WESTERN PLACER UNIFIED SCHOOL DISTRICT
600 SIXTH STREET, SUITE 400,
LINCOLN, CALIFORNIA 95648
Phone: 916.645.6350 Fax: 916.645.06356

MEMBERS OF THE GOVERNING BOARD

Paul Carras - President
Brian Haley - Vice President
Ana Stevenson - Clerk
Terry Gage - Member
Paul Long - Member

DISTRICT ADMINISTRATION

Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Joyce Lopes, Assistant Superintendent of Business
Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services

STUDENT ENROLLMENT

School	2009 CBEDS	05/03/10	06/01/10
Sheridan School (K-5)	88	93	90
First Street School (K-5)	411	429	431
Carlin C. Coppin Elementary (K-5)	446	447	447
Creekside Oaks Elementary (K-5)	624	644	652
Twelve Bridges Elementary (K-5)	708	708	706
Foskett Ranch Elementary (K-5)	542	546	547
Lincoln Crossing Elementary (K-5)	608	595	595
Glen Edwards Middle (6-8)	632	635	634
Twelve Bridges Middle School (6-8)	837	804	803
Lincoln High School (9-12)	1,471	1,415	1,410
Phoenix High School (10-12)	80	86	81
PCOE Home School	0	0	0
TOTAL:	**6,447**	**6,402**	**6,396**

Preschool/Head Start

First & J Street	24
Carlin Coppin	24 - A.M. /20 - P.M.
Sheridan	20

Pre-K/Special Ed

Foskett	30
FSS PPPIP	42
Carlin Coppin	6

Adult Education 255

First-5 Program
First Street 21-A.M. / 21-P.M.

GLOBAL DISTRICT GOALS

~Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
~Foster a safe, caring environment where individual differences are valued and respected.
~Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
~Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.
~Promote student health and nutrition in order to enhance readiness for learning.

Western Placer Unified School District
Regular Meeting of the Board of Trustees
August 17, 2010, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, Lincoln, CA

AGENDA

2010-2011 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

All Open Session Agenda related documents are available to the public for viewing at the Western Placer Unified School District Office located at 600 Sixth Street, Fourth Floor in Lincoln, CA 95648.

5:55 P.M. START

1. **CALL TO ORDER** – Lincoln High School Performing Arts Theater

6:00 P.M.

2. **CLOSED SESSION** – Lincoln High School - Office Conference Room

   2.1 **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
   WPUSD, as intervener, v. Edge Development; NTD/Stichler; NTD
   Edge Design Builders; Mountain States Steel, Inc.; and DOES 1-100

   2.2 **PERSONNEL**
   Public Employee Discipline/Dismissal/Release

   2.3 **INTERDISTRICT ATTENDANCE APPEAL**
   a. Interdistrict Request Appeal 10/11-36
   b. Interdistrict Request Appeal 10/11-37

7:00 P.M.

3. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – Lincoln High School Performing Arts Theater

   3.1 **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
   WPUSD, as intervener, v. Edge Development; NTD/Stichler; NTD
   Edge Design Builders; Mountain States Steel, Inc.; and DOES 1-100

   3.2 **PERSONNEL**
   Public Employee Discipline/Dismissal/Release

   3.3 **INTERDISTRICT ATTENDANCE APPEAL**
   a. Interdistrict Request Appeal 10/11-36
   b. Interdistrict Request Appeal 10/11-37

4. **SPECIAL ORDER OF BUSINESS**
   Lighthouse Counseling and Family Resource Center Presentation

5. CONSENT AGENDA

NOTICE TO THE PUBLIC
All items on the Consent Agenda will be approved with one motion, which is not debatable and requires a unanimous vote for passage. If any member of the Board, Superintendent, or the public, so request, items may be removed from this section and placed in the regular order of business following the approval of the consent agenda.

5.1 Approve Classified Personnel Report.
5.2 Approve Certificated Personnel Report.
5.3 Approve Student Discipline/Expulsion Re-Entry of Student #08-09 S, #09-10 D, E, G, H & K.
5.4 Approve Ratification of the Fire and Security Alarm Monitoring Services Contract with Integrated Fire Systems, Inc. for Fiscal Year 2010-11.
5.5 2010-11 Agricultural Career Technical Education Incentive Grant – Revised Budget.
5.6 Approve Purchase of 2010 Featherlite Livestock Trailer from Western Featherlite LLC.
5.7 Medallions Supplement to Elementary English/Language Arts Adoption.
Roll call vote:

6. COMMUNICATION FROM THE PUBLIC

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda, but within the board's subject matter jurisdiction. The Board is not allowed to take action on any item, which is not on the agenda except as authorized by Government Code Section 54954.2. Request forms for this purpose "Request to Address Board of Trustees" are located at the entrance to the Performing Arts Theater. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

7. REPORTS & COMMUNICATION

7.1 Lincoln High School, Student Advisory –
7.2 Western Placer Teacher's Association – Mike Agrippino
7.3 Western Placer Classified Employee Association – Mike Kimbrough
7.4 Superintendent, Scott Leaman

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

Members of the public wishing to comment on any items should complete a yellow REQUEST TO ADDRESS BOARD OF TRUSTEES form located on the table at the entrance to the Performing Arts Theater. Request forms are to be submitted to the Board Clerk before each item is discussed.

8.1 Action **ADOPTION OF NEW AND REVISED POLICIES, REGULATIONS AND EXHIBITS – Leaman** *(10-11 G & O Component I, IV, V)*

•The District Policy Committee and Management Team have reviewed the following new and revised policies/regulations/exhibits as per CSBA. They are now being presented for adoption by the Board of Trustees.

- BP 1020 Youth Services
- BP 2210 Administrative Discretion Regarding Board Policy
- BP/AR 3311 Bids
- BP 4137 Tutoring
- BP/AR 5112.1 Exemptions from Attendance
- BP/AR 6141 Curriculum Development and Evaluation
- BP 6141.5 Advanced Placement

- AR 6142.1 Sexual Health and HIV/AIDS Prevention Instruction
- AR 6142.8 Comprehensive Health Education
- BP/AR 6146.11 Alternative Credits Toward Graduation
- BP 6162.6 Use of Copyrighted Materials
- BP/AR 6163.2 Animals at School

8.2 Information/ Discussion **2010-11 DRAFT DISTRICT OBJECTIVES – Leaman** *(10-11 G & O Component I, IV, V)*

- Draft objectives based on district goals will be discussed with the Board.

8.3 Action **ADOPTION OF NEW ACCEPTABLE USING POLICY AR 4040E; BP/AR 4040 REVISIONS – Leaman** *(10-11 G & O Component I, IV, V)*

- Current Board Policies address the use of technology by district staff through BP 4040 and AR 4040 – Employee Use of Technology. Similar to the recently adopted Student Acceptable Use Policy (Student AUP), the attached AR 4040E Staff Computer, Network, and Internet Safety Acceptable Use Policy (Staff AUP) addresses specific areas of BP/AR 4040, and is intended to be used as an annual, renewable Staff AUP agreement. The proposed BP 4040 and AR 4040 revisions and the new AR 4040E have been reviewed by district administration and reflect changes based on CSBA recommendations and recent updates in technology.

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

The following are a number of agenda items that the Board of Trustees has been monitoring. They are NOT action items for tonight's meeting, but are noted here for continuing purposes and to ensure that when there are changes or new information they will be called up as Action/Discussion/Information.

- Relationship with Sierra Community College
- Twelve Bridges High School
- Gladding Parkway Carlin C. Coppin

9.2 BOARD MEMBER REPORTS/COMMENTS

10. ESTABLISHMENT OF NEXT MEETING(S)

- The President will establish the following meeting(s):
  - September 7, 2010 7:00 P.M., Lincoln High School, Performing Arts Theater
  - September 21, 2010 7:00 P.M., Lincoln High School, Performing Arts Theater

11. ADJOURNMENT

BOARD BYLAW 9320: Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1

DISCLOSURE

OF ACTION

TAKEN IN

CLOSED SESSION,

IF ANY

Western Placer Unified School District
CLOSED SESSION AGENDA

Place: **Lincoln High School – Main Office Conference Room**
Date: **Tuesday, August 17, 2010**
Time: **6:00 P.M.**

1. LICENSE/PERMIT DETERMINATION

2. SECURITY MATTERS

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

6. LIABILITY CLAIMS

7. THREAT TO PUBLIC SERVICES OR FACILITIES

8. PERSONNEL
- PUBLIC EMPLOYEE APPOINTMENT
- PUBLIC EMPLOYEE EMPLOYMENT
- PUBLIC EMPLOYEE PERFORMANCE EVALUATION
- **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
- COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE

9. CONFERENCE WITH LABOR NEGOTIATOR

10. STUDENTS
- STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918
- STUDENT PRIVATE PLACEMENT
- **INTERDISTRICT ATTENDANCE APPEAL**
- STUDENT ASSESSMENT INSTRUMENTS
- STUDENT RETENTION APPEAL, Pursuant to BP 5123

1. **LICENSE/PERMIT DETERMINATION**
   a. Specify the number of license or permit applications.
2. **SECURITY MATTERS**
   a. Specify law enforcement agency
   b. Title of Officer,
3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
   a. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.
   b. Negotiating parties: specify the name of the negotiating party, not the agent who directly or through an agent will negotiate with the agency's agent.

c. Under negotiations: specify whether the instructions to the negotiator will concern price, terms of payment or both.

4. **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
   a. Name of case: specify by reference to claimant's name, names or parties, case or claim number.
   b. Case name unspecified: specify whether disclosure would jeopardize service of process or existing settlement negotiations.

5. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**
   a. Significant exposure to litigation pursuant to subdivision (b) of Government Code section 54956.9 (if the agency expects to be sued) and also specify the number of potential cases.
   b. Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 (if the agency intends to initiate a suit) and specify the number of potential cases.

6. **LIABILITY CLAIMS**
   a. Claimant: specify each claimants name and claim number (if any). If the claimant is filing a claim alleging district liability based on tortuous sexual conduct or child abuse, the claimant's name need not be given unless the identity has already been publicly disclosed.
   b. Agency claims against.

7. **THREATS TO PUBLIC SERVICES OR FACILITIES**
   a. Consultation with: specify name of law enforcement agency and title of officer.

8. **PERSONNEL:**
   A. **PUBLIC EMPLOYEE APPOINTMENT**
      a. Identify title or position to be filled.
   B. **PUBLIC EMPLOYEE EMPLOYMENT**
      a. Identify title or position to be filled.
   C. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
      a. Identify position of any employee under review.
   D. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
      a. It is not necessary to give any additional information on the agenda.
   E. **COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE, UNLESS EMPLOYEE REQUESTS OPEN SESSION**
      a. No information needed

9. **CONFERENCE WITH LABOR NEGOTIATOR**
   a. Name any employee organization with whom negotiations to be discussed are being conducted.
   b. Identify the titles of unrepresented individuals with whom negotiations are being conducted.
   c. Identify by name the agency's negotiator

10. **STUDENTS:**
   A. **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
   B. **STUDENT PRIVATE PLACEMENT**
      ●Pursuant to Board Policy 6159.2
   C. **INTERDISTRICT ATTENDANCE APPEAL**
      a. Education Code 35146 and 48918
   D. **STUDENT ASSESSMENT INSTRUMENTS**
      a. Reviewing instrument approved or adopted for statewide testing program.
   E. **STUDENT RETENTION/ APPEAL**
      a. Pursuant to Board Policy 5123

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

DISTRICT GLOBAL GOALS

1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

AGENDA ITEM AREA:
Disclosure of Action Taken in Closed Session

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to the Existing Litigation of Western Placer Unified School District, as intervener, v. Edge Development; NTD/Stichler; NTD-Edge Design Builders; Mountain States Steel, Inc.; and DOES 1-100.

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Existing Litigation.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

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SUBJECT:
Public Employee Discipline/
Dismissal/Release

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General/Categorical

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:
Yes

BACKGROUND:

Board of Trustees will disclose any action taken in closed session in regard to Public Employee Discipline/Dismissal/Release.

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Public Employee Discipline/Dismissal/Release.

3.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
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5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:
Interdistrict Appeal

AGENDA ITEM AREA:
Disclosure of Action Taken in Closed Session

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will discuss disclose any action taken in closed session regarding the following transfer appeals:

a. Interdistrict Request Appeal 10/11-36
b. Interdistrict Request Appeal 10/11-37

ADMINISTRATION RECOMMENDATION:

Disclose any action taken.

wp/rk/factform

SPECIAL

ORDER

OF

BUSINESS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Lighthouse Counseling and Family Resource Center

AGENDA ITEM AREA:
Special Order of Business

REQUESTED BY:
Mary Boyle

ENCLOSURES:
Handouts at Meeting

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Angela Ponivas, Executive Director of the Lighthouse Counseling and Family Resource Center, will be presenting an update on Western Placer Unified School District's utilization of the Lighthouse services. The Lighthouse provides counseling and support services to students and families of the greater Lincoln area and has had a long-standing positive relationship with the District.

RECOMMENDATION:

Information only.

wp/rk/factform

CONSENT

AGENDA

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Classified Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:

DEPARTMENT:
Educational

FINANCIAL INPUT/SOURCE:
General Fund/Categorical

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:

BACKGROUND:

The Board of Trustees will take action to approve the classified personnel report.

RECOMMENDATION:

Administration recommends ratification of the classified personnel report.

5.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

August 17, 2010

CLASSIFIED/MANAGEMENT

NEW HIRES

1. **Name:** Fannie Franco — **Effective: 8/19/10**
   Position: Interpreter — **Site: District**
   Salary: CSEA, Range 25, Step A — **Funding: General**
   Days: 10 Months/Year

2. **Name:** Allison North — **Effective: 8/16/10**
   Position: Intervention Services Provider — **Site: Foskett Ranch Elem**
   Salary: CSEA, Range 20, Step A — **Funding: General**
   Days: 10 Months/Year

RESIGNATIONS

1. **Name:** Ausanne Suttivong
   Position: Campus/Café Sup
   Site: Lincoln Crossing Elem
   Days: 10 Months/Year
   Effective: 7/15/10

5.1.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
Certificated Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:

BACKGROUND:

The Board of Trustees will take action to approve the certificated personnel report.

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

August 17, 2010

CERTIFICATED/MANAGEMENT

NEW HIRES FOR 2010/2011 SCHOOL YEAR

1. **Jeffrey Gillming, Auto Shop/Health Teacher, Lincoln High School**

5.2.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

DISTRICT GLOBAL GOALS

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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Student Discipline/Expulsion
Student #08-09 S
#09-10 D, E, G, H & K

AGENDA ITEM AREA:
Consent

REQUESTED BY:
John Wyatt
District Hearing Officer

ENCLOSURES:
N/A

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:
Yes

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the Expulsion of Student #08-09 S, Students 09-10 D, E, G, H & K.

RECOMMENDATION:

The Administration recommends the Board of Trustees disclose any action taken in regards to the above item.

wp/rk/factform

[redacted]

Memo

To: School Board

From: John Wyatt – District Hearing Officer

Date: 8-5-10

On Monday, August 3 I met the following students and their parents(s) regarding completing of expulsion conditions for re-admission to the Western Placer Unified School District for the 2010-11 school year.

The following students have met the conditions for re-enrollment:

Student - 08-09 S, Students 09-10 D, E, G, H, & K

5.3.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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DISTRICT GLOBAL GOALS
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5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:

Ratification of the Fire and Security Alarm Monitoring Services Contract with Integrated Fire Systems, Inc. for Fiscal Year 2010-11

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Cathy Allen
Assistant Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Facilities & Maintenance Services

FINANCIAL INPUT/SOURCE:

General Fund/Maintenance Budget

MEETING DATE:

August 17, 2010

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract authorizes Integrated Fire Systems, Inc. to provide the monitoring for fire and security detection equipment for schools throughout the District. The annual cost for this fiscal year is $5,600.00. The amount represents a slight decrease in cost from prior years.

RECOMMENDATION:

Staff recommends the Board ratify the agreement between Integrated Fire Systems, Inc. and WPUSD.

wp/rk/factform

5.4

INTEGRATED FIRE SYSTEMS INC.
MONITORING • TESTING • INSPECTION

Integrated Fire Systems, Inc.
PO BOX 301
Weimar CA 95736
530-637-5322 office 530-637-5299 fax
CA LISC # 908904 C7, C10, C16
UL-UUFX #S8836

FIRE AND SECURITY ALARM MONITORING

Agreement made this **July 1st 2010**, between **Integrated Fire Systems, Inc.** hereinafter called the CONTRACTOR, and **Western Placer USD** having its place of business at **810 J. Street, Lincoln CA 95648**, hereinafter called the SUBSCRIBER, for monitoring for the **fire & security detection equipment**, located at:

CARLIN C. COPPIN	150 E.12TH STREET
CREEKSIDE OAKS ELEMENTARY SCHOOL	2030 FIRST STREET
DISTRICT MAINTENANCE OFFICES	810 "J" STREET
DISTRICT MAINTENANCE & TRANSPORTATION	2701 NICOLAUS DRIVE
DISTRICT OFFICE, 4TH FLOOR	600 6TH STREET, 4TH FLOOR ONLY
FIRST STREET ELEMENTARY SCHOOL	1400 FIRST STREET
FOSKET RANCH	1561 JOINER PARKWAY
GLEN EDWARDS MIDDLE SCHOOL	204 "L" STREET
LINCOLN CROSSING ELEMENTARY SCHOOL	635 GROVELAND
LINCOLN HIGH SCHOOL	790 "J" STREET
PHOENIX HIGH SCHOOL	870 "J" STREET
SHERIDAN SCHOOL	4730 "H" STREET
TWELVE BRIDGES ELEMENTARY SCHOOL	2450 EASTRIDGE DRIVE
TWELVE BRIDGES MIDDLE SCHOOL	770 WESTVIEW DRIVE

TERMS

The term of this agreement shall be one (1) contract year from date hereof and shall be automatically renewed for successive contract years thereafter with a 3% increase each year until the same shall be terminated by either party with at least a thirty (30) days written notice being given to the other party.

CUSTOMER/OWNER AND/OR OWNER REPRESENTATIVE REQUIREMENTS

Integrated Fire Systems, Inc. is not responsible for the integrity or quality of the telephone service. It is the building occupant's and/or owner of the facilities responsibility to order additional telephone service or line capacities for the monitoring of the above system(s) with any phone service of your choice. If the telephone service is disconnected, shut off, canceled and/or terminated in any way the system will not be in working order. Subscriber will be responsible for all expenses incurred for Integrated Fire Systems, Inc to trouble shoot the problem and/or reprogram the panel.

The subscriber is responsible for personnel changes and updates to the emergency call list. please see attached.

Integrated Fire Systems, Inc. shall be provided access to all areas of the building. Areas not made accessible at the time of inspection that requires an additional trip to complete testing will be billed at the service charges below. The owner is required to notify occupants of testing. If the fire alarm system is not being monitored by Integrated Fire System, Inc. the owner, owner representative or customer is required to place the system on and off of test.

Any alterations to your system(s): i.e. Tenant improvements, additions, deletions etc, may result in a price adjustment. The SUBSCRIBER must provide CONTRACTOR with complete set of **fire alarm and fire sprinkler plans,** schematics and/or wiring diagrams of the system(s) to be inspected prior to the first inspection. Failure on the part of SUBSCRIBER to provide such schematics and/or wiring diagrams MAY result in an increased charge.

INSPECTION(S)

CONTRACTOR agrees to make a total of **0** inspection(s) of SUBSCRIBER'S **fire sprinkler detection equipment at each facility as listed in the table above** during each contract year. Such inspection(s) shall be made in or about the following month *(check months)*.

January ☐, February ☐, March ☐, April ☐, May ☐, June ☐, July ☐, August ☐, September ☐, October ☐, November ☐, December ☐.

EQUIPMENT COVERED AND TESTING SERVICES

Under this agreement, CONTRACTOR agrees to monitor the fire and security systems located at SEE TABLE ABOVE each contract year, in accordance with its standard practices:

CARLIN C. COPPIN	SECURITY ALARM MONITORING
CREEKSIDE OAKS ELEMENTARY SCHOOL	SECURITY ALARM MONITORING
DISTRICT MAINTENANCE OFFICES	SECURITY ALARM MONITORING
DISTRICT MAINTENANCE & TRANSPORTATION	FIRE & SECURITY ALARM MONITORING
DISTRICT OFFICE, 4TH FLOOR	SECURITY ALARM MONITORING
FIRST STREET ELEMENTARY SCHOOL	SECURITY ALARM MONITORING
FOSKETT RANCH	FIRE & SECURITY ALARM MONITORING
GLEN EDWARDS MIDDLE SCHOOL	SECURITY ALARM MONITORING
LINCOLN CROSSING ELEMENTARY SCHOOL	FIRE & SECURITY ALARM MONITORING
LINCOLN HIGH SCHOOL	FIRE & SECURITY ALARM MONITORING
PHOENIX HIGH SCHOOL	SECURITY ALARM MONITORING
SHERIDAN SCHOOL	SECURITY ALARM MONITORING
TWELVE BRIDGES ELEMENTARY SCHOOL	FIRE & SECURITY ALARM MONITORING
TWELVE BRIDGES MIDDLE SCHOOL	FIRE & SECURITY ALARM MONITORING

TESTING/INSPECTION CONDITIONS

Any existing trouble conditions present on the fire alarm system before testing/inspection has started will be documented. IF the trouble conditions present prevent the inspection from continuing in any way the owner, owners representative or customer will be notified immediately. Any failures of device found, or damaged devices will be noted on the report. It is the owner, owners representative or customers responsibility to request repair service on any items.

WORK NOT INCLUDED

The inspection and testing provided under this agreement does not include any devices not directly tied into control panel, room smoke detectors, maintenance, repairs, alterations, replacement of parts or any field adjustments associated with password protected devices, except during the warranty period on new fire alarm, fire sprinkler and/or security systems provided by and installed by Integrated Fire Systems, Inc. Additional requirements of the City, County, State, Fire Department, Police Department and/or Insurance Company that may cause additional costs. 5-Year Fire sprinkler inspection. Replacement of any parts, system communicators, devices or any such items related to fire and life safety systems. Should any repairs, alterations, replacement of parts or field adjustments be required, SUBSCRIBER will be notified. Work will not begin without written authorization. Integrated Fire Systems Inc. is not responsible for the integrity of the existing system(s), any improvements, service and or repairs done by others.

REPORTS

Inspection and test results shall be reported on the appropriated inspection report. A copy of which shall be left at the facility. CONTRACTOR'S report will indicate equipment inspected and tested: the results thereof and any recommendations with respect thereto. The CONTRACTOR'S report is not intended to warrant or guarantee that any aspects of the system and equipment are free of defects or hazards or are in proper operating condition at the time of inspection. Final responsibility for the condition and operation of the fire alarm, fire sprinkler detection system equipment and/or security system lies with the SUBSCRIBER, owner and/or owner's representative per NFPA standards.

5.4.2

REPAIR AND EMERGENCY SERVICE

If any repair of emergency service is requested by the SUBSCRIBER (other than that set forth in any supplemental agreement attached), then the SUBSCRIBER agrees to pay the CONTRACTOR therefore at the hourly rate specified below (minimum 1 hours(s) per call), and to reimburse the CONTRACTOR for expenses incurred and parts supplied in connection with such additional service. SUBSCRIBER also agrees to pay for all expenses incurred (minimum 1 hour(s) per call) for cancellation of service within 2 hours of service call. SUBSCRIBER shall also pay for travel time to and from the installation at the hourly rate shown below:

*Monday thru Friday 7 a.m. 4 p.m. **$ 90.00** per hour

Monday thru Friday 4 p.m. 7 a.m. **$135.00** per hour

Saturday **$135.00** per hour

Sunday and Legal Holidays **$180.00** per hour

*Normal working hours

WARRANTY

CONTRACTOR warrants parts manufactured and furnished by it hereunder against defects in material and workmanship for a period of one (1) year from date of installation. CONTRACTOR makes no warranties or representations on any parts manufactured by others but furnished by CONTRACTOR and CONTRACTOR'S sole obligation shall be to pass through to the SUBSCRIBER such other manufacturer's warranty to the extent such warranty is then available and transferable. CONTRACTOR shall not be deemed to have made, adopted or guaranteed such other manufacturer's warranty. The CONTRACTOR makes NO WARRANTIES, EXPRESS OR IMPLIED INCLUDING, WITHOUT LIMITATION, WARRANTIES OR MERCHANTABILITY AND WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. No promise not contained herein or affirmation of fact made by any employee, agent or representative of the CONTRACTOR shall constitute a warranty by the CONTRACTOR or give rise to any liability or obligation.

SUBSCRIBER AGREES THAT THE CONTRACTOR IS NOT AN INSURER. CONTRACTOR'S liability to SUBSCRIBER for personal injury, death, or property damage arising from performance under this contract shall be limited to the contract price. SUBSCRIBER shall be solely responsible for keeping all alarm and fire detection equipment in good operating condition at all times. SUBSCRIBER shall hold CONTRACTOR harmless from any and all third party claims for personal injury, death or property damage, arising from SUBSCRIBER'S failure to maintain any alarm and fire detection equipment and to keep such equipment in operative condition, whether such claims are based upon contract, warranty, tort, strict liability or otherwise. In no event shall the CONTRACTOR be liable, and SUBSCRIBER assumes all liability, for any special, indirect, incidental, consequential or liquidated, penal or any economic loss damages or any character, including but not limited to loss of use of the SUBSCRIBER'S property, lost profits or lost production, whether claimed by the SUBSCRIBER or by any third party, irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, tort, strict liability or otherwise.

COST OF INSPECTION AND PAYMENT

CARLIN C. COPPIN
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Two Hundred, Eighty Dollars 00/100 ($280.00)** for service during the first year of this Agreement, which shall be paid at **Seventy Dollars 00/100 ($70.00) quarterly.**

CREEKSIDE OAKS ELEMENTARY SCHOOL
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Two Hundred, Eighty Dollars 00/100 ($280.00)** for service during the first year of this Agreement, which shall be paid at **Seventy Dollars 00/100 ($70.00) quarterly.**

DISTRICT MAINTENANCE OFFICES
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Two Hundred, Eighty Dollars 00/100 ($280.00)** for service during the first year of this Agreement, which shall be paid at **Seventy Dollars 00/100 ($70.00) quarterly.**

DISTRICT MAINTENANCE AND TRANSPORTATION
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Five Hundred, Fifty-six Dollars 00/100 ($560.00)** for service during the first year of this Agreement, which shall be paid at **One Hundred, Forty Dollars 00/100 ($140.00) quarterly.**

DISTRICT OFFICE, 4TH FLOOR
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Two Hundred, Eighty Dollars 00/100 ($280.00)** for service during the first year of this Agreement, which shall be paid at **Seventy Dollars 00/100 ($70.00) quarterly.**

FIRST STREET ELEMENTARY SCHOOL
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Two Hundred, Eighty Dollars 00/100 ($280.00)** for service during the first year of this Agreement, which shall be paid at **Seventy Dollars 00/100 ($70.00) quarterly.**

FOSKETT RANCH
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Five Hundred, Sixty Dollars 00/100 ($560.00)** for service during the first year of this Agreement, which shall be paid at **One Hundred, Forty Dollars 00/100 ($140.00) quarterly.**

GLEN EDWARDS MIDDLE SCHOOL
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Two Hundred, Eighty Dollars 00/100 ($280.00)** for service during the first year of this Agreement, which shall be paid at **Seventy Dollars 00/100 ($70.00) quarterly.**

LINCOLN CROSSING ELEMENTARY SCHOOL
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Five Hundred, Fifty-six Dollars 00/100 ($560.00)** for service during the first year of this Agreement, which shall be paid at **One Hundred, Forty Dollars 00/100 ($140.00) quarterly.**

LINCOLN HIGH SCHOOL
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Five Hundred, Fifty-six Dollars 00/100 ($560.00)** for service during the first year of this Agreement, which shall be paid at **One Hundred, Forty Dollars 00/100 ($140.00) quarterly.**

PHOENIX HIGH SCHOOL
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Two Hundred, Eighty Dollars 00/100 ($280.00)** for service during the first year of this Agreement, which shall be paid at **Seventy Dollars 00/100 ($70.00) quarterly.**

SHERIDAN SCHOOL
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Two Hundred, Eighty Dollars 00/100 ($280.00)** for service during the first year of this Agreement, which shall be paid at **Seventy Dollars 00/100 ($70.00) quarterly.**

TWELVE BRIDGES ELEMENTARY SCHOOL
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Five Hundred, Fifty-six Dollars 00/100 ($560.00)** for service during the first year of this Agreement, which shall be paid at **One Hundred, Forty Dollars 00/100 ($140.00) quarterly.**

TWELVE BRIDGES MIDDLE SCHOOL
The SUBSCRIBER shall pay to the CONTRACTOR the sum of **Five Hundred, Fifty-six Dollars 00/100 ($560.00)** for service during the first year of this Agreement, which shall be paid at **One Hundred, Forty Dollars 00/100 ($140.00) quarterly.**

Total agreement for thirteen facilities in the sum of **Five Thousand, Six Hundred Dollars ($5,600.00)**
For periods subsequent to the first year, SUBSCRIBER shall pay to CONTRACTOR an amount determined by CONTRACTOR'S then current charges. If the SUBSCRIBER fails to pay any amount when due, CONTRACTOR may at its option, terminate this Agreement and will not be obligated to perform any work until payment of the amount past due has been received by the CONTRACTOR. All invoices not paid in full by the agreed date either in writing or verbal could be subject to charges in the amount of 2% per month of the total due, and if necessary responsible for all attorney(s) fees for collections. Integrated Fire Systems, Inc. is a non-Union contractor and will not be held liable for delay, work stoppages and or any back charges due to this fact.

INTEGRATED FIRE SYSTEMS, INC.

BY: _____ (Signature)

Kimberly Nielsen (Please Print)

TITLE Account Manager

DATE SIGNED 8/5/10

SUBSCRIBER

ACCEPTED BY: _____ (Signature)

Mary Boyle (Please Print)

TITLE Asst Supt Ed Services

DATE SIGNED 8/3/10

54.5

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

DISTRICT GLOBAL GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2. Foster a safe, caring environment where individual differences are valued and respected.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:

2010-11 Agricultural Career Technical Education Incentive Grant – Revised Budget

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Joyce Lopes
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

DEPARTMENT:

LHS Farm

FINANCIAL INPUT/SOURCE:

Grant Revenues

MEETING DATE:

August 17, 2010

ROLL CALL REQUIRED:

No

BACKGROUND:

Each year the District applies for, and receives, an Agricultural Career Technical Education Incentive Grant from the State of California. Funds from the grant are used for supplies, travel, conference fees and vehicle acquisition costs at the Lincoln High School Farm. At its June 22, 2010 meeting, the Board approved the 2010-11 grant application. At this time, a revised grant budget is being presented for approval, in which funds have been transferred from "books and supplies" to "capital outlay," for the purchase of a new livestock trailer. Purchase of the trailer is being presented to the Board for approval under a separate agenda item.

RECOMMENDATION:

Administration recommends the Board approve the revised 2010-11 Agricultural Career Technical Education Incentive Grant

PART VI - FINANCIAL SCHEDULE Original

Part A

Line	Acct. No.	Classification	A Description of Item for which Funds will be Expended	B Incentive Grant Funds		C Matching Funds
1	4000	Books & Supplies		20,208.00		20,208.00
2			Subtotal for 4000	**$20,208.00**		**$20,208.00**
3	5000	Services and other Operating Expenses such as: Personal Services of Consultants, Staff Travel, and Conference; Rentals, Leases, and Repairs; Bus Transportation	1			
4			2			
5			3			
6			4			
			5			
7			6			
8			Subtotal for 5000	**$0.00**		**$0.00**
9	6000	Capital Outlay: Includes Sites and Improvements of Sites; Buildings and Improvement of Buildings; Equipment	1			
10			2			
11			3			
			4			
12			5			
13			Subtotal for 6000	**$0.00**		**$0.00**
14			Total for 4000- 6000 Lines 2, 8, 13	**$20,208.00**		**$20,208.00**

TOTAL 2010–2011 Incentive Grant Allocation: $20,208.00

Part B - Complete this portion if a waiver of the matching requirement was granted:

Line	Acct No.	Classification	A Description of Item for which Funds were Expended	B Incentive Grant Funds		C Amount of Salary and Benefits
15	1000	Salaries	Teachers' Summer Service Salaries			
16	1000	Salaries	Teachers' Salaries for Project Supervision Period			
17	3000	Benefits	Benefits for the Above Items (1000)			
18			TOTAL			**$0.00**

TOTAL Amount of Waiver Requested:

5.5.1

PART VI - FINANCIAL SCHEDULE

Part A

Revised

Line	Acct. No.	Classification	A Description of Item for which Funds will be Expended	B Incentive Grant Funds		C Matching Funds
1	4000	Books & Supplies		13,208.00		13,208.00
2			Subtotal for 4000	**$13,208.00**		**$13,208.00**
3	5000	Services and other Operating Expenses such as: Personal Services of Consultants, Staff Travel, and Conference; Rentals, Leases, and Repairs; Bus Transportation	1			
4			2			
5			3			
6			4			
			5			
7			6			
8			Subtotal for 5000	$0.00		$0.00
9	6000	Capital Outlay: Includes Sites and Improvements of Sites; Buildings and Improvement of Buildings; Equipment	1 Stock Trailer	7,000.00		7,000.00
10			2			
11			3			
			4			
12			5			
13			Subtotal for 6000	$7,000.00		$7,000.00
14			Total for 4000- 6000 Lines 2, 8, 13	**$20,208.00**		**$20,208.00**

TOTAL 2010–2011 Incentive Grant Allocation: $ 20,208.00 ~~$0.00~~

Part B - Complete this portion if a waiver of the matching requirement was granted:

Line	Acct No.	Classification	A Description of Item for which Funds were Expended	B Incentive Grant Funds		C Amount of Salary and Benefits
15	1000	Salaries	Teachers' Summer Service Salaries			
16	1000	Salaries	Teachers' Salaries for Project Supervision Period			
17	3000	Benefits	Benefits for the Above Items (1000)			
18			TOTAL			**$0.00**

TOTAL Amount of Waiver Requested:

5.5.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

DISTRICT GLOBAL GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2. Foster a safe, caring environment where individual differences are valued and respected.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:

Approve Purchase of 2010 Featherlite Livestock Trailer from Western Featherlite LLC

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Joyce Lopes
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

DEPARTMENT:

LHS Farm

FINANCIAL INPUT/SOURCE:

Agricultural Career Tech Incentive Grant

MEETING DATE:

August 17, 2010

ROLL CALL REQUIRED:

No

BACKGROUND:

The Lincoln High School Agriculture Department is requesting approval to purchase a new livestock trailer to be used for the LHS Farm and the FFA program. The current trailer is over thirty years old and in need of extensive repair. The trailer will be purchased from restricted Agricultural Incentive Grant funds.

RECOMMENDATION:

Administration recommends that the Board approve the purchase of the livestock trailer.

The Lincoln High School Agriculture Department is requesting approval to purchase a new livestock trailer to be used for the LHS Farm and the FFA program. Our old trailer is 30+ years old and in need of extensive repair. The new trailer is a 16' aluminum tongue- pull and should last another 40 years or longer. It will also be lighter and easier to maintain than our current trailer.

The cost of the trailer is $7700 + tax at Western Featherlight in Sheridan, which is about $1000 cheaper than other places I checked with, plus I like to do business locally when I can. We have a buyer for our old trailer, as is, for $1800 which leaves a balance of $6597.25. This will be paid from Agriculture Incentive Grant funds.

We did not originally budget for the purchase of a trailer, but after discussing it within our department, we decided we should go ahead and try to purchase it this year while we still have Incentive Grant funds to spend. With State budgets the way they are, we are not sure if these funds will be available in the future.

We think this is a worthwhile investment and thank you for your consideration on this matter.

Lincoln High School Agriculture Department



5.6.1

Mike Trueblood

WESTERN FEATHERLITE LLC

5040 Riosa Rd.
Sheridan, Ca 95681
888-259-9555 toll free
530-633-4527
westernfeatherlite@farwestwireless.com

Placer Co.

7-15-10
DATE

P.O.NUMBER

Lincoln High school Ag Dept
PURCHASERS NAME

730 J St
STREET ADDRESS

Lincoln Ca 95648
CITY STATE ZIP

599-2875 (Mike)
RES. PHONE BUS PHONE

PLEASE ENTER MY ORDER FOR THE FOLLOWING ☒ NEW ☐ USED YEAR 2010 MAKE Featherlite

MODEL OR SERIES 8107 BODY Stock COLOR TRIM VIN# AC1116343

TO BE DELIVERED ON OR ABOUT SALES PERSON STOCK #

Cash delivered price of vehicle	$	
16' Stock TR	7700	00
DOC	55	00

FEATHERLITE TRAILERS

Clint Ozcan *Sales*
Western Featherlite

email: westernfeatherlite@farwestwireless.com
direct: 530 633 4527 toll-free: 888 259 9555
fax: 530 633 0206 mobile: 530 903 2387
5040 Riosa Road, (located at 65 & Riosa), Sheridan, CA, 95681
www.westernfeatherlite.net

BY UNIVERSAL TRAILER

TRADE IN INFORMATION

MAKE OF TRADE IN
YEAR MODEL BODY
VIN#
BALANCE OWED TO
ADDRESS
USED TRADE IN ALLOWANCE
BALANCE
NET ALLOWANCE ON USED TRADE IN
DEPOSIT OR CREDIT BALANCE
DOWN PAYMENT

CASH SALE PRICE	$ 7755	00
STATE & LOCAL TAXES 6pt.	638	25
LICENSE, LICENSE TRANSFER, TITLE, REGISTRATION FEE	~~38~~	~~00~~
TIRE TAX	10	00
TOTAL PRICE OF UNIT	$ 7803	00
DOWN PAYMENT: Consisting of $ And / or $ net trade in allowance on trade in; see statement in left hand column for details →	$ 1803	00
UNPAID CASH BALANCE	$ ~~6000.00~~	6597

Attention Used Car Buyers: If you are buying a used vehicle with this contract, federal regulations may require a special buyers guide to be displayed on the window of the vehicle. The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. All warranties, if any by a manufacturer or supplier other than dealer hereby disclaims all warranties express or implied including any implied warranties of merchantability or fitness for a particular purpose (a) on all goods and services sold by dealer and (b) on all used vehicles which are hereby sold "as is" not expressly warranted or guaranteed. The front and back of this order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into ,or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this vehicle except as appears in writing on the face of this agreement. I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, and hereby acknowledge receipt of a copy of this order .

Peter Mc Carthy 7/15/10
PURCHASERS SIGNATURE DATE

DEALER OR AUTHORIZED REPRESENTATIVE DATE

5.6.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Medallions Supplement to Elementary English/Language Arts Adoption

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Mary Boyle

ENCLOSURES:
None

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
Categorical Programs

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The State of California has allowed an extension for the implementation of new K – 8 English Language Arts (ELA) adoptions, that date originally being set for the 2010 – 2011 school year. Due to State budget constraints, the deadline was extended last year, and our district accepted the option of continuing with our current Houghton Mifflin Legacy of Literacy program at the elementary level for grades K – 5. However, the free annual student support materials that are a part of that original adoption expired and the cost of purchasing those materials for the next three years is equal to the cost of purchasing "Medallions", a supplemental program to our current adoption which provides additional instruction and support in the areas of reading fluency, academic vocabulary, ELD and writing instruction. The Medallions program would extend our current ELA adoption for five years. Medallions was evaluated last spring by our CAIPS committee and by our elementary administrative staff, and was found to enhance and extend our current program, further delay new ELA adoption costs, and add needed direct instructional components in the areas of fluency, academic vocabulary and writing instruction to our elementary program. Both the CAIPS Committee and the Elementary Principals endorsed the Medallions Program. The cost of the program implementation is spread over two academic years – 2010/2011 and 2011/2012. Costs of the program are covered through categorical funds – specifically IMFRP (Instructional Materials Funding Realignment Program) funding.

RECOMMENDATION:

Adopt the Medallions Program as a supplemental instructional program to the K – 5 Houghton Mifflin Legacy of Literacy ELA curriculum.

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

DISTRICT GLOBAL GOALS

1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Adoption of Revised/New Policies/Regulations/Exhibits

AGENDA ITEM AREA:
Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

These new and revised policies/regulations/exhibits are now being presented for approval by the Board of Trustees.

- BP 1020 Youth Services
- BP 2210 Administrative Discretion Regarding Board Policy
- BP/AR 3311 Bids
- BP 4137 Tutoring
- BP/AR 5112.1 Exemptions from Attendance
- BP/AR 6141 Curriculum Development and Evaluation
- BP 6141.5 Advanced Placement
- AR 6142.1 Sexual Health and HIV/AIDS Prevention Instruction
- AR 6142.8 Comprehensive Health Education
- BP/AR 6146.11 Alternative Credits Toward Graduation
- BP 6162.6 Use of Copyrighted Materials
- BP/AR 6163.2 Animals at School

RECOMMENDATION:

Administration recommends the Board of Trustees approve the new and revised Policies, Regulations and Exhibits as submitted.

wp/rk/factform

8.1

MANUAL MAINTENANCE GUIDESHEET
Page 1 of 3

Note: Descriptions below identify major changes in revised materials. Editorial changes have also been made.

DELETE	ADD	DESCRIPTION
BP 1020	BP 1020	Youth Services Replace BP. Updated policy addresses the Board's participation in collaborative relationships with city and county elected officials, and local agencies, expands language regarding needs assessment and program evaluation, and contains new optional language addressing the designation of a district coordinator, the Board's approval of services and resource allocations, joint powers agreements and memorandums of understanding, joint efforts to secure funding, and information sharing across agencies.
BP/2210	BP2210	Administrative Discretion Regarding Board Policy Replace BP. Updated policy as an"umbrella policy" authorizing the temporary suspension of policies and regulations or, in some instances, provisions within the policies and regulations, based on Tier 3 Categorical Program Flexibility as explained in CSBA's Policy Advisory – Policy Implications of Categorical Program Flexibility at http://www.csba.org/Services/Services/PolicyServices/PolicyAdvisoriesBriefs.aspx . CSBA also developed a **Cautionary Notice** that may be placed at the top of each affected district policy and regulation to advise readers that certain provisions of the document may not be in effect during the period of flexibility. **By adopting Board Policy 2210 Administrative Discretion Regarding**
BP/AR 3311	BP/AR 3311	Bids Replace BP/AR. Updated policy contains new statement expressing the Board's goal to ensure transparency and the prudent expenditure of public funds. Policy also contains updated legal references and management resources. **MANDATED** regulation contains new language authorizing purchase from and payment directly to the vendor when the district has "piggybacked" onto an existing contract. Regulation also contains new note re: **NEW COURT DECISION** which defines "emergency" for purposes of awarding contracts in emergency situations without competitive bidding.
BP 4137		Tutoring Delete BP. Delete this unnecessary policy. Material formerly included in this policy incorporated into BP 4136/4236/4336 - Nonschool Employment.

8.1.1

Note: Descriptions below identify major changes in revised materials. Editorial changes have also been made.

DELETE	ADD	DESCRIPTION
BP/AR 5112.1	BP/AR 5112.1	Exemptions from Attendance Replace BP/AR. Updated policy adds language re: documentation of eligibility for exemption and expands legal references. Regulation revised to more directly reflect law and to add language re: exemption from continuation education for purposes of student leave of absence.
BP 6141	BP/AR 6141	Curriculum Development and Evaluation Replace BP. Add AR. Policy expanded to include concepts from CSBA's Masters in Governance program and CDE guidance for District Assistance Intervention Teams (DAIT) including alignment of
BP 6141.5	BP 6141.5	Advanced Placement Replace BP. Policy revised to add language about increasing support systems for AP students, such as resource centers and partnerships with postsecondary institutions, and providing professional development to increase staff capacity. Policy also contains new note and text re: the AP course audit, a process for the district to receive authorization to use the AP designation on student transcripts.
AR 6142.1	AR 6142.1	Sexual Health and HIV/AIDS Prevention Instruction Replace AR. Policy contains new section entitled "Parent/Guardian Notification" which contains material formerly included in AR and new language which clarifies that, according to the CDE, districts must use a passive consent/opt-out model for HIV/AIDS prevention instruction but may use an active consent/opt-in model for sexual health education. Reorganized, updated regulation contains new section entitled "Instruction and Materials" that is applicable to both HIV/AIDS and sexual health instruction and a new section entitled "Use of Consultants and Guest Speakers" *For further information, see article in accompanying Governance and Policy Services News.*
AR 6142.8	AR 6142.8	Comprehensive Health Education Replace AR. Updated to reflect **NEW STATE CONTENT STANDARDS** for health education. Policy also adds language on involvement of key stakeholders in program development, implementation, and evaluation; adds language on professional development; and expands language on program evaluation to include examples of measures of program effectiveness. Regulation deletes material on involvement of health professionals duplicative with BP.

8.1.2

Note: Descriptions below identify major changes in revised materials. Editorial changes have also been made.

DELETE	ADD	DESCRIPTION
BP/AR 6146.11	BP/AR 6146.11	Alternative Credits Toward Graduation Replace BP/AR. Updated policy includes material formerly in AR re: making alternative means available to students, parents/guardians, and the public; and adds language in item #1 specifying that the use of results from the General Educational Development test or other state or national tests is not appropriate for satisfying course requirements for graduation. Revised regulation deletes sections on credits for work experience education (duplicated in AR 6178.1 - Work Experience Education) and college courses (moved to AR 6172.1 - Concurrent Enrollment in College Classes) and includes new section entitled "Military Service and Training."
BP 6162.6	BP 6162.6	Use of Copyrighted Materials Replace BP. Policy revised to clarify that each staff member has the responsibility to adhere to copyright law and should contact the Superintendent or designee with questions whether reproducing or using copyrighted material complies with the law. Policy also contains new note explaining the fair use doctrine and clarifying that copyright laws apply to material available on the Internet.
BP/AR 6163.2	BP/AR 6163.2	Animals at School Replace BP/AR. Updated policy contains new note and text clarifying that individuals with disabilities have the right to be accompanied by a guide, signal, or service dog on school premises and on school transportation. Policy also contains new note and optional language re: providing written notification to parents/guardians when an animal is brought into the classroom asking for verification whether their child has an allergy or health condition that may be affected by the animal's presence. Revised regulation deletes language permitting any animal on school buses since California Highway Patrol regulations only permit guide, signal, or service animals on school buses.

YOUTH SERVICES

The Board of Trustees realizes that the schools alone cannot meet children's complex individual needs. Parents/guardians, schools, local government, businesses, foundations and community-based organizations all must work together to assess needs, improve conditions for our community's youth, and ensure that the multiple services needed by children and families are coordinated so as to avoid gaps, duplication or delay.

The Board shall initiate or participate in collaborative relationships with city and county leaders to develop local policies and provide effective multi-agency programs that respond to the needs of children and families.

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

The Superintendent and staff shall contact and cooperate with public and private agencies to ensure the availability and effective implementation of child care, after-school, nutrition, health and other services for children. District staff shall have opportunities to learn collaborative skills that will enhance their participation in these efforts.

The Board shall regularly evaluate the progress of collaborative efforts and shall monitor district budget, facilities and personnel priorities for opportunities to promote community collaboration and youth services.

The Board ~~shall~~ **may** advocate for local, state and national policies, legislation and programs designed to provide or better coordinate services for children and families.

The district shall provide support services for children and families to the extent possible.

In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies with parent/guardian consent and in accordance with laws pertaining to confidentiality and privacy.

(cf. 3553 - Free and Reduced Price Meals)
(cf. 5125 - Student Records)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 1160 - Political Processes)
(cf. 1240 - Volunteer Assistance)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5136 - Gangs)
(cf. 5141.32 - Child Health and Disability Prevention Program)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.6 - Student Health and Social Services)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5148 - Child Care and Development)
(cf. 6020 - Parent Involvement)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6171 - Title I Programs

YOUTH SERVICES (continued)

Legal Reference:

EDUCATION CODE
35160 Authority of governing boards
35160.1 Broad authority of school districts
58700-58702 Tutoring and homework assistance program
WELFARE AND INSTITUTIONS CODE
18961.5 Computerized data base; families at risk for child abuse; sharing of information; multidisciplinary teams
18986.2-18986.30 Interagency Children's Services Act, especially:
18986.11-18986.15 County interagency collaboration
18986.40-18986.46 Integrated children's services programs

Management Resources:

CSBA PUBLICATIONS
Collaboration for Kids, March 1995
YOUTH LAW CENTER PUBLICATIONS
Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, Youth Law Center, San Francisco, 1995

Tier 3 Categorical Checklist
BP 2210 – Administrative Discretion Regarding Board Policy

CSBA has revised **BP 2210 - Administrative Discretion Regarding Board Policy** as an "umbrella policy" authorizing the temporary suspension of policies and regulations or, in some instances, provisions within the policies and regulations, based on Tier 3 Categorical Program Flexibility as explained in CSBA's Policy Advisory – Policy Implications of Categorical Program Flexibility at http://www.csba.org/Services/Services/PolicyServices/PolicyAdvisoriesBriefs.aspx .

CSBA also developed a **Cautionary Notice** that may be placed at the top of each affected district policy and regulation to advise readers that certain provisions of the document may not be in effect during the period of flexibility.

By adopting Board Policy 2210 Administrative Discretion Regarding Board Policy, CSBA will automatically add the Cautionary Notice below to any of your district policies posted on GAMUT Online:

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The *(name of district)* district has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008–09 through 2012–13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The list below identifies those Board policies, administrative regulations, and exhibits which may be affected by Tier 3 Categorical Flexibility. Please indicate with a checkmark in the box any of those BP/AR/E's upon which you **DO NOT** wish to have the Cautionary Notice placed.

- ☐ BP/AR 0420 - School Plans/Site Councils
- ☐ BP/AR 0420.1 - School-Based Program Coordination
- ☒ BP/AR 0520.1 - High Priority Schools Grant Program
- ☒ AR 1220 - Citizen Advisory Committees
- ☒ AR/E 1312.4 - Williams Uniform Complaint Procedures
- ☐ BP 3110 - Transfer of Funds
- ☐ BP 3111 - Deferred Maintenance Funds
- ☒ BP 4111 - Recruitment and Selection
- ☒ BP 4112.2 - Certification
- ☒ BP/AR 4112.21 - Interns
- ☒ BP 4113 - Assignment
- ☐ BP/AR 4131 - Staff Development
- ☒ BP 4131.1 - Beginning Teacher Support/Induction
- ☒ BP/AR 4138 - Mentor Teachers
- ☒ AR 4139 - Peer Assistance and Review
- ☐ BP 4231 - Staff Development
- ☐ BP/AR 4331 - Staff Development
- ☒ BP 5123 - Promotion/Acceleration/Retention
- ☒ AR 5136 - Gangs
- ☒ AR 5141.32 - Health Screening for School Entry
- ☒ E 5145.6 - Parental Notifications
- ☒ BP/AR 5146 - Married/Pregnant/Parenting Students
- ☒ BP 5147 - Dropout Prevention
- ☒ AR 5148.1 - Childcare Services for Parenting Students
- ☒ BP 5149 - At-Risk Students
- ☒ BP 6141.5 - Advanced Placement
- ☒ BP 6142.6 - Visual and Performing Arts Education
- ☒ BP 6142.91 - Reading/Language Arts Instruction
- ☒ BP 6142.94 - History-Social Science Instruction
- ☐ BP/AR 6151 - Class Size
- ☒ BP 6162.52 - High School Exit Examination
- ☒ BP 6163.1 - Library Media Centers
- ☐ BP 6164.2 - Guidance/Counseling Services
- ☐ BP/AR 6172 - Gifted and Talented Student Program
- ☐ AR 6176 - Weekend/Saturday Classes
- ☐ BP 6177 - Summer School
- ☒ BP 6178 - Career Technical Education
- ☒ BP 6178.2 - Regional Occupational Center/Program
- ☐ BP/AR 6179 - Supplemental Instruction
- ☒ BP 6184 - Continued Education
- ☒ BP/AR 6185 - Community Day School
- ☐ BP/AR 6200 - Adult Education
- ☒ AR 7214 - General Obligation Bonds
- ☐ E 9323.2 - Actions by the Board

Please return this checklist to CSBA.

8.1.6

BIDS

In order to ensure transparency and the prudent expenditure of public fund, the Governing Board shall award contracts in an objective manner and in accordance with law. ~~The~~ **D**istrict ~~shall purchase~~ equipment, supplies and services **shall be purchased** using competitive bidding when required by law **or** ~~and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Board of Trustees may request that a contract be competitively bid~~ if the Board determines that it is in the best interest of the district to do so.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3000 - Concepts and Roles)
(cf. 3300 - Expenditures and Purchases)

When the Board has determined that it is in the best interest of the district, the **district** ~~Board~~ may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. **(Public Contract Code 20118)**

Bid ~~To ensure that good value is received for funds expended,~~ specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation. ~~A copy of any applicable administrative regulations shall be provided to bidders with bid specifications.~~

(cf. 9270 - Conflict of Interest)

Legal Reference: (see next page)

8.1.7

BIDS (continued)

Legal Reference:

EDUCATION CODE
17595 Purchases through Department of General Services
38083 Purchase of perishable foodstuffs and seasonable commodities
38110-38120 Apparatus and supplies
~~*38110 Purchase of supplies through county superintendent*~~
~~*38111 Purchases by district governing board*~~
~~*38112 Purchases of necessary supplies*~~
39802 Transportation bids and contracts for services
GOVERNMENT CODE
4330-4334 Preference of California-made materials
6252 Definition of public record
53060 Special services and advice
54201-54205 Purchase of supplies and equipment by local agencies
PUBLIC CONTRACT CODE
1102 Emergencies
2001-2001 Responsive bidders
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
6610 Bid visits
12200 Definitions, recycled goods, materials and supplies
20103.8 Award of contracts
20107 Bidder's security
20111-20118.4 School districts
20189 Bidder's security, earthquake relief
22002 Definition of public project
22030-22045 Alternative procedures for public projects (UPCCAA)
22050 Alternative emergency procedures
22152 Recycled product procurement
COURT DECISIONS
Marshall v. Pasadena USD, (2004 119 Cal. App.4th 1241
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861
ATTORNEY GENERAL OPINIONS
89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEB SITES
CSBA: www.csba.org
California Association of School Business Officials: www.casbo.org

Policy adopted:
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.1.8

BIDS

Advertised Bids

The district shall seek competitive bids through advertisement for contracts involving an expenditure of $15,000 or more for a public project. (Public Contract Code 20111)

Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a district owned, leased, or operated facility. (Public Contract Code 22002)

The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

The district shall also seek ~~C~~competitive bids ~~shall be sought~~ through advertisement for contracts exceeding **the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following:** ~~$65,100 for the following~~: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, materials or supplies to be furnished, sold, or leased to the district

2. Services, not including construction services, or special services and advice in accounting, financial, legal, or administrative matters

3. Repairs, including maintenance that is not a public project

~~4. Printing contracts~~

Maintenance means routine, recurring and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. *Maintenance* includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services, and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board of Trustees requires, or else all bids shall be rejected. (Public Contract Code 20111)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than $10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally

8.19

BIDS (continued)

owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by **placing a notice at least once a week for two weeks** ~~advertising~~ in a local newspaper of general circulation published in the district, or if no such **news**paper exists, then in some newspaper of general circulation, circulated in the county, ~~at least once a week for two weeks. The district may also~~ **and may** post the notice on the district's web site or other electronic portal. ~~and may accept a bid submitted electronically or on paper.~~ The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. **The district may accept a bid that has been submitted electronically or on paper.** (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)

   a. Cash

   b. A cashier's check made payable to the district

   c. A certified check made payable to the district

8.1.10

BIDS (continued)

d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

4. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

5. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below will be used: (Public Contract Code 20103.8)

   a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.

   b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.

   c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

   d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined.

6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

7. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

9.11

BIDS (continued)

(cf. 1340 - Access to District Records)

Alternative Bid Procedures for Technological Supplies and Equipment

Upon a finding by the Board that a particular procurement qualifies for the alternative procedure, the district may acquire computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation. This procedure shall not apply to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code 20118.1)

1. The Superintendent or designee shall prepare a request for proposals that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.

2. Notice of the request for proposals shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.

3. The district shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the request for proposals is received.

4. The request for proposals shall identify all significant evaluation factors, including price, and their relative importance.

5. The district shall provide reasonable procedures for the technical evaluation of the proposals received, the identification of qualified sources, and the selection for the award of the contract.

6. An award shall be made to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.

7. If an award is not made to the bidder whose proposal contains the lowest price, then the district shall make a finding setting forth the basis for the award.

8. The district, at its discretion, may reject all proposals and request new proposals.

8.1.12

BIDS (continued)

9. Provisions in any contract concerning utilization of small business enterprises, that are in accordance with the request for proposals, shall not be subject to negotiation with the successful proposer.

Bids Not Required

Without advertising for bids and ~~U~~upon a determination that it is in the best interest of the district, the Board may authorize**, by contract, lease, requisition,** ~~the~~ **or** purchase **order, another public corporation or agency to** lease, or ~~contract for~~ data-processing equipment, **or to** purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property **for the district in a manner that the other** ~~through a~~ public corporation or agency **is authorized to make the leases or purchases from a vender** ("piggyback") ~~without advertising for bids~~. (Public Contract Code 20118)

(cf. 3300 – Expenditures and Purchasing)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids. **or may authorize the use of day labor or force account for the emergency purpose.** (Public Contract Code 20113)

(cf. 3517 - Facilities Inspection)
(cf. 9323.2 - Actions by the Board)

8.1.13

BIDS (continued)

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Sole Sourcing

Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding, either directly or indirectly, to any one specific concern. Specifications designating a **specific material, product, thing, or** particular brand name shall follow the description with the words "or equal" so that bidders may furnish any equal material, product, thing, or service. (Public Contract Code 3400)

However specifications for contracts may designate a product by brand or trade name (sole sourcing) if the district has made a finding, described in the invitation for bids or request for **request for** proposals, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use

2. To match others in use on a particular public improvement that has been completed or is in the course of completion

3. To obtain a necessary item that is only available from one source

4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board ~~that issued~~ **when issuing** the invitation for bid or request for proposals

Prequalification Procedure

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. (Public Contract Code 20111.5)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of

8.1.14

BIDS (continued)

contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

TUTORING

The Board of Trustees expects teachers and other members of the instructional staff to make every effort to resolve students' learning problems at school before recommending that parents/guardians engage a tutor or other professional help. By maintaining a competent, dedicated staff and adequate instructional resources, the Board seeks to minimize the need for individual tutoring.

To preclude conflicts of interest, teachers may not accept any kind of remuneration for tutoring a student enrolled in any of their classes. Teachers who tutor other students must perform this service outside of school facilities and make their own arrangements with parents/ guardians for the fees to be charged. The Board encourages teachers to tutor only in subjects or grade levels for which they are certificated.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4135 - Soliciting and Selling)

Legal Reference:
GOVERNMENT CODE
1126 Incompatible activities of employees

DELETE

EXEMPTIONS FROM ATTENDANCE

Each child between the ages of 6 and 18 shall be subject to compulsory full-time education. (Education Code 48200)

However, the Board of Trustees may grant exemptions from compulsory attendance to a student as allowed by law and in the best interest of the student. Exemptions shall not be used to remove a student who is a disciplinary problem.

(cf. 5111 - Admission)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5112.3 - Student Leave of Absence)
(cf. 5113.2 - Work Permits)
(cf. 5141.22 – Infectious Diseases)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5146 – Married/Pregnant/Parenting Students)
(cf. 6146.2 – Certificate of Proficiency/High School Equivalency
(cf. 6158 - Independent Study)
(cf. 6172.1 – Concurrent Enrollment in College Classes)
(cf. 6178.2 – Regional Occupational Center/Program
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 – Continuation Education)
(cf. 6200 – Adult Education)

As needed, the Superintendent or designee may require a student or his/her parent/guardian to submit written documentation that the student fulfills one of the conditions specified in law and administrative regulation for which exemption is authorized.

(cf. 5125 – Student Records)

Legal Reference: (see next page)

8.1.17

EXEMPTIONS FROM ATTENDANCE

Legal Reference:

EDUCATION CODE
33190 Affidavit by persons conducting private school instruction
46113 Minimum schoolday for grades four through eight
48200-48341 Compulsory education law
48400-48454 Compulsory continuation education
48800.5 Petition for enrollment as special full-time student
LABOR CODE
1295.5 Employment of minors; performance of sports-attending services
1390-1399 Employment of minors
UNITED STATES CODE, TITLE 20
1681-1688 Title IX, Discrimination
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
CODE OF FEDERAL REGULATIONS, TITLE 34
106.40 Marital or parental status
COURT DECISIONS
Thomas v. Atascadero Unified School District, (1987) 662 F.Supp. 342

EXEMPTIONS FROM ATTENDANCE

Exemptions from Regular Education Program

A student may be exempted from full-time attendance in the district's regular education program if he/she:

1. Is being instructed in a private full-time school and the district attendance supervisor or designee verifies that the private school has filed an affidavit pursuant to Education Code 33190 (Education Code 48222, 48223)

2. Is being instructed by a private tutor who holds a valid state credential for the grade taught, provided that the instruction consists of study and recitation for at least three hours a day for 175 days of each calendar year (Education Code 48224)

3. Holds a work permit to work temporarily in the entertainment or allied industry (Education Code 48225, **48225.5**)

(cf. 5113.2 - Work Permits)

4. Holds a work permit and attends part-time classes (Education Code 48230)

5. Is between the ages of 12 and 18 and enters a school attendance area from another state within 10 days of the end of the school term, with the exemption applicable for the remainder of the term (Education Code 48231)

6. Is at least 15 years old and is taking a leave of absence for up to one semester for the purpose of supervised travel, ~~and~~ study, **training, or work not available to the student under another educational option** (Education Code 48232)

(cf. 5112.3 - Student Leave of Absence)

7. Attends a community college as a special full-time student on the grounds that he/she would benefit from advanced scholastic or vocational work (Education Code 48800.5)

(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 – Concurrent Enrollment in College Classes)

Exemptions from Continuation Education

A student **who would otherwise be subject to compulsory continuation education pursuant to Education Code 48400 or 48402 may be exempted** ~~may be exempted from full-time attendance in the district's continuation education program~~ if he/she: (Education Code 48410)

8.1.19

EXEMPTIONS FROM ATTENDANCE (continued)

1. Has graduated from a public or private high school maintaining a four-year course above the eighth grade **or has had an equal amount of education in a private school or from a private tutor.**

   In the case of a private school, the exemption shall be granted only if the Superintendent or designee has verified that the private school has filed an affidavit pursuant to Education Code 33190. (Education Code 48415)

2. Has successfully demonstrated proficiency equal to or greater than standards established by the California Department of Education and has verified approval submitted by his/her parent/guardian

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

3. Is attending a public or private full-time day school, or satisfactory part-time classes maintained by other agencies

4. Is attending adult school for not less than four hours per week

(cf. 6200 - Adult Education)

5. Is attending a regional occupation program or center pursuant to Education Code 48432

6. Is disqualified because of his/her physical or mental condition or because of personal services that must be rendered to his/her dependents

(cf. 5141.22 - Infectious Diseases)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6158 - Independent Study)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)

7. Is between the ages of 12 and 18 and enters a school attendance area from another state within 10 days of the end of the school term, with the exemption applicable for the remainder of the term pursuant to Education Code 48231

8. **In addition, a student who is between the ages of 16 and 18 may be exempted from continuation education if he/she is taking a leave of absence for up to two semesters for the purpose of supervised travel, study, training, or work not available to the student under another educational option. (Education Code 48416)**

8.1.20

EXEMPTIONS FROM ATTENDANCE (continued)

Partial-Day Attendance

If a student is deemed unable to benefit from a full-day school program because of physical or mental-emotional condition, partial-day attendance may be instituted at the discretion of the principal to relieve stress on both the student and the classroom.

A conference involving the building principal, the district psychologist, the student's teacher, and the school nurse is required in such cases. Written approval of the parent/guardian is required and shall be subject to the approval of the Superintendent or designee.

CURRICULUM DEVELOPMENT AND EVALUATION

The Board of Trustees desires to provide a research-based, sequential curriculum which promotes high levels of student achievement and emphasizes the development of basic skills, problem solving, and decision making. Upon recommendation of the Superintendent or designee, the Board shall adopt a written district curriculum which describes, for each subject area and grade level, the content objectives which are to be taught in all district schools.

The Board of Trustees accepts responsibility for establishing what students should learn. The Board shall adopt a district curriculum which reflects district philosophy, responds to student needs and abilities, and is consistent with the requirements of law. Insofar as possible, this curriculum shall also reflect the desires of the community and the needs of society as a whole.

The Board considers curriculum improvement to be a top priority for the district. Curriculum development and evaluation will therefore be an ongoing process in the district, routinely supported by planned allocations of resources and staff time.

(cf. 6000 - Concepts and Roles)
(cf. 6141.6 - Multicultural Education)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.3 - Civic Education)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.5 - Environmental Education)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.7 - Physical Education)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6142.93 - Science Instruction)
(cf. 6143 - Courses of Study)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 9000 - Role of the Board)

The district's curriculum shall be aligned with the district's vision and goals for student learning, Board policies, academic content standards, state curriculum frameworks, state and district assessments, graduation requirements, school and district improvement plans, and, when necessary, related legal requirements.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 0520.4 - Quality Education Investment Schools)
(cf. 6011 - Academic Standards)
(cf. 6146.1 - High School Graduation Requirements)

8.1.22

CURRICULUM DEVELOPMENT AND EVALUATION (continued)

(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
(cf. 6171 - Title I Programs)
(cf. 9310 - Board Policies)

~~The Board may establish a curriculum review cycle for comparing each area of the curriculum against state model curriculum standards and Board policy.~~

~~*(cf. 6178 - Vocational Education)*~~

The Superintendent or designee shall establish procedures which ensure that the curriculum development and evaluation process includes input from teachers, administrators, students and parents/guardians from all grade levels, disciplines, schools, special programs and categories of students. The selection and evaluation of instructional materials shall be coordinated with the curriculum development and evaluation process.

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall keep the Board informed about student interest and achievement in each area of the curriculum. The Superintendent or designee also shall facilitate the Board's efforts to discuss its findings with district staff and students before adopting the district curriculum.

When presenting a recommended curriculum for adoption, the Superintendent or designee shall provide research, data, or other evidence demonstrating the proven effectiveness of the proposed curriculum. He/she also shall present information about the resources that would be necessary to successfully implement the curriculum and describe any modifications or supplementary services that would be needed to make the curriculum accessible to all students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3100 - Budget)
(cf. 4131 - Staff Development)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 5149 - At-Risk Students)
(cf. 6141.5 - Advanced Placement)
(cf. 6159 - Individualized Education Program)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6179 - Supplemental Instruction)

8.1.23

CURRICULUM DEVELOPMENT AND EVALUATION (continued)

The Board shall establish a review cycle for regularly evaluating the district's curriculum in order to ensure continued alignment with state and district goals for student achievement. At a minimum, these reviews shall be conducted whenever the State Board of Education adopts new or revised content standards or the curriculum framework for a particular subject or when new law requires a change or addition to the curriculum.

In addition, the Board may require a review of the curriculum in one or more subject areas as needed in response to student assessment results; feedback from teachers, administrators, or parent/guardians; new research on program effectiveness; or changing student needs.

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE
221.5 Equal opportunity without regard to sex
35160 Authority of governing boards
35160.1 Broad authority of school districts
51050-51057 Enforcement of courses of study
51200-51263 Required courses of study, especially
51225.3 Requirements for high school graduation
51500-51540 Prohibited instruction
51720-51879.9 Authorized classes and courses of instruction
52160-52178 Bilingual-Bicultural Act
52200-52212 Mentally gifted and talented pupil program
52300-52414 Vocational education
54000-54028 Programs for disadvantaged pupils
54100-54145 Miller-Unruh Act of 1965
56000-56865 Special education programs
GOVERNMENT CODE
3543.2 Scope of representation
CODE OF REGULATIONS, TITLE 5
4000-4091 School improvement programs
4304-4320 Bilingual education programs
4400-4426 Improvement of elementary and secondary education

Legal Reference: (see next page)

8.1.24

CURRICULUM DEVELOPMENT AND EVALUATION (continued)

Management Resources:

CDE PROGRAM ADVISORIES
123.87 Curriculum Review, Improvement and Implementation, CIL:87/8-9
CSBA PUBLICATIONS
Maximizing School Board Leadership: Curriculum, 1996
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Content Standards for California Public Schools: Kindergarten Through Grade 12
Curriculum Frameworks for California Public Schools: Kindergarten Through Grade 12
WEB SITES
CSBA: http://www.csba.org
Association for Supervision and Curriculum Development: http://www.ascd.org
Association of California School Administrators: http://www.acsa.org
California Association for Supervision and Curriculum Development: http://www.cascd.org
California Department of Education, Curriculum and Instruction: http://www.cde.ca.gov/ci

8.1.25

CURRICULUM DEVELOPMENT AND EVALUATION

Curriculum Review Committee

The Superintendent or designee may establish a curriculum review committee to evaluate and recommend curriculum for Governing Board approval. This committee shall consist of a majority of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, representatives of local businesses and postsecondary institutions, other community members, and students as appropriate. This committee may be the same committee charged with the evaluation and recommendation of instructional materials pursuant to Board policy and administrative regulation.

(cf. 1220 - Citizen Advisory Committees)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 6143 - Courses of Study)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Curriculum Development/Selection Process

The Superintendent or designee shall research and identify available curriculum in the subject area(s) and grade level(s) scheduled for review. He/she may select a limited number of programs to present to the curriculum review committee for evaluation.

The committee shall recommend the curriculum that best meets the district's needs based on the following criteria and any additional factors deemed relevant by the committee:

1. **Analysis of the effectiveness of the existing district curriculum for all students, including student achievement data disaggregated by grade level and student population**

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)

2. **Alignment of the proposed curriculum with expectations established by the Board and the State Board of Education as to what students need to know and be able to do in the subject(s) and grade level(s) under consideration**

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 6011 - Academic Standards)

8.1.26

CURRICULUM DEVELOPMENT AND EVALUATION (continued)

3. **Evidence of proven effectiveness of the proposed curriculum in raising student achievement, including the research and learning theory upon which the curriculum is based**

4. **Applicability and accessibility of the curriculum to all students, including, but not limited to, underperforming students, students with disabilities, English learners, and gifted and talented students**

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 0520.4 - Quality Education Investment Schools)
(cf. 5149 - At-Risk Students)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6179 - Supplemental Instruction)

5. **The estimated cost to purchase, adapt, and/or develop the curriculum**

6. **Resources required to implement the curriculum, such as time, facilities, instructional materials and technology, staffing, staff development, and funding**

(cf. 0440 - District Technology Plan)
(cf. 3100 - Budget)
(cf. 4131 - Staff Development)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 7110 - Facilities Master Plan)

7. **If the curriculum includes instructional materials, the extent to which the materials meet criteria established by law and the district**

8. **Any potential impact on other parts of the educational program**

Upon approval by the Board, a new curriculum may be implemented in a limited number of schools or classrooms on a pilot basis so that modifications may be made as necessary before implementing the curriculum districtwide.

Regulation approved: **WESTERN PLACER UNIFIED SCHOOL DISTRICT**
Lincoln, California

8.1.27

ADVANCED PLACEMENT

To encourage students to challenge themselves academically and to enable students to be more competitive when applying for admission to postsecondary institutions, the Board of Trustees shall provide opportunities for college-level coursework that will prepare interested high school students to pass Advanced Placement **(AP)** examinations.

The Board desires to provide at least four Advanced Placement courses at each high school. The Superintendent or designee shall recommend subject areas for Advanced Placement courses at each school based on student interest, availability of qualified certificated staff, and availability of instructional materials and other resources. To increase the capacity of the school to offer these courses, the Superintendent or designee shall provide staff development and support to Advanced Placement teachers and shall explore alternative methods of delivering Advanced Placement courses, including but not limited to online courses **or distance learning.**

(cf. 0200 - Goals for the School District)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)
(cf. 4111 - Recruitment and Selection)
(cf. 4113 - Assignment)
(cf. 4131 - Staff Development)

The Superintendent or designee shall ensure that the district's curriculum provides opportunities for students to acquire the skills necessary to successfully undertake Advanced Placement coursework. To the extent possible, the Superintendent or designee shall collaborate with feeder middle schools in developing and implementing a preparation program.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)

The Superintendent or designee also shall provide academic support services designed to increase the rate of successful participation in Advanced Placement courses offered by the district.

(cf. 6164.2 - Guidance/Counseling Services)

All students who meet course prerequisites shall have equal access to Advanced Placement courses.

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

Grades for Advanced Placement courses shall be assigned in accordance with Board policy and administrative regulation.

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

8.1.28

ADVANCED PLACEMENT (continued)

The Superintendent or designee shall make efforts to encourage students to participate in AP courses and to take end-of-course AP exams by creating support systems for AP students, such as resource centers and programs to recognize student accomplishments. In addition, the Superintendent or designee shall explore partnerships with colleges and universities to help encourage students to pursue postsecondary education.

(cf. 5126 - Awards for Achievement)
(cf. 6164.2 - Guidance/Counseling Services)

To increase the capacity of district schools to offer these courses, the Superintendent or designee shall provide staff development and support to AP teachers. Such professional development may include, but not be limited to, opportunities for teachers to obtain course-specific information, as well as information on instructional methods and data-driven decisions; mentoring for prospective AP teachers; and opportunities for staff within the district to share course syllabi and practices.

(cf. 4111 - Recruitment and Selection)
(cf. 4113 - Assignment)
(cf. 4131 - Staff Development)

The Board desires that every district AP course receive authorization to use the AP designation by the College Board. To that end, the Superintendent or designee shall coordinate the process for submitting courses for approval as part of the AP course audit.

Legal Reference:
EDUCATION CODE
48980 Parental notifications
52200-52212 Gifted and talented education program
52240-52244 Advanced Placement program
CODE OF REGULATIONS, TITLE 5
3840 Advanced Placement as program option for gifted and talented students

Management Resources:
WEB SITES
CDE: http://www.cde.ca.gov
AP Challenge Project: http://www.apchallenge.net
College Entrance Examination Board: http://www.collegeboard.org/ap
Advancement Via Individual Determination: http://www.avidcenter.org
California Department of Education, Advanced Placement Programs: http://www.cde.ca.gov/ci/gs/ps/apgen.asp
College Board: http://www.collegeboard.org/ap
U.S. Department of Education: http://www.ed.gov

Policy adopted:
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.1.29

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION

Comprehensive Sexual Health Instruction

The district's sexual health education curriculum shall satisfy the following criteria: (Education Code 51931, 51933)

1. Instruction and materials shall be age appropriate.

   Age appropriate refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

2. All factual information presented shall be medically accurate and objective.

   Medically accurate means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.

3. Instruction shall be made available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner student, as otherwise provided in the Education Code.

(cf. 6174 - Education for English Language Learners)

4. Instruction and materials shall be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, and students with disabilities.

5. Instruction and materials shall be accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials and instruction in alternative formats, and auxiliary aids.

6. Instruction and materials shall encourage a student to communicate with his/her parents/guardians about human sexuality.

7. Instruction and materials shall teach respect for marriage and committed relationships.

8. Instruction and materials may not teach or promote religious doctrine.

9. Instruction and materials may not reflect or promote bias against any person on the basis of any category protected by Education Code 220.

8.1.30

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

10. Beginning in grade 7, instruction and materials shall teach that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy, teach that abstinence from sexual activity is the only certain way to prevent sexually transmitted diseases, and provide information about the value of abstinence while also providing medically accurate information on other methods of preventing pregnancy and sexually transmitted diseases.

11. Beginning in grade 7, instruction and materials shall provide information about sexually transmitted diseases. This instruction shall include how sexually transmitted diseases are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods of reducing the risk of contracting sexually transmitted diseases, and information on local resources for testing and medical care for sexually transmitted diseases.

12. Beginning in grade 7, instruction and materials shall provide information about the effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception.

(cf. 5141.25 - Availability of Condoms)

13. Beginning in grade 7, instruction and materials shall provide students with skills for making and implementing responsible decisions about sexuality.

(cf. 5146 - Married/Pregnant/Parenting Students)

14. Beginning in grade 7, instruction and materials shall provide students with information on the law on surrendering physical custody of a minor child 72 hours or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5.

(cf. 6143 - Courses of Study)

15. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual intercourse and the consequences of unwanted adolescent pregnancy.

16. Advise student of the laws pertaining to their financial responsibility to children born in and out of wedlock.

8.1.31

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

17. Advise students that it is unlawful pursuant to Penal Code 261.5 for males or females of any age to have sexual relations with males or females under the age of 18 to whom they are not married.

18. Emphasize that students have the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations such as respect for one's self and others.

19. Teach students that it is wrong to take advantage of, or to exploit, another person.

At the secondary level, the family life/sex education program shall be placed in a course that is required for all students. Teachers who provide instruction in family life/sex education shall have professional preparation, either preservice or inservice, in the subject area.

HIV/AIDS Prevention Instruction

HIV/AIDS prevention instruction shall be offered at least once in junior high or middle school and once in high school by instructors trained in the appropriate courses. Instruction shall accurately reflect the latest information and recommendations from the United States Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences and shall include: (Education Code 51934)

1. Information on the nature of HIV/AIDS and its effects on the human body.

2. Information on the manner in which HIV is and is not transmitted, including information on activities that present the highest risk of HIV infection.

3. Discussion of methods to reduce the risk of HIV infection, including:

   a. Emphasis that sexual abstinence, monogamy, the avoidance of multiple sexual partners and abstinence from intravenous drug use are the most effective means for HIV/AIDS prevention.

   b. Statistics based upon the latest medical information citing the failure and success rates of condoms and other contraceptives in preventing sexually transmitted HIV infection.

   c. Information on other methods that may reduce the risk of HIV transmission from intravenous drug use.

4. Discussion of the public health issues associated with HIV/AIDS.

5. Information on local resources for HIV testing and medical care.

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

6. Development of refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities.

7. Discussion about societal views on HIV/AIDS, including stereotypes and myths regarding persons with HIV/AIDS. This instruction shall emphasize compassion for persons living with HIV/AIDS.

In-Service Training and Use of Consultants

The district's instruction shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. (Education Code 51932, 51933, 51934)

The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV/AIDS prevention education, through regional planning, joint powers agreements or contract services. (Education Code 51935)

In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV/AIDS prevention education and with the California Department of Education. (Education Code 51935)

The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV/AIDS. In-service training shall be voluntary for district personnel who have demonstrated expertise or received in-service training from the California Department of Education or federal Centers for Disease Control and Prevention. (Education Code 51935)

COMPREHENSIVE HEALTH EDUCATION

Content of Instruction

The district's health education program shall include instruction at the appropriate grade levels in the following content areas:

1. Alcohol, tobacco, and other drugs

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.63 - Steroids)

2. Human growth, development, and sexual health

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)

3. Injury prevention and safety

Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, prevention of brain and spinal cord injuries, violence prevention, topics related to bullying and harassment, and Internet safety.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 5131 - Conduct)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5142 - Safety)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6163.4 - Student Use of Technology)

4. Mental, emotional, and social health

(cf. 5137 - Positive School Climate)
(cf. 5141.52 - Suicide Prevention)
(cf. 5149 - At-Risk Students)

5. Nutrition and physical activity

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 6142.7 - Physical Education)

6. Personal and community health

COMPREHENSIVE HEALTH EDUCATION

Instruction in personal and community health may include, but is not limited to, oral health, personal hygiene, sun safety, hearing protection, transmission of germs and communicable diseases, symptoms of common health problems and chronic diseases such as asthma and diabetes, emergency procedures, and the effect of behavior on the environment.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.7 - Sun Safety)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6142.5 - Environmental Education)

Within each of the above content areas, instruction shall be designed to assist students in developing:

1. **An understanding of essential concepts related to enhancing health**

2. **The ability to analyze internal and external influences that affect health**

3. **The ability to access and analyze health information, products, and services**

(cf. 5141.6 - Student Health and Social Services)

4. **The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health**

5. **The ability to practice behaviors that reduce risk and promote health**

6. **The ability to promote and support personal, family, and community health**

~~The district's health education program shall include instruction to aid students in making decisions in matters of personal, family and community health, including the following topics: (Education Code 51890)~~

~~1. The use of health care services and products~~

~~*(cf. 1020 - Youth Services)*~~
~~*(cf. 5141.6 - Student Health and Social Services)*~~

~~2. Mental and emotional health and development~~

~~3. Use and misuse of drugs, including tobacco and alcohol~~

8.1.35

COMPREHENSIVE HEALTH EDUCATION

~~*(cf. 3513.3 - Tobacco-Free Schools)*~~
~~*(cf. 5131.6 - Alcohol and Other Drugs)*~~
~~*(cf. 5131.63 - Steroids)*~~

~~4. Family health and child development, including the legal and financial aspects and responsibilities of marriage and parenthood~~

~~*(cf. 5146 - Married/Pregnant/Parenting Students)*~~

~~5. Oral health, vision, and hearing~~

~~6. Nutrition, which may include related topics such as obesity and diabetes prevention~~

~~*(cf. 5030 - Student Wellness)*~~

~~7. Exercise, rest, and posture~~

~~*(cf. 6142.7 - Physical Education)*~~

~~8. Diseases and disorders, including sickle cell anemia and related genetic diseases and disorders~~

~~*(cf. 5141.22 - Infectious Diseases)*~~

~~9. Environmental health and safety~~

~~10. Community health~~

~~Instruction also shall include injury prevention and safety, which may include but not be limited to prevention of brain and spinal cord injuries, hearing conservation, and avoidance of overexposure to sun.~~

~~*(cf. 5142 - Safety)*~~

Exemption from Health Instruction

Upon written request from a parent/guardian, a student shall be excused from any part of the school's health instruction that conflicts with his/her religious training and beliefs, including personal moral convictions. (Education Code 51240)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5022 – Student and Family Privacy Rights)
(cf. 6141.2 – Recognition of Religious Beliefs and Customs)
(cf. 6145.8 – Assemblies and Special Events)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)

Students so excused shall be given an alternative educational activity.

8.1.36

COMPREHENSIVE HEALTH EDUCATION (continued)

Involvement of Health Professionals

The district's health education program shall be designed to actively involve the community, including professional health and safety personnel, in course evaluation. (Education Code 51913)

Health care professionals also shall be involved in the development and implementation of the district's health education plan and in course evaluation. Such professionals shall represent, at the district's option, the varied fields of health care, including voluntary collaborations with managed health care and health care providers; local public and private health, safety, and community service agencies; and other appropriate community resources. (Education Code 51913)

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative

2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs

ALTERNATIVE CREDITS TOWARD GRADUATION

In order to meet individual student needs and encourage all students to complete their high school education, the Board of Trustees desires to provide flexibility in the completion of prescribed courses in accordance with law.

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.3 - Reciprocity of Academic Credit)
(cf. 6162.52 – High School Exit Examination)
(cf. 6200 - Adult Education)

The Board shall actively involve parents/guardians, administrators, teachers, and students in helping the district develop alternative means for students to complete the prescribed course of study required for graduation. (Education Code 51225.3)

As an alternative to completing the course requirements for high school graduation, students may fulfill one or more of the course requirements through the following:

1. Practical demonstration of skills and competencies (Education Code 51225.3)

   Opportunities to demonstrate skills and competencies shall include, but not be limited to, challenging a course through successful completion of a district-developed examination which covers course objectives. The district shall not use results from the General Educational Development test or other state or national tests for this purpose.

(cf. 6146.2 – Certificate of Proficiency/High School Equivalency)
(cf. 6155 – Challenging Courses by Examinations)

2. Supervised work experience or other outside school experience in accordance with Education Code 51760.3 and 5 CCR 1635 (Education Code 51225.3)

~~*(cf. 6178.1 – Work Experience Education)*~~

3. Career technical education classes offered in high schools (Education Code 51225.3)

~~*(cf. 6178 – Vocational Education)*~~
(cf. 6178 – Career Technical Education)

4. Courses offered by regional occupational centers or programs (Education Code 51225.3)

(cf. 6178.2 – Regional Occupational Center/Program)

5. Interdisciplinary study (Education Code 51225.3)

ALTERNATIVE CREDITS TOWARD GRADUATION (continued)

6. Independent study (Education Code 51225.3)

(cf. 6158 - Independent Study)

7. Credit earned at a postsecondary institution (Education Code 48800, 51225.3)

(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 – Concurrent Enrollment in College Classes)

8. Private instruction in accordance with 5 CCR 1631

9. Military service and training in accordance with 5 CCR 1634 (Education Code 51440)

10. Correspondence instruction from a California university or college accredited for teacher training in accordance with 5 CCR 1633 (Education Code 51740-51741)

11. To satisfy the district's driver education and training requirement, a program approved by the Department of Motor Vehicles which offers driver education and behind-the-wheel instruction through a driving school or licensed independent driving instructor in accordance with Vehicle Code 12814.6

(cf. 6143 - Courses of Study)

12. For credit toward the district's physical education requirement, participation in district interscholastic athletic programs carried on wholly or partially after regular school hours when such participation entails a comparable amount of time and physical activity (Education Code 51242)

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6142.7 - Physical Education)
(cf. 6145.2 - Athletic Competition)

13. For credit toward the district's foreign language requirement, foreign language studies successfully completed in a private school in accordance with 5 CCR 1632 (Education Code 51243)

Upon receiving advance, written application by the student or his/her parent/guardian, the Superintendent or designee shall determine whether completion of the proposed alternative means would satisfy course requirements for graduation and what documentation shall be required, if any, to verify the student's successful completion. The Superintendent or designee shall make the final determination as to whether the student's completion of an alternative means is sufficient to satisfy the district's graduation requirements.

8.1.39

ALTERNATIVE CREDITS TOWARD GRADUATION (continued)

The Superintendent or designee shall determine whether a student has satisfactorily met course requirements through any of the above alternative means.

As appropriate, the Superintendent or designee shall determine the grade to be assigned to students for the completion of any of the above alternative means. When a grade is assigned by a private school, postsecondary institution, or other educational institution for completion of coursework, that same grade shall be awarded by the district provided that the Superintendent or designee has determined the alternative course to be substantially equivalent to a district course.

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

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE
35160 Authority of governing boards
35160.1 Broad authority of school districts
48645.5 Course credit, juvenile court schools
48800-48802 Attendance at community college; advanced education
51220 Areas of study; grades 7-12
51225.3 Requirements for graduation
51241-51246 Exemptions from requirements
51440 Veterans' education, evaluation and credit toward high school graduation
51740-51741 Authority to provide instruction by correspondence
51760-51769.5 Work experience education
VEHICLE CODE
12814.6 Teen driver's act
CODE OF REGULATIONS, TITLE 5
1600-1635 Alternative credit
10070-10075 Work experience education
11500-11508 Regional occupational centers and programs
11520-11523 Proficiency examination and certificate
11700-11703 Independent study

Management Resources:

WEB SITES
California Department of Education: http://www.cde.ca.gov

Policy
adopted: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.1.40

ALTERNATIVE CREDITS TOWARD GRADUATION

Alternative means specified by the district for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

Definitions

A *semester period* is one period of 40 to 60 minutes of instructional time per week throughout one semester of at least 17 weeks, or a minimum of 12 clock hours of instructional time provided during the academic year or in summer school. While the content to be covered is planned within these time frames, a student may be granted one semester period of credit even though the student spends less than the aforementioned amount of time in completing the necessary work. (5 CCR 1600)

Supervised Work Experience Education

A student shall be granted up to 40 semester periods of credit for work experience education of one or more of the following types: (Education Code 51760.3; 5 CCR 1635)

1. For exploratory work experience education, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters.

2. For general work experience education, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.

3. For vocational work experience education, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.

To receive credit, the student must satisfy eligibility requirements and receive at least the minimum period of instruction or counseling pursuant to Education Code 51760.3.

(cf. 6178.1 - Work Experience Education)

College Courses

To receive high school credit for coursework completed at a community college or four-year college, the student or parent/guardian shall submit a written request and a transcript showing successful completion of the course. The course shall be one that satisfies college entrance requirements, applies toward college-level general education requirements, or is part of a vocational or career technical education course leading to a degree or certificate.

For students attending community college as special part-time students, credit shall be at a level jointly determined by the Board of Trustees and the community college governing board. (Education Code 48800)

(cf. 6172 - Gifted and Talented Student Program)

8.1.41

ALTERNATIVE CREDITS TOWARD GRADUATION (continued)

Private Instruction

A student who is regularly enrolled and in attendance at a high school shall receive credit toward high school graduation for private instruction under the following conditions: (5 CCR 1631)

1. The instruction entails fields and subjects included in the high school's courses of study and curricula.

2. The student demonstrates his/her capabilities at the beginning and at the end of the period of private instruction by examinations given under the school's supervision, thereby showing that he/she has made progress in learning satisfactory to the school.

Correspondence Instruction

Prior to registering for a correspondence course, the student or his/her parent/guardian shall obtain verification from the Superintendent or designee that the course is essentially equivalent to the high school curriculum and meets district graduation requirements. The number of semester credits assigned to the course shall be determined before the student begins coursework.

The district shall grant credit for correspondence instruction under the following conditions: (Education Code 51740; 5 CCR 1633)

1. The correspondence instruction is provided by the University of California, or other university or college in California accredited for teacher training, in subjects included within or related to the student's course of study.

2. The student is, for good reason, unable to take the course of study offered in the school.

3. The ~~Board~~ **Superintendent** determines the number of semester periods to be credited for successful completion of a particular correspondence course.

4. No more than 40 semester periods of correspondence instruction are credited to a student towards graduation.

***Private* Foreign Language Instruction**

The district shall grant credit for foreign language studies successfully completed in a private school and shall apply the credit toward meeting any foreign language requirement prescribed for grades 9-12, provided that all of the following conditions are met: (Education Code 51243-51245; 5 CCR 1632)

1. The courses are in languages designated in Education Code 51244.

8.1.42

ALTERNATIVE CREDITS TOWARD GRADUATION (continued)

2. The student is regularly enrolled or applying to the district in grades 9-12.

3. The student or parent/guardian applies in writing for the credit, specifies the private school attended and the amount and level of credit requested, and submits a transcript or other documents from the private school showing that the student successfully completed the course.

4. The amount of credit sought equals at least one semester's work.

5. The principal or designee determines that the student's achievement is equivalent to that expected of a student of comparable ability taking the same or similar instruction in district schools. This determination shall be based upon the private school's report of a test developed by the private school in cooperation with the district or, if the private school is located outside the district, the principal or designee may use a test given by a public school or other evidence which he/she deems appropriate.

USE OF COPYRIGHTED MATERIALS

All district staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

(cf. 1113 - District and School Web Sites)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 6163.1 - Library Media Centers)

When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright law, Board policy, and administrative regulation. The district shall not be responsible for any violation of copyright laws by its staff or students. If a staff member is uncertain as to whether reproducing or using copyrighted material complies with the law, he/she shall contact the Superintendent or designee for clarification and assistance. At no time shall it be necessary for a district employee to violate copyright laws in order to perform his/her duties.

The Board of Trustees recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the district shall determine appropriate use of computer software by referring to the license agreement and/or policy statements contained in the software packages used in the district. Computer-related instruction for students and staff shall address the ethical and practical problems caused by software piracy.

(cf. 4040 - Employee Use of Technology)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.11 - Supplementary Instructional Materials)

The Superintendent or designee shall be the only individual who may sign license agreements for software for district schools. Each school using licensed software shall have a signed copy of the software agreement.

The Superintendent or designee shall maintain regulations to discourage violation of all copyright laws and prevent illegal copying activities.

Legal Reference: (see next page)

USE OF COPYRIGHTED MATERIALS

Legal Reference:
EDUCATION CODE
35182 Computer Software
UNITED STATES CODE, TITLE 17

Policy adopted:
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.1.45

ANIMALS AT SCHOOL

The Governing Board recognizes that animals can be an effective teaching aid and can help support the district's instructional program. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures.

(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.5 - Environmental Education)

A teacher may bring an animal to school or arrange for students in his/her class to bring an animal to school for instructional purposes upon written permission from the principal or designee and subject to administrative regulation and other reasonable health, safety, and sanitation precautions. Teachers shall be responsible for ensuring that animals are strictly controlled and for ensuring that all such precautions are observed so as to protect both the students and the animal.

(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5142 - Safety)
(cf. 5145.8 - Refusal to Harm or Destroy Animals)
(cf. 6142.93 - Science Instruction)
(cf. 6145.8 - Assemblies and Special Events)

Individuals with disabilities may be accompanied by specially trained guide dogs, signal dogs, or service dogs on school premises or on school transportation. (Education Code 39839; Civil Code 54.2)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 5131.1 - Bus Conduct)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

The district assumes no liability for the safety of animals voluntarily brought to school.

(cf. 3320 - Claims and Actions Against the District)
(cf. 3530 - Risk Management/Insurance)

Legal Reference: (see next page)

8.1.46

ANIMALS AT SCHOOL (continued)

Legal Reference:

EDUCATION CODE
233.5 Instruction in kindness to pets and humane treatment of living creatures
39839 Transportation of guide dogs, signal dogs, service dogs
51202 Instruction in personal and public health and safety
51540 Safe and humane treatment of animals at school
CIVIL CODE
54.1 Access to public places
54.2 Guide, signal, or service dogs, right to accompany
GOVERNMENT CODE
810-996.6 California Tort Claims Act, especially:
815 Liability for injuries generally; immunity of public entity
835 Conditions of liability
VEHICLE CODE
21113 Public grounds
CODE OF REGULATIONS, TITLE 13
1216 Transportation of property
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504
COURT DECISIONS
Sullivan v. Vallejo City USD, 731 F.Supp. 947 (1990)

Management Resources:

CSBA PUBLICATIONS
Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008
Asthma Management in the Schools, Policy Brief, March 2008
WEB SITES:
CSBA: http://www.csba.org
American Society for the Prevention of Cruelty to Animals: http://www.aspca.org
Humane Society of the United States: http://www.hsus.org
U.S. Department of Education, Office of Civil Rights: http://www.ed.gov/about/offices/list/ocr

ANIMALS AT SCHOOL

In accordance with Board policy, a teacher or student may bring an animal into the classroom for instructional purposes with prior approval of the principal or designee. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or health condition that may be affected by the animal, the teacher shall remove the animal from the classroom or provide an alternative instructional activity for the student as appropriate.

(cf. 3514 - Environmental Safety)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.23 - Asthma Management)

All animals brought to school must be in good physical condition and appropriately immunized. The teacher shall ensure that the species of animal is appropriate for the instructional purpose and age and maturity of the students.

All animals, with the exception of service animals, are prohibited on school transportation services. (Education Code 39839; 13 CCR 1216)

(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 5131.1 - Bus Conduct)

All animals shall be humanely and properly housed in cages or containers specific for the species or otherwise appropriately controlled. The teacher shall also ensure that cages and containers are cleaned regularly and that waste materials are removed and disposed of in an appropriate manner. If the animal is to remain in the classroom longer than one day, the teacher shall be responsible for care and maintenance of the animal and ensure proper care when school is not in session, such as weekends, vacations, and holidays.

(cf. 5141 - Health Care and Emergencies)
(cf. 5142 - Safety)

The teacher shall ensure that students receive instruction regarding personal hygiene around animals.

(cf. 5141.22 - Infectious Diseases)

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
2010-11 Draft District Objectives

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
District office

FINANCIAL INPUT/SOURCE:
All sources

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Draft objectives based on district goals will be discussed with the Board.

RECOMMENDATION:

Discuss 2010-11 management team goals.

8.2

Western Placer Unified School District

Goals and Objectives for the Management Team

2010-11

Initial Draft: August 10, 2010
Board Review and Input: August 17, 2010
Board Approval:
Final Presentation:

MISSION STATEMENT:
Empower Students with the skills, knowledge,
and attitudes for Success in an Ever Changing World.

ADOPTED DISTRICT GLOBAL GOALS

1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

Goal # 1 Develop and continually upgrade a well articulated K-12 academic program

Objective	*Background*	*Benchmark*	*Actions/Responsibility*	*Final Action*
1a - Continue focus on assisting all sites in meeting state assigned API and AYP targets.	1a – The district and its schools continue to improve on API and AYP targets. This progress will be supported by the district. Subgroups not making goals will receive focused support.	1a – By June 2011, implement common formative benchmark assessments, monitor significant subgroup progress towards grade-level standards, and support development of Professional Learning Communities to support teachers as they address student learning. All schools will show growth on API and AYP. Focus program support on Long-Term English Learners. Schools in Program Improvement will complete mandated tasks. Results from 2009 – 10 will be presented to the Board in the fall of 2010.	• Intervention, ELD and program support	

1b – Plan and enhance opportunities within the curriculum for academically achieving students.	1b – Academic high achieving students require increased opportunities based on their capabilities.	1b – By June 2011, a marquee program will be selected for Lincoln High School. A Middle College offering will be explored with Sierra Community College. Staff development will be provided for teachers in the area of Gifted and Talented Education and Differentiation of instruction. Gifted and Talented opportunities will be supported. Forty percent (40%) of students will meet A-G requirements.	• Continue to meet with LHS Marquee Program • Meet with Sierra College about Middle College • Increase and track A-G opportunities & attainment	
1c – Support/monitor local special education offerings.	1c – In recent years, the district has brought many special education programs back to the district; percentage of special needs students has increased.	1c – Cost comparison of special education offerings brought back to district to prior years' costs to be completed by December 2010; special education transportation will be provided by district in 2010 – 11; preschool program needs for typical and special education students will be studied; monitor students qualifying for special education services.	• Support Special Education LI, ED and PreK programs • Develop recommendation re preschool programs for special education inclusion • Track costs of SPED program implementation	
1d – Achieve a balanced budget by 2012-13 per Board direction.	1d –The Budget Committee, convened by the Superintendent in 2009-10, identified and recommended nearly $2 million in budget reductions for 2010-11. The Board of Trustees	1d – By June 2011, adopt a plan to achieve a balanced budget by 2012-13	• Asst. Superintendent of Business and Superintendent work with the Budget Committee to identify and implement the necessary budget reductions by 2012-13.	

3.C.8

	directed staff to work with the Budget Committee to identify the additional cuts necessary to balance the budget by 2012-Reserves will be used to cushion the budget reductions over the next two fiscal years.			

Goal # 2 Foster a safe, caring environment where individual difference arevalued and respected

Objective	*Background*	*Benchmark*	*Actions/Responsibility*	*Final*
2a –Police Officer resources will be allotted to Lincoln High School and Phoenix High School.	2a – A district-funded School Resource Officer was placed at Lincoln High and Phoenix High Schools in 2009. The contract with the Lincoln Police Department expires in 2011.	2a – By June 2011, present to the Board a contract for School Resource Officer services for 2011-12.	• Negotiate new contract	
2b – Assist employees with mental and physical health	2a – Positive employee health impacts our students and district. Grants are available from Schools Insurance Group to assist in employee health.	2a – By June 2011, the wellness committee with engage in activities to support employee health funded through grants. An Employee Assistant Program will be started.	• Work with committee, plan programs, start Employee Assistance Program • Implement an Employee Assistance Program	

Goal # 3 Provide facilities for all district programs and functions that are suitable.

Objective	*Background*	*Benchmark*	*Actions/Responsibility*	
3a – Evaluate current facilities, establish new facilities, plan for additional facilities that are financially feasible.	3a – District enrollment is growing each year. The Facility Needs Committee recommended a bond be placed on the November, 2010 ballot to fund facilities. Village 7 is in active negotiations concerning school needs	3a – By November 2010, inform the community about the upcoming bond. Finalize negotiations with Village 7 with City support	• Bond information outreach • Negotiate with Village 7 and communicate with the City	
3b – Explore agricultural conservancy at the current Lincoln High School Farm site and formally acquire Mariner (Rockwell) Ranch.	3b – The school board approved a resolution in the past to place the Lincoln High School Farm in an agricultural conservancy. The district also was selected to acquire an additional 500 acres from CalTrans.	3b – By June 2011, working with the Farm Foundation, conservancy options will be presented to the board and the agreement with CalTrans will be finalized.	• Work with the Farm Foundation on conservancy options • Finalize purchase of Mariner Ranch	

Goal # 4 Promote the involvement of the community, parents, local government, business, and service organizations as partners in the education of students.

Objective	*Background*	*Benchmark*	*Actions/Responsibility*	*Final*
4a – Increase communication content and outlets through the use of appropriate technologies and information.	4a –Ongoing communication will be increased through website use, district video, community newsletters, and bond information.	4a – By June 2011, school and district websites will be constantly updated, a community newsletter will be authored, bond information will be available. The school district will have a presence at City Council meetings. Each service organization will be visited.	• District and Sites update websites • Community Newsletter is delivered • Bond information will be made available • District Office staff will attend City Council meetings	
4b - Communication and collaboration with the city will be increased.	4b – Joint partnerships including the School Resource Officer and joint use facility agreements assist district families and community members. Some of these agreements need updating based on the practical use of the facilities. Ongoing joint collaborative meetings take place throughout the year. City support for adequate school facilities in the Villages will be sought.	4b – By June 2011, collaboration meetings with the city will continue and other avenues of partnership will be implemented, including the additional School Resource Officer and updated joint use agreements. New options that assist both entities, and their constituents, will be presented to the board. City support for appropriate educational facilities will be garnered.	• Hold meetings with city manager • Explore new SRO contract • Update joint use agreements • Explore Community Center lease and other sharing agreements • Meet with City concerning Village 7 educational facilities	

Goal # 5 Promote student health and nutrition in order to enhance readiness for learning.

Objective	*Background*	*Benchmark*	*Actions/Responsibility*	*Final*
5a – Implement a new food service interactive website with menus, nutritional information for parents and educational games for students.	5a – Food service continues to look for ways to provide helpful, educational, and fun access to parents and students regarding our food service offerings.	5a -By December 2010, the district will have an interactive food service website available for parents and students.	• Food Service staff will implement a new interactive website.	

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
New Staff Acceptable Use Policy
AR 4040E; BP/AR 4040 Revisions

AGENDA ITEM AREA:
Action

REQUESTED BY:
Bob Lyons,
Director of Technology
Mary Boyle
Deputy Superintendent Educational Services

ENCLOSURES:
Yes

DEPARTMENT:
Technology
Educational Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 17, 2010

ROLL CALL REQUIRED:
Yes

BACKGROUND:

Current Board Policies address the use of technology by district staff through BP 4040 and AR 4040 – Employee Use of Technology. Similar to the recently adopted Student Acceptable Use Policy (Student AUP), the attached AR 4040E Staff Computer, Network, and Internet Safety Acceptable Use Policy (Staff AUP) addresses specific areas of BP/AR 4040, and is intended to be used as an annual, renewable Staff AUP agreement. The proposed BP 4040 and AR 4040 revisions and the new AR 4040E have been reviewed by district administration and reflect changes based on CSBA recommendations and recent updates in technology.

RECOMMENDATION:

Adopt revisions to BP 4040 and AR 4040 and new AR 4040E. (Roll call is required for erate funding purposes.)

8.3

EMPLOYEE USE OF TECHNOLOGY

The Board of Trustees recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating district and school operations. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6162.7 - Use of Technology in Instruction)
(cf. 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an ~~adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47~~ USC 254)

To ensure proper use of the system, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use ~~shall~~ **may** result in a **restriction or** cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.

9.3.1

EMPLOYEE USE OF TECHNOLOGY (continued)

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be ~~asked~~ **required** to acknowledge in writing that they have read and understood these policies, regulations ~~and~~ guidelines, **and Acceptable Use Agreement.**

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

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.

(cf. 4143/4243 - Negotiations/Consultation)

Legal Reference:
EDUCATION CODE
51870-51874 Education technology
GOVERNMENT CODE
3543.1 Rights of employee organizations
PENAL CODE
502 Computer crimes, remedies
632 Eavesdropping on or recording confidential communications
UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate)
CODE OF FEDERAL REGULATIONS, TITLE 47
54.520 Internet safety policy and technology protection measures, E-rate discounts
UNITED STATES CODE, TITLE 20
6751-6777 Education Through Technology Act, No Child Left Behind Act, Title II, Part D
6777 Internet Safety

Management Resources:
CDE PUBLICATIONS
K-12 Network Technology Planning Guide: Building the Future, 1994
CDE PROGRAM ADVISORIES
1223.94 Acceptable Use of Electronic Information Resources
WEB SITES
CDE: http://www.cde.ca.gov
CSBA: http://www.csba.org
Federal Communications Commission: http://www.fcc.gov
U.S. Department of Education: http://www.ed.gov
American Library Association: http://www.ala.org

Policy
adopted: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.3.2

EMPLOYEE USE OF TECHNOLOGY

On-Line/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or on-line services in accordance with Board of Trustees policy, **the district's Acceptable Use Policy,** and the user obligations and responsibilities specified below.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers private. They shall use the system only under their own account ~~number~~. **name.**

2. Employees shall use the system responsibly and primarily for work-related purposes.

(cf. 6162.7 - Use of Technology in Instruction)

3. Employees shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.

5. Copyrighted material shall not be placed on the system without the author's permission. Employees may download copyrighted material only in accordance with applicable copyright laws.

(cf. 6162.6 - Use of Copyrighted Materials)

6. Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or the data of any other user, including so-called "hacking."

7. Employees shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

8. Users shall report any security problem or misuse of the services to the Superintendent or designee.

9. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.

EMPLOYEE USE OF TECHNOLOGY (continued)

10. **Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.**

(cf. 6163.4 - Student Use of Technology)

Purpose

To establish policy and guidelines for the use of the Western Placer Unified School District's electronic mail (email) systems.

Scope

This policy applies to all users of the Western Placer Unified School District's electronic mail systems.

Policy Statement

The WPUSD email systems are valuable resources for communication of information that is necessary to conduct District business. Employees and other authorized users are encouraged to make use of this tool to carry out their responsibilities and duties in a professional and courteous manner, which is in the best interest of the District.

Privacy/Use

In order to ensure the proper use of District resources, the District reserves the right without advance notice to users of the email systems to monitor, access, copy, or delete any messages stored on any of its email systems. NO USER OF ANY DISTRICT EMAIL SYSTEM SHOULD HAVE AN EXPECTATION OF PRIVACY IN ITS USE. The District recognizes that certain agencies have a duty of confidentiality imposed by the law. For those agencies in the event that email must be accessed, confidentiality shall me maintained.

Employees are expected to respect the privacy of messages sent to others using the District's email systems. Therefore, no employee, except those authorized to do so, shall access, view, retrieve, listen to, record, tamper with, copy, change, print or delete another employee's information or communications without that employee's permission.

8.3.4

EMPLOYEE USE OF TECHNOLOGY (continued)

Limited, occasional or incidental use of the email systems for personal purposes may be acceptable, if done in a professional and appropriate manner, not used on District work time, not violating prohibited activities contained in this policy and not interfering with the conduct of District business or the performance of the employee's duties. Should employees use the District email systems for personal messages such messages they wish to keep private, as the District may access these messages and they may become "public records" in accordance with the Public Records Act. Messages may be stored and are not necessarily deleted by pressing "delete".

Prohibited Activities

It shall be a violation of this policy to use email to violate any existing law, regulation, District policy, departmental or personnel rule. Other prohibited uses of the District email systems include, but are not limited to:

1. Activity that could subject the District to civil or criminal liability.

2. Representing oneself as a spokesperson and/or making commitments on behalf of the District or a department without authorization.

3. Usage intended for personal or commercial financial gain (e.g., advertising), or participating in any gambling, gaming or wagering activities.

4. Any use of email for the purpose of distributing materials, promoting causes or beliefs, or soliciting membership in, support for or donation to any organization, group or entity including, but not limited to, those of a commercial, political, charitable, or ideological nature unless officially sanctioned by the District.

5. Utilization of email to distribute offensive, abusive, threatening, pornographic, and sexually explicit or hate messages or images.

6. Use of email to commit illegal, fraudulent or malicious activities.

7. Originating or intentionally propagating computer viruses and/or chain letters or petitions.

8. Disclosing confidential and/or personal information without appropriate authorization or sharing District email accounts or passwords to access those accounts with others.

9. Personal usage that results in any charges or other costs to the District.

10. Subscribing to external mailing lists, notification services, or other email services that are not reasonably related to the performance of assigned job duties.

EMPLOYEE USE OF TECHNOLOGY (continued)

11. Upload, download or otherwise transmit commercial software or any copyrighted materials belonging to the parties outside of the District, or the District itself.

Attorney-Client Privileged Communications

Some of the messages sent, received, or stored on the District email system will constitute confidential, privileged communications between the District and either its inside or outside attorneys. Upon receipt of a message either to or from counsel, do not forward its contents to others without counsel's authorization.

Anti-Harassment Policies Applicable

The District's policies prohibiting sexual and other harassment are applicable to the use of the District's email systems. As such, employees shall not prepare, solicit, or transmit messages and images that are obscene, pornographic, or sexually oriented, or that contain offensive, harassing, derogatory or disparaging comments, jokes or slurs related to race, color, ethnicity, gender, age, sex, religion, disability, or political affiliation.

Responsibilities

Except as otherwise specified, the Technology Department is charged with the overall responsibility of administering this policy. Directors/Assistant Superintendents are responsible for ensuring that all policy requirements are fulfilled.

Retention

As of January 1st 2008 the District will retain electronic mail and attachments for six months after emails have been received or sent.

Discipline

Violations of this policy may be considered as a basis for disciplinary action.

(cf. 6163.4 - Student Use of Technology)

EMPLOYEE USE OF TECHNOLOGY

Staff Computer, Network, and Internet Safety Acceptable Use Policy

Technology provides a wealth of educational opportunities for staff and students. Access to these vast resources requires responsible use by each individual. It is important that you understand your rights, privileges and responsibilities when using the Western Placer Unified School District (WPUSD) technology resources in this environment. This document describes the computer, network, and Internet resources made available by the District and your responsibilities and obligations in the use of these resources.

1. **Educational and Business Objectives**
   District computers, networks, software applications, electronic mail, voice mail, and other computer, electronic and telecommunication technologies and facilities are to be used solely for WPUSD business and educational purposes. Staff members are responsible for appropriate behavior on the WPUSD's computers, business systems, network, and the Internet, and must adhere to all relevant federal, state, and local laws, as well as WPUSD policies and procedures.

2. **WPUSD Property**
   All technology devices, software, and equipment configurations are owned by WPUSD. All files stored on District equipment and back-up devices are considered property of WPUSD. All equipment, software and business files must be returned immediately upon termination of employment. Neither hardware nor software configuration can be changed without permission from the Technology Department. Any intentional damage to software configuration or equipment may result in appropriate disciplinary actions. If the technology issued to a user is stolen, whether on WPUSD property or in the user's personal possession, the user is responsible to immediately notify their supervisor and police. A copy of the police report must be submitted to your supervisor. All required equipment and software repairs should be reported to the Tech Department through the Trouble Ticket System and repaired only by WPUSD technology personnel.

3. **Use is a Privilege**
   Use of the District's computing and networking resources is a privilege. The WPUSD and the individual schools reserve the right to restrict or terminate network and Internet access at any time. Excessive use of district computer resources for personal activities is inappropriate.

4. **WPUSD Messaging Services**[1]
   WPUSD employees must exclusively use their WPUSD-provided email account (@wpusd.k12.ca.us) for email correspondence related to WPUSD business or student/educational information. Employees may not use personal email accounts or private websites for communication and interaction with students, parents and the community that relate to district/school/student matters. District e-mail is considered a public record and will be retained for 180 days to comply with federal requirements. E-

mail senders and recipients are responsible for identifying and saving documents that must be retained in order to comply with federal, state, or local laws, district policies, or other directives. Any classroom or work related messaging applications require superintendent or designee approval before posting.

[1] (e-mail, chat, forums, blogs, social networking, instant message, SMS and other forms of messaging services)

5. No Expectation of Privacy

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. **NO USER SHALL HAVE ANY EXPECTATION OF PRIVACY USING DISTRICT TECHNOLOGY RESOURCES.**

Any or all uses of the system and all files on the system may be intercepted, recorded, monitored, copied, deleted, audited, inspected and disclosed to authorized personnel as well as any other person or entity permitted access under the law. WPUSD shall cooperate with law enforcement agencies investigating illegal activity on the WPUSD network. Unless otherwise stated, submission of a Trouble Ticket will authorize technicians to access individual's e-mail or files as it may be necessary for technical support personnel to review the information during the course of problem resolution.

6. Data Storage

Staff should not store personal data in their "My documents" folder because this folder synchronizes to the staff file server. Personal data which does not infringe on copyright or could be considered offensive may be stored locally on the employee's computer but the employee is solely responsible for maintaining and backing up those files. It is the user's responsibility to back up critical business data and files.

7. Internet Access

While the District has deployed Internet content filtering technology in the interest of keeping harmful and inappropriate content from being accessed, Internet content filtering is not a perfect science and it may be possible for Internet users to access an offensive site. If this occurs, you must disconnect from that site immediately and notify the Technology Department to block the site.

While on District property, staff must access the Internet only through WPUSD's network. All Internet traffic must pass through the WPUSD network where access controls and related security mechanisms will be applied. Staff may not use any service to bypass the WPUSD network, security mechanism, or content filtering policies.

EMPLOYEE USE OF TECHNOLOGY

8. Promoting Safe Use by Students

Staff will model proper use of network resources and educate students on using technology safely including: safety and security when using electronic mail, chat rooms, social networking, and other forms of direct electronic communications, avoiding plagiarism, significance of copyright, privacy of personal information, and cyberbully prevention.

9. Confidentiality of Information

During your employment with the District, you may have access to confidential student, employee, or business information. WPUSD requires staff maintain absolute confidentiality in all electronic student, employee, and application matters. Access to confidential information REGARDING DISTRICT STAFF OR STUDENTS is authorized ONLY when staff have a legitimate business need to access the information to fulfill his or her professional responsibility, and for which they have been explicitly authorized to access. Staff must not store any sensitive or personal information about staff or students on any portable storage system (e.g. USB memory stick, portable hard drive, Smart Phone, or personal computer) unless the storage system is encrypted and approved for use by the District. UNAUTHORIZED ACCESS TO OR DISSEMINATION OF CONFIDENTIAL INFORMATION SHALL BE GROUNDS FOR DISCIPLINE UP TO AND INCLUDING TERMINATION.

Access to the Aeries student information system, though accomplished through a web browser, is to be guarded as you would guard access to your bank account. Never leave a session in the student system without logging out and closing the browser window, no matter how brief the interruption. Only employees have access to the Aeries student information system. **Staff must never delegate responsibility for posting student work to students.**

10. Liability

WPUSD makes no assurances of any kind, expressed or implied, regarding any computer or Internet services provided. The District will not be responsible for any damage or financial obligations from use of the network. WPUSD is not responsible for the accuracy or quality of the information obtained through or stored on the system.

11. Appropriateness of Materials

Access to the Internet provides opportunities for staff and students to explore resources outside of the walls of their schools or offices. WPUSD acknowledges the fact that inappropriate materials exist and will make what it judges to be reasonable and appropriate efforts to avoid such materials, including the use of filtering software. However, no software or appliance can filter out all materials that are inappropriate or unacceptable for academic purposes and it should be clearly understood by all staff, students, and students' parents/guardians that intentional access to such material, in any form, is strictly forbidden. The network is designed to achieve and support the

EMPLOYEE USE OF TECHNOLOGY

WPUSD's business and instructional goals and any information that does not support the goals is to be avoided. If a staff or student unintentionally accesses such information while doing legitimate research, he/she should contact the Tech Department. It is the responsibility of all users to ensure WPUSD computers, the network, and the Internet are being used for educational or WPUSD business purposes.

12. Copyright and Piracy

Unless it is otherwise stated, users should assume that all materials on the Internet, including web sites and graphics, are copyrighted. Existing copyright guidelines, such as those involving photocopying, multimedia, and fair use apply. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Staff and students may not copy software on any WPUSD computer and may not bring software from outside sources for installation or use on WPUSD equipment without the prior approval of the Technology Department. The District shall not be responsible or liable for unauthorized use or distribution of copyrighted materials and reserves the right to seek indemnification from the user for the inappropriate use, distribution or possession of copyrighted material on the District computers or network facilities. Staff will not download or install pirated software, music, video or files that infringe on copyright laws onto computers. Possession of unlicensed or pirated software is illegal. WPUSD reserves the right to remove unauthorized software from school computers. Peer-to-Peer file sharing is expressly prohibited.

13. User Accounts and Passwords

A user is responsible for the proper use of their network account and agrees to access the system only under their account name assigned to him/her. **Staff must not allow a student to have individual use of a staff account.** Passwords must never be shared. Users must take reasonable steps to ensure the security/privacy of their passwords, including changing the password periodically, selecting a password that is complex and known only to the user, and never displaying the password in a public place. Based on your position and your supervisor's authorization, you may be provided with access levels which allow you to view, create, alter, delete, print, and transmit information.

14. Security

To ensure proper configuration and safeguard network security, users are not allowed to attach computers, printers, wireless access points, or any other types of hardware to the district network without approval and support of the Technology Department. Attaching personally owned technology to the District network, with the exception of a USB memory stick, is not allowed and will be disconnected immediately. Users may not establish any network connection that could allow unauthorized access to WPUSD's systems and information including, but not limited to, remote access software. No proxies or personal firewalls are allowed

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EMPLOYEE USE OF TECHNOLOGY

15. Mobile Devices

PDAs, Pocket PCs, cell phones, storage devices, and other hardware that can contain sensitive information must be secured in the same manner as desktop and laptop computers. These devices will be issued and returned according to WPUSD equipment procedures. If equipment issued to a user is lost or stolen, it is the user's responsibility to report the loss immediately. Failure to take reasonable and appropriate steps to secure sensitive information shall be grounds for discipline, including possible termination. No personal devices (e.g. iPads, laptops, smart phones, etc.) are allowed on the district network.

16. Staff Responsibilities

Employees working with students are responsible for supervising students' use of WPUSD technology and enforcing the Acceptable Use Policy. Teachers will provide developmentally appropriate guidance to students as they use network resources to conduct research and other studies related to the district curriculum. Classroom use of networked resources will be in support of educational goals. Teachers will provide alternate activities for students who do not have permission to use the Internet. Staff should understand expectations for professional conduct extend into the online world of social networking, blogs, and other applications. Staff is discouraged from "friending" current students using social networking and messaging sites such as Facebook, MySpace, and Twitter except in the context of a school project. Conduct which reflects poorly upon personnel may be grounds for disciplinary review or action.

17. Web Applications[2]

Staff use of digital media and environments to communicate and work collaboratively to support individual learning and contribute to the learning of others is a key performance indicator of 21st Century Skills. Staff may interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media. In a digital environment, staff will follow all established Internet safety guidelines including, but not limited to, the following conditions:

- The use of digital media is considered an extension of your classroom. Any speech that is considered inappropriate in the classroom is also inappropriate in all digital environments. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- Students using digital media are expected to act safely by keeping ALL personal information out of their posts.
- Staff should NEVER post personal student or staff information on the web (including, but not limited to, last names, personal details including address or phone numbers, photographs, or videos).
- Never link to web sites from your digital environment without reading the entire article to ensure it is appropriate for a school setting.
- Staff using such tools agrees to treat digital spaces as classroom spaces.

8.3.11

EMPLOYEE USE OF TECHNOLOGY

- Staff using collaborative tools with students must receive permission from the principal and provide them activity access. The activity must be monitored and provided closure at the activity conclusion.
  [2] (e-mail, chat, forums, blogs, social networking, instant message, wikis, and other forms of collaborative software)

18. Confidentiality and Privacy

An image taken by any camera or video enabled device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded or the person who owns the copyright in the material appearing in that image. The confidentiality of school data must also be maintained in online communication and postings. Personal equipment may not be used to take photographs of any kind without the informed consent of their supervisor. Staff must respect the privacy of the WPUSD community and not share or post online any personal identifying information about any WPUSD community member without permission (e.g. names, addresses, phone numbers, e-mail addresses, photos, videos, etc.).

19. Consequences of Violations

Any violation of the requirements and guidelines in the Acceptable Use Policy may be cause for restriction or revocation of network access privileges. The revocation will not inhibit the District's authority to impose disciplinary action as deemed appropriate, up to and including termination. If a staff member is accused of any of the violations listed above, he/she has all of the rights and privileges that a staff member would have if he/she were subject to any other type of disciplinary action. Users assume personal responsibility and liability, both civil and criminal, for uses of the network not authorized by this policy and WPUSD's guidelines. The district does not sanction any use of its computer systems or the Internet that is not authorized by or conducted strictly in compliance with this policy. WPUSD retains the right to remove from its information systems any material it views as offensive or potentially illegal.

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EMPLOYEE USE OF TECHNOLOGY

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Staff Computer, Network, and Internet Safety Acceptable Use Policy

PLEASE SIGN BELOW IF YOU AGREE TO THE FOLLOWING STATEMENTS:

- I have read, understand, and agree to the WPUSD Staff Computer, Network, and Internet Safety Acceptable Use Policy. I agree to follow all of the rules contained in this six-paged document. I understand that if I violate the rules, my account can be terminated, my access to computers revoked, and I may face disciplinary measures up to and including termination.
- I have read and understand Board Policy 4040 and Administrative Regulation 4040 regarding Employee Use of Technology.
- I understand Internet sites are filtered and that my District email, Internet use, network use, and data files may be monitored by the District as described above.
- I hereby release WPUSD, its personnel, and any institutional affiliations from any and all claims and damages of any nature arising from my use of, or inability to use, WPUSD's network and computer systems, including but not limited to claims that may arise from the unauthorized use of the system.

Staff working with students:
• I agree to enforce the Acceptable Use Policy with students under my supervision.

_____ _____
Please Print First and Last Name Signature

_____ _____
Date School/Location

_____
Position

Exhibit **approved:** **WESTERN PLACER UNIFIED SCHOOL DISTRICT**
Lincoln, California

8.3.13