictionaries from Hanford Rotary Club.

3. INFORMATION ITEMS

- a) Receive for information the Local Indicators for State Priority 2: Implementation of State Academic Standards (Carlton)
- b) Receive for information the following revised Board Policy and new Exhibit: (Rubalcava)
 - BP/E 6161.1 – Selection and Evaluation of Instructional Materials

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of the Plan of Work with Tulare County Office of Education with Jefferson Academy (Espindola)
- b) Consider approval of the following revised Board Policy: (Strickland)
 - BP 5112.5 – Open/Closed Campus

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

- c) Consider approval of the following revised Board Policy and Administrative Regulation: (Strickland)
 - BP/AR 5144.1 – Suspension/Expulsion and Due Process
- d) Consider approval of the following revised Board Policy: (McConnell)
 - BP 6145 – Extracurricular and Cocurricular Activities
- e) Consider approval of the following revised Board Policy and Exhibit: (Rubalcava)
 - BP/E 5145.6 – Parent Notifications
- f) Consider approval of the following revised Board Policy: (Rubalcava)
 - BP 6162.5 – Student Assessments
- g) Consider approval of the following revised Board Policy: (Rubalcava)
 - BP 6170.1 – Transitional Kindergarten
- h) Consider approval of the following revised Board Policy: (Rubalcava)
 - BP 6190 – Evaluation of the Instructional Program

5. PERSONNEL (Martinez)

a) Employment

Temporary Employees/Substitutes

- Maria Arroyo, Substitute Yard Supervisor, effective 9/9/19
- Alberto Ordonez, Short-term Media Services Aide – 5.5 hrs., Jefferson, effective 9/4/19 to 12/20/19
- Keshia Spain, Short-term READY Program Tutor – 2.0 hrs., (M-Th), Lincoln, effective 9/3/19 to 9/23/19
- Charmon Valenzuela, Substitute Yard Supervisor, effective 8/30/19; Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), King, effective 9/9/19 to 11/8/19
- Jade Vasquez, Substitute Yard Supervisor, effective 9/3/19
- Sarai Villasenor, Substitute Bilingual Clerk Typist I, Clerk Typist I, Media Services Aide, Translator: Oral Interpreter and Written Translator, effective 9/9/19

b) Resignation

- Paola Mora Morales, READY Program Tutor – 4.5 hrs., Simas, effective 9/6/19 (revised)

c) Promotion/More Hours/Transfer

- Angela Byars, from READY Program Tutor – 4.5 hrs., Hamilton to Special Circumstance Aide – 5.75 hrs., King, effective 9/9/19

d) Voluntary Decrease in Hours

- Jenny Gonzalez, Yard Supervisor, from 3.5 hrs. to 3.0 hrs., Lincoln, effective 9/3/19

e) Temporary Out of Class Assignment/More Hours

- Angela Byars, from READY Program Tutor – 4.5 hrs., Hamilton to Special Circumstance Aide – 5.75 hrs., King, effective 9/3/19 to 9/6/19

f) Volunteers

<u>Name</u>	<u>School</u>
Maria Espinoza	Hamilton
Jonathan Sanchez	Hamilton
Daniela Arellano	Jefferson
Elizabeth Martinez	Jefferson
Matthew Martinez	Jefferson
Joaquin Ortiz	Jefferson

Lucero Quintero	Jefferson
Michael Salyer	Jefferson
Anabele Cervantes	King
Liliana Zendejas	King
Alyssa Hinojosa	Monroe
Andrea Powell	Monroe
David Medina Jr.	Richmond
Angelynn Ouellette (HESD Employee)	Richmond
Robert Angel	Roosevelt
Dwyla Andrews	Simas
Chantel Cobine	Simas
Alicia Hernandez	Simas
Kristen Perkins	Simas
Carole Romero	Simas
Danielle Solorio	Simas

6. FINANCIAL (Endo)

- a) Consider declaration of surplus items

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/16/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/25/2019

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 09/06/19 and 09/13/19.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 09/06/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12617508	7255	ACER SERVICE CORPORATION Instl Matls	\$2,357.68
12617509	7152	AED SUPERSTORE Medical Supplies	\$362.51
12617510	6431	AMAZON.COM Warehouse/Instl Matls/Office Supplies	\$7,603.01
12617511	59	AMERIPRIDE UNIFORM SERVICES Kitchen Mop/Mat Service	\$163.21
12617512	3067	KAREN BELT Allowance	\$152.75
12617513	7399	BIMBO BAKERIES USA Food	\$1,377.10
12617514	7396	CAMERON'S CONCRETE INC. Repairs	\$2,400.00
12617515	6080	NEYDA CASTRO Allowance	\$186.56
12617516	6552	CHILDREN'S STORYBOOK GARDEN Study Trips	\$4,350.00
12617517	3611	CONSCIOUS TEACHING LLC Books	\$612.29
12617518	4178	COOK'S COMMUNICATION Radios	\$1,039.05
12617519	3839	CREATIVE THERAPY STORE Special Ed Matls	\$67.85
12617520	2900	DORIAN CRONK Instl Matls	\$411.24
12617521	392	CUMMINS PACIFIC LLC Repairs	\$2,238.60
12617522	405	DASSEL'S PETROLEUM INC. Kitchen-Fuel	\$537.57
12617523	2781	DEPARTMENT OF TOXIC SUBSTANCES Other Services	\$250.00
12617524	6274	ANTHONY ECK Allowance	\$63.27
12617525	7427	EDUCATION.COM Software License	\$150.00
12617526	7330	NICOLE D. ESQUEDA OD Homeless Needs	\$136.00
12617527	7402	FINALSITE Data Processing Matls	\$10,000.00
12617528	1769	FRESNO PRODUCE Food	\$21,100.06
12617529	1393	GAS COMPANY Gas	\$151.88
12617530	3305	GILBERT ELECTRIC COMPANY Repairs	\$1,000.00
12617531	591	GOLD STAR FOODS Food	\$21,063.82
12617532	1816	LUCY GOMEZ Parent Involvement	\$330.55
12617533	6963	GONZALEZ ARCHITECTS Repairs	\$800.00
12617534	6858	GRAHAM PREWETT INC Buildings & Improvements	\$22,372.50
12617535	620	GRISWOLD LASALLE COBB DOWD Legal	\$371.25
12617536	652	HANFORD SENTINEL Other Services	\$149.06
12617537	2188	THE HOME DEPOT PRO Equipment	\$16,134.72
12617538	4597	IVS COMPUTER TECHNOLOGY Software License	\$4,450.00
12617539	6573	IXL LEARNING Software License	\$5,100.00
12617540	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$2,724.52
12617541	942	KAREN MCCONNELL Mileage	\$62.64
12617542	3598	NATIONAL SCIENCE TEACHERS Travel & Conf	\$750.00
12617543	7390	NEOPOST USA INC Repairs	\$156.53
12617544	1058	OFFICE DEPOT Office Supplies	\$2,455.60
12617545	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$3,226.07
12617546	7398	PACWEST AIR FILTER LLC Maintenance Supplies	\$567.26
12617547	7429	SAVINO PERICO Travel & Conf	\$14.95
12617548	1168	PRODUCERS DAIRY PRODUCTS Food	\$6,988.90
12617549	1356	SILVAS OIL COMPANY INC. Fuel	\$743.62
12617550	1374	SMART & FINAL STORES (HFD DO) Supplies	\$208.87
12617551	1801	SMART & FINAL STORES (HFD KIT) Food	\$29.46
12617552	6778	SMARTSIGN Instl Matls	\$1,346.52
12617553	7405	SOFTCHOICE CORPORATION Software License	\$30,949.00
12617554	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$36,905.55
12617555	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,617.00

**Warrant Register For Warrants
Dated 09/06/2019**

Warrant Number	Vendor Number	Vendor Name	Amount
12617556	1444	SYSCO FOODSERVICES OF MODESTO Food	\$13,674.07
12617557	1506	TWB INSPECTIONS Buildings & Improvements	\$6,450.00
12617558	3154	UPS Shipping Fees	\$44.75
12617559	3026	VASCO Transportation Supplies	\$135.14
12617560	1647	VERITIV OPERATING COMPANY Printing Supplies	\$1,340.63
12617561	7170	WEVIDEO INC. Software License	\$970.20
12617562	6435	ZOHO CORP Software License	\$1,295.10
Total Amount of All Warrants:			\$241,138.91

Credit Card Register For Payments
Dated 09/06/2019

Document Number	Vendor Number	Vendor Name	Amount
14026905	91	AUTOMATED OFFICE SYSTEMS Leases	\$8,025.17
14026906	179	BUDDY'S TROPHY SUPPLY Board Matls	\$70.79
14026907	2321	GRAPHIC ENTERPRISES INC. DSF Matls	\$643.36
14026908	827	LA TAPATIA TORTILLERIA INC. Food	\$758.23
14026909	886	LRP PUBLICATIONS INC. Books	\$124.35
14026910	1214	REALLY GOOD STUFF Instl Matls	\$61.86
14026911	2524	ROCHESTER 100 INC. Instl Matls	\$780.00
14026912	1345	SHIFFLER EQUIPMENT SALES INC. Maintenance Matls	\$538.08

Total Amount of All Credit Card Payments:**\$11,001.84**

Warrant Register For Warrants

Dated 09/13/2019

Warrant Number	Vendor Number	Vendor Name	Amount
12617972	5849	ALAN LAIRD PLUMBING Repairs	\$14,341.53
12617973	6431	AMAZON.COM Warehouse/Instl Matls/Office Supplies	\$3,654.83
12617974	7216	DANIELLE AMES Allowance	\$198.79
12617975	6253	AT&T Telephone	\$104.88
12617976	1690	BATTERY SYSTEMS Transportation Supplies	\$1,077.63
12617977	5937	JESSICA BOSMAN Allowance	\$200.00
12617978	253	JAIME CAMACHO Allowance	\$70.00
12617979	7120	KELSEY CANTRELL Allowance	\$198.99
12617980	2900	DORIAN CRONK Instl Matls	\$216.96
12617981	4571	ERICA D'SOUZA Allowance	\$191.78
12617982	7432	STACEY DENNIS Mileage	\$116.93
12617983	5150	ARIELA DZERIGIAN Allowance	\$200.00
12617984	2155	JAVIER ESPINDOLA Entry Fee	\$150.00
12617985	2829	FASHION CLEANERS Band Uniforms	\$496.08
12617986	2915	ROSE MARY FLORES Allowance	\$200.00
12617987	2141	FRESNO COUNTY OFFICE OF ED Travel & Conf	\$150.00
12617988	1393	GAS COMPANY Gas	\$660.38
12617989	7440	CYNTHIA GONZALEZ Other Services	\$30.00
12617990	5541	JOANN GRAHAM Mileage	\$85.61
12617991	632	CITY OF HANFORD Water/Sewer	\$35,762.74
12617992	4793	RUTH HERNANDEZ Allowance	\$182.99
12617993	6397	KATIE HEUGLY Allowance	\$98.55
12617994	2188	THE HOME DEPOT PRO Warehouse	\$92.34
12617995	779	KEENAN & ASSOC. CPIC Health & Welfare	\$5,617.50
12617996	778	KEENAN & ASSOC. MED. EYE SERV. Health & Welfare	\$10,612.63
12617997	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$401.99
12617998	4629	LOWE'S OF HANFORD Warehouse/Supplies	\$433.83
12617999	7260	LOWE'S PRO SERVICES Maint/Grounds/Transportation Supplies	\$3,469.21
12618000	3719	FLORITA MAGALLON Instl Matls	\$25.71
12618001	5312	MCDERMONT VENTURE INC. Field Trip	\$2,569.44
12618002	5510	NEWEGG.COM Technology	\$179.50
12618003	7431	JONATHAN OLIVEIRA Allowance	\$163.06
12618004	5764	QUINN COMPANY Transportation Supplies	\$491.99
12618005	7346	RMA GEOSCIENCE INC. Buildings & Improvements	\$3,497.75
12618006	4511	DOUG ROSE Travel & Conf/Mileage	\$68.43
12618007	3883	SHEREESE ROSE Instl Matls	\$41.29
12618008	7433	ATHEENA SANCHEZ Mileage	\$115.07
12618009	7434	JONATHAN SANCHEZ Other Services	\$20.00
12618010	4112	ANTHONY SILVA Travel & Conf	\$16.00
12618011	1367	SISC III Health & Welfare	\$571,671.25
12618012	3800	SONITROL OF FRESNO Alarm Services	\$6,767.83
12618013	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$60,385.57
12618014	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$94,553.40
12618015	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$23,901.85
12618016	4381	STAPLES - BUSINESS ADVANTAGE Office Supplies	\$2,016.72
12618017	5946	THE HARTFORD Health & Welfare	\$1,252.00
12618018	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$1,950.00
12618019	3154	UPS Postage	\$57.58

**Warrant Register For Warrants
Dated 09/13/2019**

Warrant Number	Vendor Number	Vendor Name	Amount
12618020	7149	VALLEY ELEVATOR INC Other Services	\$740.00
12618021	2653	VALLEY OXYGEN Maint/Grounds Supplies	\$1,395.92
12618022	3390	OSWALDO VASQUEZ Other Services	\$14.95
12618023	7435	SARAI VILLASENOR Other Services	\$35.00
12618024	6943	WEST VALLEY SUPPLY Grounds Supplies	\$250.43
12618025	3863	WILLIAM WILKINSON Mileage	\$30.62
12618026	2822	GRISELDA YRIGOLLEN Allowance	\$200.00
Total Amount of All Warrants:			\$851,427.53

Credit Card Register For Payments
Dated 09/13/2019

Document Number	Vendor Number	Vendor Name	Amount
14026944	2	A-Z BUS SALES INC Transportation Supplies	\$1,372.98
14026945	273	CASBO Travel & Conf	\$100.00
14026946	415	DELRAY TIRE & RETREADING INC. Repairs	\$561.87
14026947	1802	MEDALLION SUPPLY Maintenance Supplies	\$654.01
14026948	3131	SHERWIN-WILLIAMS CO Maintenance Supplies	\$640.65
14026949	598	WINGFOOT COMMERCIAL TIRE SYS Transportation Supplies	\$2,055.04
Total Amount of All Credit Card Payments:			\$5,384.55

Hanford Elementary School District
Minutes of the Regular Board Meeting
September 11, 2019

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 11, 2019 at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Revious called the meeting to order at 5:30 p.m. Trustee Garner and Hernandez were present. Trustee Garcia and Strickland were absent.

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Lindsey Calvillo, Doug Carlton, Kenny Eggert, David Endo, David Goldsmith, Lucy Gomez, Lindsay Hastings, Rick Johnston, Jaime Martinez, Gerry Mulligan, Jennifer Pitkin, Cynthia Pursell, Jill Rubalcava and Jay Strickland.

Public Hearing At 5:32 p.m. President Revious opened the Public Hearing: Instructional Material Funding Realignment Program.

Jill Rubalcava, Assistant Superintendent of Curriculum, stated annually we hold a hearing to review if each pupil has sufficient instructional materials. On September 3rd we had the Williams Visit and had no findings. HESD has sufficient instructional materials.

President Revious called for questions from the public, and there being none the public hearing was closed at 5:33 p.m.

Public Comments George Cleary, from Kings County Grand Jury thanked the Board and David Endo for presenting the financial report of the school district. They found it very informative. He said David did a good job and the Board should be proud of themselves and him.

Board and Staff Comments None

Requests to Address the Board None

Dates to Remember President Previous reviewed dates to remember: September 21st - Grades 4-6 Round Robin;

CONSENT ITEMS

Trustee Hernandez made a motion to take consent items "a" through "e" together. Trustee Garner seconded; motion carried 3-0:

Garner – Yes
 Hernandez – Yes
 Revious – Yes

Trustee Hernandez then made a motion to approve consent items "a" through "e".
Trustee Garner seconded; motion carried 3-0:

Garcia – Yes
Hernandez – Yes
Revious – Yes

The items approved are as follows:

- a) Warrant listings dated August 23, 2019 and August 30, 2019.
- b) Minutes of Regular Board Meeting held on August 28, 2019.
- c) Interdistrict transfers as recommended.

INFORMATION TIEMS

Summer Projects

Gerry Mulligan, Director of Facilities & Operations, presented for information the annual maintenance, grounds and operation departments projects held over the summer.

Financial Reports 07/01/2019 – 08/31/2019

David Endo, Chief Business Official, presented for information the monthly financial reports from the period of 07/01/2019 – 08/31/2019. He stated with less enrollment, ADA will be reduced.

BP/E 5145.6

Jill Rubalcava, Assistant Superintendent of Curriculum, presented for information the revised Board Policy and Exhibit:

- BP/E 5145.6 – Parental Notifications

BP 6162.5

Jill Rubalcava, Assistant Superintendent of Curriculum, presented for information revised Board Policy:

- BP 6162.5 – Student Assessment

BP 6170.1

Jill Rubalcava, Assistant Superintendent of Curriculum, presented for information the following revised Board Policy:

- BP 6170.1 – Transitional Kindergarten

BP 6190

Jill Rubalcava, Assistant Superintendent of Curriculum, presented for information the following revised Board Policy:

- BP 6190 – Evaluation of the Instructional Program

BP 5112.5

Jay Strickland, Director of Child Welfare and Attendance, presented for information the following revised Board Policy:

- BP 5112.5 – Open/Closed Campus

BP/AR 5144.1

Jay Strickland, Director of Child Welfare and Attendance, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 5144.1 – Suspension and Expulsion/Due Process

BP 6145

Karen McConnell, Assistant Superintendent to Special Services, presented for information the following revised Board Policy:

- BP 6145 – Extracurricular and Cocurricular Activities

BOARD POLICIES AND ADMINISTRATION

- Resolution #03-20** - Trustee Garner made a motion adopt Resolution #03-20 Pertaining to the Sufficiency of Instructional Materials. Trustee Hernandez seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
- Sharon Ramseier-Williams Contract** Trustee Hernandez made a motion approve the consultant contract with Sharon Ramseier-Williams for custom Parent-Kinder Bi-Literacy Workshops (Spanish & English). Trustee Garner seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
- Dr. Adams Saenz Contract** Trustee Garner made a motion approve the consultant contract with Dr. Adam Saenz of Saenz Culture Architects to provide two days of professional development for teachers and administrators. Trustee Hernandez seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
- TWB Inspections Agreement** Trustee Hernandez made a motion approve the inspection services agreement with TWB Inspections to oversee the Lincoln solar projects. Trustee Garner seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
- Kings View Counseling Services MOU** Trustee Hernandez made a motion approve the memorandum of understanding with Kings View Counseling Services. Trustee Garner seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
- AR 1312.3** Trustee Garner made a motion approve the revised Administrative Regulation 1312.3 – Uniform Complaint Procedures. Trustee Hernandez seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
- BP 0415** Trustee Garner made a motion approve the new Board Policy 0415 – Equity. Trustee Hernandez seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes

- BP 1020** Trustee Garner made a motion approve the deleted Board Policy 1020 – Youth Services. Trustee Hernandez seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
- BP 1400** Trustee Hernandez made a motion approve the revised Board Policy 1400 –Relations Between Other Governmental Agencies and the Schools. Trustee Garner seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
- BP 2210** Trustee Hernandez made a motion to approve the revised Board Policy 2210 – Administrative Discretion Regarding Board Policy. Trustee Revious seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes
- BB 9310** Trustee Hernandez made a motion to approve the revised Board Bylaw 9310 – Board Policies. Trustee Garner seconded; motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes

PERSONNEL

Trustee Garner made a motion to take Personnel items “a” through “i” together. Trustee Hernandez seconded; the motion carried 3-0:
Garner – Yes
Hernandez – Yes
Revious – Yes

Trustee Garner then made a motion to approve Personnel items “a” through “i”. Trustee Hernandez seconded; the motion carried 3-0:

Garner – Yes
Hernandez – Yes
Revious – Yes

Item “a” – Employment

The following items were approved:

Classified

Temporary Employees/Substitutes

- Matthew Knevelbaard, Custodian II – 8.0 hrs., Monroe/King, effective 9/12/19
- Yusra Almarush, Substitute Yard Supervisor, effective 8/20/19; Short-term Yard Supervisor – 3.5 hrs., Simas, effective 8/21/19 to 10/25/19
- Svannah Blum, Substitute Yard Supervisor, effective 8/23/19
- Elizabeth Bolanos, Substitute Yard Supervisor, effective 8/27/19; Short-term Yard Supervisor – 2.5 hrs., Simas, effective 8/29/19 to 10/25/19

- Patricia Diaz, Folkloric Dance Coach, Jefferson, effective 9/16/19 to 11/8/19
- Silvia Foreman, Substitute Alternative Education Program Aide, Special Education Aide and Translator: Oral Interpreter, effective 8/22/19
- Ana Gomez, Substitute READY Program Tutor, effective 8/20/19
- Joseph Hernandez, Percussion Coach, Kennedy/Wilson, effective 8/13/19 to 6/5/20
- Julie Kos, Jefferson Sign Language, effective 9/16/19 to 11/8/19
- Ana Torres Limon, Substitute READY Program Tutor, effective 8/26/19; Short-term READY Program Tutor – 4.5 hrs., Monroe, effective 8/26/19 to 11/15/19
- Paola Mora Morales, Substitute READY Program Tutor, effective 9/16/19
- Keshia Spain, Substitute READY Program Tutor, effective 8/19/19
- Earlisha White, Short-term Yard Supervisor – 3.0 hrs., Roosevelt, effective 8/26/19 to 11/1/19

***Item "b" –
Employment
and
Certification of
Temporary
Athletic Team
Coaches
Pursuant to
Title 5 CCR
5594***

- Erin Aguilar, 7th Grade Girls Volleyball Coach, Kennedy, effective 8/26/19 to 10/30/19
- Mariah Benitez, 4-6 Girls Softball Coach, Hamilton, effective 8/27/19 to 10/17/19; 4-6 Girls Basketball Coach, Hamilton, effective 11/18/19 to 2/27/20; 4-6 Girls Track Coach, Hamilton, effective 3/2/20 to 4/27/20
- Rachel Castellanos, 4-6 Girls Softball Coach, Roosevelt, effective 8/27/19 to 10/17/19
- Paul Meza, 7-8 Boys Flag Football Coach, Kennedy, effective 8/26/19 to 10/30/19
- Sara Meza, 8th Grade Girls Volleyball Coach, Kennedy, effective 8/26/19 to 10/30/19
- Savino Perico, 4-6 Boys Flag Football Coach, King, effective 8/28/19 to 10/17/19
- Michael Quiñones, 4-6 Boys Flag Football Coach, Washington, effective 8/27/19 to 10/18/19

***Item "c" –
Resignations***

- Marissa Gonzales, Substitute Yard Supervisor, effective 8/26/19
- Joseline Martinez, Substitute READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 5/22/19
- Paola Mora Morales, READY Program Tutor – 4.5 hrs., Simas, effective 9/13/19
- John "Juan" Paz, Substitute READY Program Tutor and Yard Supervisor, effective 5/28/19
- Laura Sandoval, Food Service Worker I – 3.25 hrs., Jefferson, effective 9/3/19
- Sandra Tafolla, Educational Tutor K-6 – 3.5 hrs., Hamilton, effective 5/13/19

***Item "d" –
Temporary Out
of Class
Assignment/
More Hours***

- Kimberly Carrera, from READY Program Tutor – 4.5 hrs. to READY Site Lead – 5.0 hrs., Richmond, effective 8/26/19 to 11/5/19

***Item "e" –
Leave of
Absence***

- Molly Retzlöff, Special Education Aide – 5.0 hrs., Monroe, effective 9/19/19 to 9/27/19, personal

***Item "f" – Job
Descriptions***

- Student Specialist (revised)
- Student Specialist – Bilingual (revised)

**Item "g" –
Teacher
Internship**

- Approval of a Teacher Internship Agreement with CalState TEACH Program
- Authorize agreement to enter into a Teacher Internship Agreement between Hanford Elementary School District and CalState Teach to be effective on 8/1/2019 through 7/31/2022 (3-year maximum).

**Item "h" –
Student
Teaching
Agreement**

- Approval of Student Teaching Agreement with CalState TEACH Program
- Approve agreement between Hanford Elementary School District and CalState TEACH to provide placement and support for the preparation of CalState TEACH to student teachers to be effective on 8/1/2019 through 7/31/2022 (3-year maximum).

**Item "i" –
Volunteers**

<u>Name</u>	<u>School</u>
Briana Koerner	Hamilton
Cassandra Arceo (HESD Employee)	Jefferson
Joseline Martinez	Jefferson
Gloria Ochoa	King
Mirsha Gonzalez	Monroe
Bertha Guerrero Solano	Richmond
Robert Hayden	Richmond
Debra Dartez	Simas
Loren Stoner	Simas
Julio Lopez	Washington

FINANCIAL

HJUHSD MOU Trustee Garner made a motion to approve the Memorandum of Understanding with Hanford Joint Union High School District regarding transportation services. Trustee Hernandez seconded; motion carried 3-0:

Garner – Yes
Hernandez – Yes
Revious – Yes

Adjournment There being no further business, President Revious adjourned the meeting at 5:53 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Timothy Revious, President

Greg Strickland, Clerk

No	A/D	Sch Req'd	Home Sch	Date
I-189	A	Simas	Armona	9/16/2019
I-190	A	Wilson	KRH	9/16/2019
I-191	A	Wilson	KRH	9/16/2019
I-192	A	Jefferson	Lemoore	9/16/2019
I-193	A	Jefferson	Lemoore	9/16/2019

No	A/D	Sch Req'd	Home Sch	Date
O-146	A	Pioneer	Simas	9/16/2019
O-147	A	Pioneer	Simas	9/16/2019
O-148	A	Lemoore	Simas	9/16/2019
O-149	A	Lemoore	Simas	9/16/2019
O-150	A	Pioneer	Lincoln	9/16/2019

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 09/13/19

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/25/19

ITEM: Consider acceptance of a \$1,000 donation from
Wonderful Pistachios & Almonds to the JFK Band.

PURPOSE: The funds will be used to support the JFK Band program.

FISCAL IMPACT: Increase of \$1,000 to the JFK Band budget

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: September 16, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2019

ITEM: Donation of \$5545.66 from Jefferson Parent Teacher Club to Jefferson Charter Academy.

PURPOSE: To be used to purchase outdoor tables.

FISCAL IMPACT: Increase to Jefferson Budget as follows:

0100-1100-0-1000-1110-440000-021-0000	\$5545.66
---------------------------------------	-----------

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form**TO:** Joy Gabler**FROM:** Ramiro Flores, Kristina Baldwin, Julie Pulis, Javier Espindola, Jen Pitkin, Cynthia Pursell, Lindsey Hastings, Lindsey Calvillo and Cruz Sanchez-Leal**DATE:** 9/13/19**FOR:** (X) Board Meeting
() Superintendent's Cabinet**FOR:** () Information
(X) Action

Date you wish to have your item considered: September 25, 2019

ITEM: Consider approval of donations to Roosevelt, Simas, Monroe, Jefferson, Hamilton, Lincoln, Washington, Richmond and King Schools from:

- Hanford Rotary Club – student paper back dictionaries for all 3rd grade students, total of 660 dictionaries.

PURPOSE: For student use.**FISCAL IMPACT:**

None.

RECOMMENDATION: Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Doug Carlton

DATE: September 11, 2019

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: September 25, 2019

ITEM:

Receive information on Local Indicators for State Priority 2: Implementation of State Academic Standards

PURPOSE: Dashboard Local Indicators: Each local educational agency annually measures its progress implementing state academic standards and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the California School Dashboard (Dashboard).

FISCAL IMPACT:

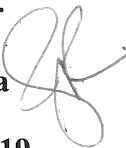
Reporting on local indicators is a requirement for receiving state funding under the Local Control Funding Formula.

RECOMMENDATION:

Receive for information.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler
FROM: Jill Rubalcava 
DATE: August 30, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: **September 25, 2019**

ITEM: BP/E 6161.1 - Selection and Evaluation of Instructional Materials

PURPOSE: Policy and exhibit updated to delete material defining the "sufficiency" of instructional materials as meaning that students enrolled in the same course have identical materials from the same adoption cycle, and to delete optional material reflecting the authorization to purchase the newest adopted materials for schools in deciles 1-3 of the Academic Performance Index, as those laws have repealed on their own terms. Updated policy also reflects the requirement to address the sufficiency of instructional materials in the district's LCAP and reflects **NEW LAW** (AB 575, 2016) which provides that the State Board of Education may adopt instructional materials for grades K-8 at least once, but not more than twice, every eight years.

FISCAL IMPACT: None at this time

RECOMMENDATIONS: Information Item - for first reading and review

Hanford ESD

Board Policy

Selection And Evaluation Of Instructional Materials

BP 6161.1

Instruction

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's~~the~~ diversity~~of our society~~, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are ~~aligned with state content standards, meet other criteria specified in law, and are~~ an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

(cf. 0440 - District Technology Plan)

(cf. 6000 - Concepts and Roles)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6163.1 - Library Media Centers)

~~To ensure that instructional materials effectively support the district's adopted courses of study, the selection of textbooks, technology-based materials, other educational materials, and tests shall be aligned with the development and evaluation of the district's curriculum and standards.~~

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

Review Process

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials~~This process shall involve teachers in a substantial manner and shall also encourage the participation~~

~~of parents/guardians and community members.~~

(cf. 1220 - Citizen Advisory Committees)

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

(cf. 6020 - Parent Involvement)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

~~Individuals who participate in selecting and evaluating instructional materials shall not have a conflict of interest in the materials being reviewed, as defined in administrative regulation.~~

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

~~The Education Code 60119 requires the Board shall to annually conduct one or more hold a public hearings on the sufficiency of the district's hearing to determine whether each student in the district has sufficient standards aligned textbooks and other or instructional materials. (Education Code 60119)-in English/language arts, mathematics, science, and history-social-science that are consistent with the content and cycles of the curriculum framework adopted by the SBE.~~

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice, 10 days prior to the hearing and in three public places within the district, ~~a notice~~ containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6174 - Education for English Learners)

5. Health

(cf. 6142.8 - Comprehensive Health Education)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does

not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. –However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If the Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

Complaints

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

~~1240.3 Definition of sufficiency for categorical flexibility~~

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

~~42605 Tier 3 categorical flexibility~~

44805 Enforcement of course of studies;– use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Nondiscriminatory subject matter

52060-52077 Local control and accountability plan

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-~~60063.5~~~~60062~~ Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60210 Elementary school materials

60226 Requirements for publishers and manufacturers

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

60605.8 Common Core State Standards

60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards

CODE OF REGULATIONS, TITLE 5

9505-9530 Instructional materials

Management Resources:

~~CSBA PUBLICATIONS~~

~~Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015~~September 2004~~

Standards for Evaluating Instructional Materials for Social Content, 2013~~2009~~

WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, Common Core State Standards:-
<http://www.scoe.net/castandards>

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

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: August 23, 2006

revised: May 16, 2007

revised: May 10, 2017

revised:

NEW

Hanford ESD

Exhibit

Selection And Evaluation Of Instructional Materials

E 6161.1

Instruction

Resolution On Sufficiency Of Instructional Materials

Whereas, the Governing Board of the (name of school district), in order to comply with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the (name of school district), and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core State Standards adopted pursuant to Education Code 60605.8;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects: mathematics, science, history-social science, English language arts, and health.

Finding of Insufficient Textbooks or Instructional Materials:

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, and health.)

Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: (For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)

Therefore, it is resolved, that for the (year) school year, the (name of school district) has not provided each student with sufficient textbooks or instructional materials that are consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency.)

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary

President

Exhibit HANFORD ELEMENTARY SCHOOL DISTRICT
adopted: Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: September 16, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2019

ITEM: Consider approval of Plan of Work with Tulare County Office of Education and Jefferson Academy.

PURPOSE: Alesha M. Ramirez from Tulare County Office of Education to provide training on capacity-building in Spanish Foundational Skills to Jefferson teachers, Grades 3-5, in Fall 2019 and Spring 2020.

FISCAL IMPACT: \$12,000

RECOMMENDATIONS: Approve

WORK PLAN (CISC REGION 7) (Not Tulare County)
JULY 1, 2019 - JUNE 30, 2020

INITIAL OR REVISION DATE: **9/9/19**

TULARE COUNTY OFFICE OF EDUCATION
EDUCATIONAL RESOURCE SERVICES

DISTRICT/SCHOOL: **Hanford Jefferson Elementary School**

TCOE LEAD(S): **Alesha Ramirez**

CONTACT: **Javier Espindola, Principal**

Dual Language/SLA

CONTACT EMAIL: **jespindola@hanfordesd.org**

Please return the signed work plan via fax (559) 651-0548 or EMAIL to:

Gerald.Arellano@tcoe.org

CONTACT MOBILE #: **559-585-3704 office**

2019-20 PROFESSIONAL LEARNING GOALS

1) *Capacity-building in Spanish Foundational Skills as part of SLA and SLD (Grades 3-5)*

2) ...

Workshop Participants (if applicable)

#	DATE(S)	CONSULTANT ACTIVITY	DISTRICT RESPONSIBILITY	ON-SITE DAY(S)	PREP & FOLLOW-UP DAY(S)	SUBTOTAL DAY(S)	# of participants	\$50 for # above 20	Estimated	Actual
1	10/10/19	3-5 Dual language PL & Coaching Spanish Language Arts Spanish Foundational Skills: Grammar in context with mentor text-invitational process	Schedule teachers and subs	1	0.25	1.25		\$ -		
2	10/29/19	3-5 staff -Grammar in context planning session	Schedule teachers and subs	1	0.25	1.25		\$ -		
3	12/3/19	3-5 staff -Grammar in context planning session	Schedule teachers and subs	1	0.25	1.25		\$ -		
4	12/10/19	3-5 staff Co-plan, Co-teach Grammar in context	Schedule teachers and subs	1	0.25	1.25		\$ -		
5						0		\$ -		
DAYS						5				

CISC REGION 7 RATE \$ 1,200

SUBTOTALS \$6,000.00 \$0.00

TOTAL FOR SERVICES \$6,000.00

BINDERS / BOOKS / MATERIALS / OTHER FEES (if applicable)

#	DATE OF SERVICE	ITEM (BINDERS / BOOKS / MATERIALS / OTHER)	EACH	QTY	AMOUNT	E	A
1		<<<unhide hidden rows if needed	\$ -		\$0.00		
TOTAL FOR MATERIALS					\$0.00		

GRAND TOTAL FOR SERVICES & MATERIALS/OTHER

\$6,000.00

DISTRICT / SCHOOL SIGNATURE

DATE

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: September 13, 2019

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

Date you wish to have your item considered: 9/25/19

ITEM: Consider for Adoption the following revised Board Policy:

BP 5112.5 - Open/Closed Campus

PURPOSE: (BP revised; AR deleted)

Policy revised to clarify options for open campus and add optional language regarding district criteria for student eligibility for open campus privileges. Policy also includes the requirement for written parental notification of the open campus policy, formerly in AR, and clarifies that a student's unauthorized absence from school constitutes an unexcused absence but is not classified as truancy unless it meets the legal definition of truancy based on the number of absences during the school year. Regulation deleted and key concepts moved to BP.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Open/Closed Campus

BP 5112.5

Students

Students shall not leave ~~the~~ school grounds at any other time during the school day without expresswritten permission of their parents/guardians and school authorities. ~~Students who leave school without authorization shall be~~ considered to have an unexcused absence and be~~classified-~~
~~truant and~~ subject to disciplinary action.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

(cf. 5113.12 - District School Attendance Review Board)

The principal or designee may revoke

~~At the off campus privilege for individual beginning of the school year,~~ students for disciplinary reasons.

(cf. 5144 - Discipline)

Student handbooks shall fully explain all rules and disciplinary procedures involved in policy-
~~through the~~ maintenance of the closed campus~~parent handbook.~~

(cf. 5144 - Discipline)

Legal Reference:

EDUCATION CODE

35160 Authority of the ~~board~~Board

35160.1 Broad authority of school district

44808.5 Permission for ~~students~~pupils to leave school grounds; notice

48980 Annual notification to parents/guardians

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 19, 1999 Hanford, California

reviewed: May 16, 2001

reviewed:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: September 13, 2019

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

Date you wish to have your item considered: 9/25/19

ITEM: Consider for Adoption the following revised Board Policy and Administrative

Regulation: BP/AR - 5144.1 Suspension/Expulsion and Due Process

PURPOSE: Policy updated to add foster students as one of the numerically significant student subgroups for whom the district must monitor suspension/expulsion data, and to add board review of disaggregated suspension/expulsion data for the purpose of identifying any disparities in the imposition of discipline. Updated regulation revises the grounds for suspension and expulsion to more directly reflect law which separates out aiding or abetting a crime of physical violence from causing, attempting to cause, or threatening physical violence. Regulation also adds definition of cyber sexual bullying as a ground for suspension/expulsion which requires a student to be informed, during the informal conference required prior to suspension, of the other means of correction that were attempted before suspension.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): Approve

Hanford ESD

Board Policy

Suspension And Expulsion/Due Process

BP 5144.1

Students

The ~~Governing~~ Board ~~of Trustees~~ desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

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

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: -Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

(cf. 5138 - Conflict Resolution/Peer Mediation)
 (cf. 5144 - Discipline)
 (cf. 6142.4 - Service Learning/Community Service Classes)
 (cf. 6164.2 - Guidance/Counseling Services)
 (cf. 6164.5 - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to off-campus suspension.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)
 (cf. 5113.1 - Chronic Absence and Truancy)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: -Grades K-12" and "Additional Grounds for Suspension and Expulsion: - Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)

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

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

8239.1 Prohibition against expulsion of preschool student

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

64000-64001 Consolidated application

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48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Employee time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

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417.27 Laser pointers

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422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7961 Gun-free schools

UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

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Management Resources:

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 Healthy Students: –

<http://www2.ed.gov/about/offices/list/oese/oshs>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: March 25, 2015 Hanford, California

revised: January 9, 2019

revised:

Hanford ESD

Administrative Regulation

Suspension And Expulsion/Due Process

AR 5144.1
Students

Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an

aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t)).

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. [3513.4 - Drug and Alcohol Free Schools](#))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Knowingly received stolen school property or private property (Education Code 48900(l))

12. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness- (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. -(Education Code 48900(q))

17. Engaged in an act of bullying- (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. -(Education Code 48900(r))

Bullying ~~shall include~~includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: -Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by

means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission ~~of a communication~~ originated on or off the school site, ~~including, but not limited to, a message, text, sound, image, or post on a social network Internet web site,~~ by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, ~~of a communication including, but not limited to:~~ (Education Code 48900(r))

a. A message, text, sound, video, or image

b. A post on a social network Internet web site ~~shall include, including,~~ but ~~is~~ not limited to, ~~the posting to or creation of creating~~ a burn page or ~~the creation of creating~~ a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. ~~—(Education Code 48900(r))~~

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. ~~—~~ (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

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

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

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Suspension from Class by a Teacher

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: -Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the

principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: -Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct ~~in the student.~~ (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised

suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain ~~them~~the documentation in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:-** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, ~~presented with~~including the ~~available~~other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** - All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. **Notice to Parents/Guardians:** -At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. -Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

_____ This notice shall state the specific offense committed by the student. (Education Code 48900.8)

_____ In addition, the notice may state the date and time when the student may return to school.

4. **Parent/Guardian Conference:** -Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

_____ If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

(cf. 6173 - Education for Homeless Children)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: -Grades K-12" and "Additional Grounds for Suspension and Expulsion:- Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense

2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

 This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

 Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

 Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. ~~-(Education Code 48918(g))~~

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: ~~Technical~~ rules of evidence shall not apply to the expulsion

hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: -Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses:- The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

- (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
- (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
- (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or ~~public~~open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: ~~Grades K-12~~" or "Additional Grounds for Suspension and Expulsion: ~~Grades 4-12~~" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: - Grades K-12" or "Additional Grounds for Suspension and Expulsion: -Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: -Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: - Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School

regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: March 25, 2015 Hanford, California

revised: January 9, 2019

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Karen McConnell

DATE: September 12, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2019

ITEM: Review recommended revisions to Board Policy 6145 – Extracurricular & Cocurricular Activities

PURPOSE: Policy and regulation updated to reflect new law (AB 1639, 2016) which requires (1) distribution to student athletes and parents/guardians of information on the nature and warning signs of sudden cardiac arrest, (2) training of coaches and athletic directors on the nature and warning signs of sudden cardiac arrest, and (3) removal of a student from an athletic activity if he/she passes out or faints, until clearance is obtained from a health care provider. Policy also updated to reflect the prohibition against the use of a racially derogatory or discriminatory athletic team name, mascot, or nickname. Policy reflects law which provides that a homeless student must be immediately deemed to meet all residency requirements for participation in interscholastic athletic activities. Regulation also updated to reflect new law (SB 1375, 2016) which requires districts and schools to post specified Title IX information on their web sites by July 1, 2017.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve

Hanford ESD

Board Policy

Extracurricular And Cocurricular Activities

BP 6145

Instruction

The Board of Trustees recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

(cf. 1330 - Use of School Facilities)
 (cf. 5137 - Positive School Climate)
 (cf. 6145.2 - Athletic Competition)
 (cf. 5148.2 - Before/After School Programs)

Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. (5 CCR 4925)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
 (cf. 5145.3 - Nondiscrimination/Harassment)
 (cf. 5145.7 - Sexual Harassment)
 (cf. 6145.5 - Student Organizations and Equal Access)

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Unless specifically authorized by law, no student shall be charged a fee for his/her participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities. (Education Code 49010, 49011)

(cf. 3260 - Fees and Charges)
 (cf. 3452 - Student Activity Funds)

Eligibility Requirements

Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

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

(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth, or child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

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

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

Annual Policy Review

The Board shall annually review this policy and implementing regulations. (Education Code 35160.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of homeless students and foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49010-49013 Student fees

49024 Activity Supervisor Clearance Certificate

49700-49703 Education of children of military families

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010

WEB SITES

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

California Association of Directors of Activities: <http://www.cada1.org>


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

California Interscholastic Federation: <http://www.cifstate.org>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
adopted: May 16, 2001 Hanford, California
revised: November 20, 2002
revised: June 28, 2017
revised: September 11, 2019
adopted:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler
 FROM: Jill Rubalcava 
 DATE: September 12, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **September 25, 2019**

ITEM: BP/E 5145.6 - Parental Notifications

PURPOSE: Receive information regarding updates to reflect federal law applicable to districts participating in certain federal programs which requires that parental notifications be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. Policy revisions also reflect state law requiring that parental notifications be written in the primary language, in addition to English, whenever 15 percent or more of the students enrolled in a school speak a single primary language other than English.

Exhibit updated to reflect notices required by **NEW LAW**, including notices related to students' right to a free public education regardless of immigration status or religious beliefs (**AB 699**), the employee code of conduct related to employee interactions with students (**AB 500**), the district's meal payment policy (USDA Memorandum SP-23-2017), a student's identification as a long-term English learner (**AB 81**), a negative balance in a student's meal account (**SB 250**), educational rights of children of military families (**AB 365**), and any excessive level of lead found in drinking water (**AB 746**). Two legal cites renumbered pursuant to federal law and regulations.

FISCAL IMPACT: None at this time

RECOMMENDATIONS: Approval

Hanford ESD

Board Policy

Parental Notifications

BP 5145.6

Students

The Board ~~of Trustees desires to promote~~ ~~of Trustees recognizes that notifications are essential to~~ effective communication between the school and the home and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send ~~students and~~ parents/guardians and students all notifications required by law, ~~including notifications about their legal rights,~~ and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6020 - Parent Involvement)

Notice of the rights and responsibilities of parents/guardians as specified in ~~The notice required pursuant to~~ Education Code 48980 shall be sent at the beginning of each academic year and may be provided ~~either~~ by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication to communicate with parents/guardians ~~in writing.~~ (Education Code 48981, ~~48982~~)

~~No~~ If any activity specified in Education ~~Code~~ code 48980 ~~will be undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity~~ shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian ~~submits~~ submits a signed acknowledgment of receipt of the notice to the school. ~~The~~ parent/guardian's signature is an ~~acknowledgment~~ acknowledgement of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, his/her ~~Notifications to~~ parents/guardians shall be given all required parental notifications at that time.

Whenever 15 percent or more of the students enrolled in a district school speak a single ~~in the~~

family's primary language other than English, as determined from the California Department of Education census data collected pursuant to when so required by law. Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

~~; 20 USC 6311, 6312)~~—Whenever an employee learns that a student's parent/guardian is ~~, for any reason,~~ unable to understand the district's printed notifications for any reason, he/she shall inform, the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination

231.5 Sexual harassment policy

234.7 Student protections relating to immigration and citizenship status

262.3 Appeals for discrimination complaints; information regarding availability of civil remedies

310 Language acquisition programs

~~310-311 Structured English immersion program, parental exception waivers~~

313 Reclassification of English learners, parental consultation

313.2 Long-term English learner, notification

440 English language proficiency assessment; instruction in English language development

8483 Before/after school program; enrollment priorities

17288 Building standards for university campuses

17611.5-17612 Notification of pesticide use

32221.5 Insurance for athletic team members

32255-32255.6 Right to refuse harmful or destructive use of animals

32390 Fingerprint program; contracts; funding; consent of parent/guardian

33479.3 The Eric Paredes Sudden Cardiac Arrest Prevention Act

35160.5 Extracurricular and cocurricular activities

35178.4 Notice of accreditation status

35182.5 Advertising in the classroom

35183 School dress codes; uniforms

35186 Complaints concerning deficiencies in instructional materials and facilities

35211 Driver training; district insurance, parent/guardian liability

35256 School Accountability Report Card

35258 School Accountability Report Card

35291 Rules for student discipline

37616 Consultation regarding year-round schedule

39831.5 School bus rider rules and information

44050 Employee codes of conduct, employee interactions with students

44808.5 Permission to leave school grounds

46010.1 Notice regarding excuse to obtain confidential medical services

46014 Regulations regarding absences for religious purposes
 46600-46611 Interdistrict attendance agreements
 48000 Minimum age of admission
 48070.5 Promotion or retention of students
 48204 Residency requirements
 48205 Absence for personal reasons
 48206.3 Students with temporary disabilities; individual instruction; definitions
 48207-48208 Students with temporary disabilities in hospitals
 48213 Prior notice of exclusion from attendance
 48216 Immunization
 48260.5 Notice regarding truancy
 48262 Need for parent conference regarding truancy
 48263 Referral to school attendance review board or probation department
48301 Interdistrict transfers
48350-48361 Open Enrollment Act
 48354 Option to transfer from school identified under Open Enrollment Act
 48357 Status of application for transfer from school identified under Open Enrollment Act
48412 Certificate of proficiency
48432.3 Voluntary enrollment in continuation education
 48432.5 Involuntary transfers of students
48850-48859 Education of foster youth and homeless students
 48900.1 Parental attendance required after suspension
 48904 Liability of parent/guardian for willful student misconduct
 48904.3 Withholding grades, diplomas, or transcripts
 48906 Notification of release of student to peace officer
 48911 Notification in case of suspension
 48911.1 Assignment to supervised suspension classroom
 48912 Closed sessions; consideration of suspension
 48915.1 Expelled students; enrollment in another district
 48916 Readmission procedures
 48918 Rules governing expulsion procedures
48929 Transfer of student convicted of violent felony or misdemeanor
 48980 Required notification at beginning of term
 48980.3 Notification of pesticide use
 48981 Time and means of notification
 48982 Parent signature acknowledging receipt of notice
 48983 Contents of notice
 48984 Activities prohibited unless notice given
 48985 Notices to parents in language other than English
 48987 Child abuse information
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 49068 Transfer of permanent enrollment and scholarship record
 49069 Absolute right to access
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49073.6 Student records, social media

49076 Access to student records

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49423 Administration of prescribed medication for student

49451 Physical examinations: parent's refusal to consent

49452.5 Screening for scoliosis

49452.7 Information on type 2 diabetes

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49471-49472 Insurance

49475 Student athletes; concussions and head injuries

49480 Continuing medication regimen for nonepisodic conditions

49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970

49557.5 Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account

51225.1 Exemption from district graduation requirements

51225.2 Course credits; foster youth, homeless youth, former juvenile court school students and military-connected students

51225.3 Graduation requirements; courses that satisfy college entrance criteria

51229 Course of study for grades 7-12

51513 Personal beliefs; privacy

51938 HIV/AIDS and sexual health instruction

52164 Language census

52164.1 Census-taking methods; determination of primary language; assessment of language skills

52164.3 Reassessment of English learners; notification of results

54444.2 Migrant education programs; parent involvement

56301 Child-find system; policies regarding written notification rights

56321 Special education: proposed assessment plan

56321.5-56321.6 Notice of parent rights pertaining to special education

56329 Written notice of right to findings; independent assessment

56341.1 Development of individualized education program; right to audio record meeting

56341.5 Individualized education program team meetings

56343.5 Individualized education program meetings

56521.1 Behavioral intervention

58501 Alternative schools; notice required prior to establishment

60615 Exemption from state assessment

60641 California Assessment of Student Performance and Progress

69432.9 Submission of grade point average to Cal Grant program

CIVIL CODE

1798.29 District records, breach of security

60850 High School Exit Examination

60852.4 High School Exit Examination; waiver for student with disabilities

HEALTH AND SAFETY CODE

1596.857 Right to enter child care facility

104420 Tobacco use prevention

104855 Availability of topical fluoride treatment

116277 Lead testing of school drinking water

120365-120375 Immunizations

120440 Sharing immunization information

124100-~~124105~~ Health screening and immunizations

PENAL CODE

626.81 Notice of permission granted to sex offender to volunteer on campus

627.5 Hearing request following denial or revocation of registration

CODE OF REGULATIONS, TITLE 5

852 Exemptions from state assessments

863 Reports of state assessment results

3052 Behavioral intervention

4622 Notification of uniform complaint procedures

4631 Uniform complaint procedures; notification of decision and right to appeal

4702 Student transfer from school identified under Open Enrollment Act

4917 Notification of sexual harassment policy

11303 Reclassification of English learners

~~11309 Parental exception waivers~~

11511.5 English language proficiency assessment; test results

11523 Notice of proficiency examinations

18066 Child care policies regarding excused and unexcused absences

18094-18095 Notice of Action; child care services

18114 Notice of delinquent fees; child care services

18118-18119 Notice of Action; child care services

CODE OF REGULATIONS, TITLE 17

2951 Hearing tests

6040 Time period to obtain needed immunizations

UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act

1232h Privacy rights

1415 Procedural safeguards

6311 State ~~plan~~plans

6312 Local ~~educational~~education agency plans

~~6316 Academic assessment and local education agency school improvement~~

6318 ~~Parent and family engagement~~Parental involvement

~~7012 Instruction in English language development~~

7908 Armed forces recruiter access to students

UNITED STATES CODE, TITLE 42

1758 Child nutrition programs

11431-11435 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 7

245.5 Eligibility criteria for free and reduced-price meals

245.6a Verification of eligibility for free and reduced-price meals

CODE OF FEDERAL REGULATIONS, TITLE 34

99.7 Student records, annual notification

99.30 Disclosure of personally identifiable information

99.34 Student records, disclosure to other educational agencies

99.37 Disclosure of directory information

104.32 District responsibility to provide free appropriate public education

104.36 Procedural safeguards

104.8 Nondiscrimination

106.9 Dissemination of policy, nondiscrimination on basis of sex

~~200.4861~~ Teacher qualifications

300.300 Parent consent for special education evaluation

300.322 Parent participation in IEP team meetings

300.502 Independent educational evaluation of student with disability

300.503 Prior written notice regarding identification, evaluation, or placement of student with disability

300.504 Procedural safeguards notice for students with disabilities

300.508 Due process complaint

300.530 Discipline procedures

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: June 16, 2005

revised: September 5, 2007

revised: January 14, 2015

revised:

Hanford ESD

Exhibit

Parental Notifications

E 5145.6

Students

Cautionary Notice: Government Code 17581.5 ~~releases~~relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of ~~20182016~~ (SB ~~840826~~, Ch. ~~2923~~, Statutes of ~~20182016~~) extends the suspension of these requirements through the ~~2018-192016-17~~ fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

I. Annually

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 234.7

Board Policy/Administrative Regulation #: See BP 0410

Subject: Right to a free public year 234.7 education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 310

Board Policy/Administrative Regulation #: See BP ~~6142.26174~~, See AR ~~61746142.2~~

Subject: Information on the district's language acquisition program

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 44050

Board Policy/Administrative Regulation #: See BP 4119.21, See BP 4219.21, See BP 4319.21

Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 46010.1

Board Policy/Administrative Regulation #: See AR 5113

Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: District policy authorizing transfer

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 and student-free staff development 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: Copy of 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 BP 5111.1, See AR 5116.1, See AR 5117

Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

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 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 AR 5113, See BP 6154

Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

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: 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: 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: Eligibility and information regarding Community Eligibility Program (CEP)

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; inspection rights and procedures

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 #: See AR 6162.51
 Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year, if district receives Title I funds
 Education or Other Legal Code: 20 USC 6312; 34 CFR 200.~~4861~~
 Board Policy/Administrative Regulation #: See BP 4112.2, 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
 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: Upon a student's enrollment

Education or Other Legal Code: Education Code 310

Board Policy/Administrative Regulation #: See BP ~~6142.26174~~, See AR ~~61746142.2~~

Subject: Information on the district's language acquisition programs

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

Education or Other 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 school graduation requirement does or does not satisfy college entrance a-g course criteria; districts CTE courses that satisfy a-g course criteria

When to Notify: Upon a student's enrollment
 Education or Other Legal Code: Education Code 49063
 Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3
 Subject: Specified rights related to student records

When to Notify: When students enter 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 7-12, or at time of enrollment if after beginning of year
 Education or Other Legal Code: Education Code 51938, 48980
 Board Policy/Administrative Regulation #: See AR 6142.1
 Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to 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, within 20 working 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
 Education or Other Legal Code: Education Code 69432.9
 Board Policy/Administrative Regulation #: See AR 5121, See 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: Request that district not release name, address, phone number of child to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records, security of district records,

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

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 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 Titles I or Title III funds for English learner programs, 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 [313.2](#), 440; 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reason for classification, level of English proficiency, [identification as long-term English learner](#), description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: When homeless or foster youth applies for enrollment in before/after school program

Education or Other Legal Code: Education Code 8483

Board Policy/Administrative Regulation #: See AR 5178.2

Subject: Right to priority enrollment how to request priority enrollment

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: Annually to parents/guardians of student athletes before participation in competition

Education or Other Legal Code: Education Code 33479.3

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on sudden cardiac arrest

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

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: BP 3312

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: 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 as 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

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 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

Education or Other Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: See 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 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, unless taken into custody as victim of suspected child abuse

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: 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: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2
 Subject: Right to request a meeting with principal or designee

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 parent/guardian's challenge of student record is denied and parent/guardian appeals
 Education or Other Legal Code: Education Code 49070
 Board Policy/Administrative Regulation #: See AR 5125.3
 Subject: If board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity
 Education or Other Legal Code: Education Code 49073.6
 Board Policy/Administrative Regulation #: See 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
 Education or Other 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 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: At least 14 days before HIV prevention or sexual health 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 prevention or sexual health 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 testing by community water system finds presence of lead exceeding specified level

Education or Other Legal Code: Health and Safety Code 116277

Board Policy/Administrative Regulation #: See AR 3514

Subject: Elevated lead level at school

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

Education or Other 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 responding to complaint re: discrimination, special education, or noncompliance with law

Education or Other Legal Code: 5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3

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: excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services

Education or Other Legal Code: 5 CCR 18094, 18118

Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Policies re: Approval or denial of services

When to Notify: Upon recertification or update of application for child care or preschool services

Education or Other Legal Code: 5 CCR 18095, 18119

Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: Notice of delinquent fees

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 assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 4112.24

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

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 another program

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

Education or Other Legal Code: 20 USC ~~63186316~~

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

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: Need to submit verification information; any subsequent change in benefits; appeals

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

Education or Other Legal Code: 42 USC 11432; Education Code 48852.5

Board Policy/Administrative Regulation #: See 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

When to Notify: When district receives federal funding assistance for nutrition program

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

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

Education or Other 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 will attend, 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: Upon filing of state complaint

Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or change in placement

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: 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/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

revised: September 23, 2015

revised: September 27, 2017

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jill Rubalcava 

DATE: September 12, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2019

ITEM: BP 6162.5 Student Assessments

PURPOSE: Policy updated to reflect **NEW LAW (AB 1035)** which addresses the use and purpose of interim and formative assessments that are part of the California Assessment of Student Performance and Progress, prohibits their use for high-stakes purposes as defined, and requires that teachers who administer the assessments have access to all pertinent functions and information.

FISCAL IMPACT: None at this time**RECOMMENDATIONS: Approval**

Hanford ESD

Board Policy

Student Assessment

BP 6162.5

Instruction

The ~~Governing~~ Board of Trustees recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.

(cf. 6162.51 - State Academic Achievement Tests)

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)

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.

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)

Interim and Formative Assessments

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6152 - Class Assignment)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Learners)

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

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 ~~Accountability~~~~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: September 23, 2015 Hanford, California

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler
FROM: Jill Rubalcava 
DATE: September 12, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2019

ITEM: BP 6170.1 Transitional Kindergarten

PURPOSE: Policy updated with minor language revisions. There is no change in our current practice.

FISCAL IMPACT: None at this time

RECOMMENDATIONS: Approval

Hanford ESD

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 TK program shall assist students 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 district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(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. 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- [\(CDE\)](#). 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 Learners)

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to ~~the California Department of Education~~ [CDE](#) as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, [46115](#), 46117, 48003)

(cf. 6111 - School Calendar)
 (cf. 6112 - School Day)

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

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. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

8235 California State Preschool Program

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

48003_ Kindergarten annual report

48200 Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

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. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

CSBA: [-http://www.csba.org](http://www.csba.org)

California Department of Education: [-http://www.cde.ca.gov](http://www.cde.ca.gov)

California Kindergarten Association: [-http://www.ckanet.org](http://www.ckanet.org)

Commission on Teacher Credentialing: [-http://www.ctc.ca.gov](http://www.ctc.ca.gov)

Transitional Kindergarten California: [-http://www.tkcalifornia.org](http://www.tkcalifornia.org)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: September 23, 2015 Hanford, California

revised: December 12, 2018

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler
FROM: Jill Rubalcava
DATE: September 12, 2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2019

ITEM: BP 6190 Evaluation of the Instructional Program

PURPOSE: Policy updated to reflect minor language changes. Additionally, references to Federal Program Monitoring have been removed from the policy as all requirements are detailed in FPM monitoring and requirements through the California Department of Education.

FISCAL IMPACT: None at this time

RECOMMENDATIONS: Approval

Hanford ESD

Board Policy

Evaluation Of The Instructional Program

BP 6190

Instruction

The Board of Trustees recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the district's educational program in meeting district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to ~~improve~~ identify strategies for improving student achievement.

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 6000 - Concepts and Roles)

(cf. 6141 - Curriculum Development and Evaluation)

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

The Superintendent or designee shall provide the Board and the community with regular reports on student ~~progress toward Board established standards of expected achievement at each grade level in each area of study. In addition, he/she. The reports~~ shall ~~evaluate and report~~ include data for each district school and for ~~every~~ each numerically significant student subgroup, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators and progress toward goals specified in the district's local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. ~~6162.52 - High School Exit Examination~~ 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education ~~that~~ provided to district students ~~receive~~.

Annual ~~Monitoring~~ Evaluation of Consolidated Application Programs

The Board and the Superintendent or designee shall annually determine whether the district's categorical programs funded through the state's consolidated application are effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria may include, but are not necessarily limited to, the progress of all students participating in the program and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement, ~~Title I local educational agency plan~~, and/or other applicable district or school plans.

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~
~~(cf. 0420—School Plans/Site Councils)~~
~~(cf. 0520.2—Title I Program Improvement Schools)~~
~~(cf. 0520.3—Title I Program Improvement Districts)~~
~~(cf. 1312.3—Uniform Complaint Procedures)~~
~~(cf. 1312.4—Williams Uniform Complaint Procedures)~~
~~(cf. 4112.24—Teacher Qualifications Under the No Child Left Behind Act)~~
~~(cf. 4131—Staff Development)~~
~~(cf. 5020—Parent Rights and Responsibilities)~~
~~(cf. 5148—Child Care and Development Programs)~~
~~(cf. 5148.2—Before/After School Programs)~~
~~(cf. 5148.3—Preschool/Early Childhood Education)~~
~~(cf. 6020—Parent Involvement)~~
~~(cf. 6142.7—Physical Education and Activity)~~
~~(cf. 6171—Title I Programs)~~
~~(cf. 6173—Education for Homeless Children)~~
~~(cf. 6175—Migrant Education Program)~~
~~(cf. 6178—Career Technical Education)~~
~~(cf. 6178.1—Work Based Learning)~~
~~(cf. 6200—Adult Education)~~

~~In the event that the FPM review results in a finding of noncompliance in relation to any program, the Superintendent or designee shall submit a proposed resolution to the CDE within 45 days of the date the district was notified of the finding. The resolution shall be implemented in accordance with the terms and timeframe specified in the resolution agreement with the CDE.~~

~~The Superintendent or designee shall report to the Board regarding the results of the review process.~~

(cf. 1113 - District and School Web Sites)
~~(cf. 5145.6 - Parental Notifications)~~

Legal Reference:

EDUCATION CODE

33400-33407 _Educational evaluations

35178.4 _Notice of accreditation status

44662 _Evaluation and assessment guidelines, certificated employee performance

48985 _Compliance with translation of parental notifications

51041 _Education program, evaluation and revisions

51226 _Model curriculum standards

52052-~~52052.1 Academic Performance Index~~ Accountability; numerically significant student subgroups

52060-52077 _Local control and accountability plan

62005.5 _Failure to comply with purposes of funds

64000-64001 _Consolidated application process

CODE OF REGULATIONS, TITLE 5

3930-3937 _Program requirements

3942 _Continuity of funding

UNITED STATES CODE, TITLE 20

6311 ~~Adequate yearly progress~~ State plans

Management Resources:

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~~~FPM Frequently Asked Questions~~~~Federal Program Monitoring Instruments~~

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning: Joint ACS WASC/CDE Process Guide, ~~2014~~2017

WEB SITES

CSBA: http://www.csba.orgCalifornia Department of Education, ~~Testing and Accountability~~: http://www.cde.ca.gov/taWestern Association of Schools and Colleges (WASC), Accrediting Commission for Schools:
http://www.acswasc.org

Policy HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: May 16, 2001 Hanford, California

revised: September 20, 2006

revised: September 19, 2007


revised: April 13, 2016

revised:

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez 

DATE: September 16, 2019

RE: (X) Board Meeting
() Superintendent's Cabinet
() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 25, 2019**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Temporary Employees/Substitutes

- Maria Arroyo, Substitute Yard Supervisor, effective 9/9/19
- Alberto Ordonez, Short-term Media Services Aide – 5.5 hrs., Jefferson, effective 9/4/19 to 12/20/19
- Keshia Spain, Short-term READY Program Tutor – 2.0 hrs., (M-Th), Lincoln, effective 9/3/19 to 9/23/19
- Charmon Valenzuela, Substitute Yard Supervisor, effective 8/30/19;
Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), King, effective 9/9/19 to 11/8/19
- Jade Vasquez, Substitute Yard Supervisor, effective 9/3/19
- Sarai Villasenor, Substitute Bilingual Clerk Typist I, Clerk Typist I, Media Services Aide, Translator: Oral Interpreter and Written Translator, effective 9/9/19

b. Resignation

- Paola Mora Morales, READY Program Tutor – 4.5 hrs., Simas, effective 9/6/19 (revised)

c. Promotion/More Hours/Transfer

- Angela Byars, from READY Program Tutor – 4.5 hrs., Hamilton to Special Circumstance Aide – 5.75 hrs., King, effective 9/9/19

d. Voluntary Decrease in Hours

- Jenny Gonzalez, Yard Supervisor, from 3.5 hrs. to 3.0 hrs., Lincoln, effective 9/3/19

e. Temporary Out of Class Assignment/More Hours

- Angela Byars, from READY Program Tutor – 4.5 hrs., Hamilton to Special Circumstance Aide – 5.75 hrs., King, effective 9/3/19 to 9/6/19

f. Volunteers

<u>Name</u>	<u>School</u>
Maria Espinoza	Hamilton
Jonathan Sanchez	Hamilton
Daniela Arellano	Jefferson
Elizabeth Martinez	Jefferson
Matthew Martinez	Jefferson
Joaquin Ortiz	Jefferson
Lucero Quintero	Jefferson
Michael Salyer	Jefferson
Anabele Cervantes	King
Liliana Zendejas	King
Alyssa Hinojosa	Monroe
Andrea Powell	Monroe
David Medina Jr.	Richmond
Angelynn Ouellette (HESD Employee)	Richmond
Robert Angel	Roosevelt
Dwyla Andrews	Simas
Chantel Cobine	Simas
Alicia Hernandez	Simas
Kristen Perkins	Simas
Carole Romero	Simas
Danielle Solorio	Simas

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/16/2019

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/25/2019

ITEM:

Consider declaring the attached listing of items surplus.

PURPOSE:

The following items listed on the attached sheet are obsolete, beyond repair and/or in need of being declared surplus:

FISCAL IMPACT:

There could be some residual value to the equipment.

RECOMMENDATIONS:

Declare the items surplus and allow the Director of Facilities to dispose of the equipment.

TRANSPORTATION		
2000 JEEP GRAND CHEROKEE LAREDO	4.7 L V8 185744 MILES	VIN#1J4G248N8YC107589
CUMMINS BUS ENGINE	8.3 L MODEL#6CTA-8.3 ENGINE	S/N 44455751
EATON BUS TRANSMISSION	MODEL# T11605M	S/N 80285240
GROUNDS		
1989 CHEVY R-30 DUMP TRUCK	LIC#295265	VIN# 1GBBHR4K8KJ122788
CUSTODIAL		
FLOOR SCRUBBER: BETCO FOREMAN28	ASSET TAG: 13908650	S/N 8000056807
FLOOR SCRUBBER: BETCO SHEATH A5D20B		S/N 211007359
FLOOR SCRUBBER: BETCO MAXIMA 500B		S/N 208007537
FLOOR SCRUBBER: CLARKE FOCUS 20"	ASSET TAG: 13908275	S/N DI1112
11" SCRUBBER PADS (21)		
Two Door Refrigerator		
Catering Plates and Supplies		
Dish Washer Booster Heater		
Tabletop Mixer		