

LOMPOC UNIFIED SCHOOL DISTRICT
 CERTIFICATED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 May 24, 2022

EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Aleman, Florentino	TBD/HAP	1/I	08/11/22
Cabelli, Devon	TBD/MIG	1/I	08/11/22
Crossley, Mitchell	Math/FB Coach/CHS	1/1	07/01/22
Jenkins, Laura	SPED/TBD	1/I	08/11/22
Majewski, Katlin	Art/TBD	1/I	08/11/22
Servin, Nancy	English/LHS	1/I	08/11/22

ASSIGNMENT CHANGE 22/23 SCHOOL YEAR

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Garber, Stefanie	SPED/LHS	SPED/CV	08/11/22
Kelley, Taylor	Substitute	TBD/CV	08/11/22

K-6 2021/22 SUMMER SCHOOL TEACHERS

<u>Name</u>	<u>Hourly Rate</u>	<u>Date</u>
Bisson, Claire	\$75.00	06/21/22-07/22/22
Forkin, Christopher	\$75.00	06/21/22-07/22/22
Gori, Amanda	\$75.00	06/21/22-07/22/22
Ordenez, Amanda	\$75.00	06/21/22-07/22/22
Thompson, Brittaney	\$75.00	06/21/22-07/22/22
Vargas-Perez, Xochilt	\$75.00	06/21/22-07/22/22

ESY 2021/22 SUMMER SCHOOL TEACHERS

<u>Name</u>	<u>Hourly Rate</u>	<u>Date</u>
Goering, Leanne	\$75.00	06/21/22-07/22/22
Horton, Jamaica	\$75.00	06/21/22-07/22/22
Moyer, Diane	\$75.00	06/21/22-07/22/22

CREDIT RECOVERY 2021/22 SUMMER SCHOOL TEACHERS* indicates revision

<u>Name</u>	<u>Hourly Rate</u>	<u>Date</u>
Baughn, Traci	\$75.00	06/21/22-07/22/22
Day-Riley, Jasmine	\$75.00	06/21/22-07/22/22
Santiago, Sarah	\$75.00	06/21/22-06/22/22*
Troup-Spurlock, Tonya	\$75.00	06/21/22-07/22/22

Zanella, Sandrine

\$75.00

06/21/22-07/22/22

LOA 22/23 SCHOOL YEAR* indicates revision

<u>Name</u>	<u>Assignment</u>	<u>Date</u>
Liddi, Scott	Sped/LHS	08/11/22-06/13/25*
White, Tammy	5 th Gr/LH .50 FTE	10/12/22-06/09/23*

In accordance with Policy, the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Bourgey, Raven	Science/LHS	Resignation	06/10/22
Garceau, Andrew	5 th Gr/BV	Resignation	06/10/22
Malafronte, Courtney	3 rd Gr/HAP	Resignation	06/10/22
Marsell, Mary	Spanish/LVMS	Resignation	06/10/22
Medina, Dina	Math/LHS	Resignation	06/10/22
Orozco, Anayancy	Kinder Di/HAP	Resignation	06/10/22
Rogers, Sheri	5 th Gr/CV	Retirement	06/10/22
Valencia, Lisa	Science/LVMS	Resignation	06/10/22

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
May 24, 2022

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Perez, Pamela	CNW I	FMEL	21/2	5/5/22
Slonaker, Daniel	Custodian	LHS	29/2	5/9/22
Gutierrez, David	Custodian	LHS	29/3	5/9/22
Monroy, Jessica	Para-SpEd	CHS	27/1	5/9/22
Cortez, Marcelo	Bus Driver I	TRANS	33/3	5/12/22
Medina, Esther	Para-SpEd	FMEL	27/2	5/13/22
Moran, Kevin	Grounds Equip. Operator	M&O	35/2	5/16/22
Trageser, Kari	Student Sup. Aide	VMS	21/3	5/16/22
Neff, Barbara	Bus Driver I	TRANS	33/3	5/17/22
Torres, Cherie	CNW I	LHS	21/2	5/23/22

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Cheney, Amber	SUB/Para-SpEd	27/1	5/3/22
Ibanez, Alondra	SUB/CNW I	21/1	5/3/22
Starks, Jonathan	SUB/CNW I	21/1	5/5/22

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Osua, Grecia	Office Assistant/LHEL	Personal	7/25/22

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Reyes, Andria	Para-SpEd 6.0hrs CREL Range 27/5	Para-SpEd 6.0hrs LHEL Range 27/5	5/3/22
Siben, Grainne	Staff Secretary 8.0hrs SpEd Range 33/4	Admin. Asst. II 8.0hrs SpEd Range 38/3	5/9/22
Hestand, Lauren	Student Sup. Aide 2.25hrs Range 21/3	Library Tech 5.0hrs Range 33/1	5/10/22

SEPARATIONS

In accordance with Policy 4121, the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Callan, Lillian	Site Tech Assistant	Retired	6/9/22
Jenkins, Laura	Para-SpEd	Resignation	6/10/22
Morgan, Jessica	Admin. Asst. I	Resignation	7/31/22

Lompoc Unified School District Declaration of Surplus Property for Agenda of May 24, 2022								
QTY	Site	DESCRIPTION	MFG/MODEL	SERIAL NUMBER/VIN NUMBER	LUSD ID Number	REASON FOR SURPLUS	NEW/ USED	WORKS Y or N
1	ITS	NETWORK SWITCH	CISCO WS-C3850-48P	FCW2143DOED		BAD ELECTRONICS	USED	NO
1	ITS	NETWORK SWITCH	CISCO WS-C3850-48P	FCW2143DOEK		BAD ELECTRONICS	USED	NO
1	ITS	LAPTOP	LENOVO THINKPAD T480	PF17P0YS	110633	BAD MAINBOARD	USED	NO
1	ITS	LAPTOP	LENOVO THINKPAD T480	PF1861LU	111169	BAD MAINBOARD	USED	NO

RESOLUTION NO. _____
OF THE
LOMPOC UNIFIED SCHOOL DISTRICT
RESOLUTION SUPPORTING AWARD OF LEASE-LEASEBACK AGREEMENTS

WHEREAS, the Lompoc Unified School District ("District") is currently undertaking a project known as the New Kindergarten Classrooms Construction Project ("Project"); and

WHEREAS, on March 22, 2022, the District's Board of Education ("Board") adopted a Resolution regarding required procedures and guidelines ("Best Value Methodology") for evaluating the qualifications of proposers that ensure the best value selections by the District are conducted in a fair and impartial manner pursuant to Education Code section 17406; and

WHEREAS, the District incorporated the Best Value Methodology in a Request for Qualifications and Proposals (RFQ/P #18-22) for the Project, identifying criteria evaluated on a pass-fail basis, and criteria evaluated based on numerical score, and the minimum qualification score, which was advertised in the *Santa Maria Times*, once a week for two weeks, commencing on March 30, 2022 and completed on April 6, 2022, and also advertised in the *San Luis Obispo County Builders Exchange*, commencing on March 28, 2022 and completed on April 18, 2022; and

WHEREAS, attached hereto as **Exhibit "A"** to this Resolution is a copy of the Proof of Publication; and

WHEREAS, District staff, in conjunction with District consultants, have reviewed proposals for the Project submitted in response to RFQ/P #18-22 in accordance with the adopted Best Value Methodology and taking into consideration the proposers' demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, after consideration of all of the proposals, the Board hereby awards the Site Lease and Facilities Lease ("Lease-Leaseback Agreements") to Edwards Construction Group, Inc., who was the highest ranked respondent according to the adopted Best Value Methodology, for the Project; and

WHEREAS, Edwards Construction Group, Inc. has been prequalified pursuant to Public Contract Code section 20111.6; and

WHEREAS, Education Code section 17406 provides that the school district governing board shall issue a written decision supporting its contract award and stating in detail the basis of the award; and

WHEREAS, attached hereto as **Exhibit "B"** to this Resolution is a copy of the written findings of the Board supporting the Board's award of the Lease-Leaseback Agreements to Edwards Construction Group, Inc. for the Project.

NOW THEREFORE, the Governing Board of the Lompoc Unified School District hereby resolves, determines, and finds the following:

Section 1. That the foregoing recitals and the findings are true.

Section 2. That the District complied with the procedure set forth in Education Code section 17406, the Best Value Methodology adopted by the District and the Request for Qualifications and Proposals issued by the District.

Section 3. That Edwards Construction Group, Inc. provided the proposal with the best value to the District, taking into consideration the proposer's demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.

Section 4. That, based on the foregoing, it is in the best interest of the District to award the Lease-Leaseback Agreements to Edwards Construction Group, Inc. for the Project.

Section 5. That the Superintendent, or designees, are authorized to enter into the Lease-Leaseback Agreements with Edwards Construction Group, Inc., to negotiate and finalize the Guaranteed Maximum Price and any amendments, and to take any and all actions that are necessary to carry out, give effect to and comply with the terms and intent of this Resolution.

PASSED AND ADOPTED by the Lompoc Unified School District Board of Education, this 24th day of May, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Education of the
Lompoc Unified School District

Attested to:

Clerk, Board of Education of the
Lompoc Unified School District

EXHIBIT "A"

PROOF OF PUBLICATION

[REMAINDER OF PAGE INTENTIONALLY BLANK; EXHIBIT FOLLOWS]

EXHIBIT "B"

**FINDINGS REGARDING THE AWARD OF THE LEASE-LEASEBACK AGREEMENTS FOR
KINDERGARTEN CLASSROOMS CONSTRUCTION PROJECT**

WHEREAS, Edwards Construction Group, Inc. received a "Pass" designation for Conflict of Interest; and

WHEREAS, Edwards Construction Group, Inc. received a "Pass" designation for Safety; and

WHEREAS, Edwards Construction Group, Inc. received a "Pass" designation for Form of Agreement; and

WHEREAS, Edwards Construction Group, Inc. received 14 out of 15 points for Technical Expertise; and

WHEREAS, Edwards Construction Group, Inc. received 49 out of 51 points for Interview; and

WHEREAS, Edwards Construction Group, Inc. received 15 out of 15 points for Price Points; and

WHEREAS, Edwards Construction Group, Inc. received 9 out of 9 points for Staffing; and

WHEREAS, Edwards Construction Group, Inc. received 5 out of 5 points for Schedule/Liquidated Damages; and

WHEREAS, Edwards Construction Group, Inc. received 5 out of 5 points for Claims/Litigation; and

WHEREAS, Edwards Construction Group, Inc. overall combined score was 97 out of 100 points, based on RFQ/P evaluation criteria, which was the greatest number of points in accordance with the methodology described in the RFQ/P, and was ranked as the best value to the District out of three proposals submitted.

LOMPOC UNIFIED SCHOOL DISTRICT**RESOLUTION NO. _____****RESOLUTION DECLARING THE FUTILITY OF PUBLIC BIDDING AND
RATIFICATION OF CONTRACT FOR PURCHASE OF BUCKET BOOM TRUCK**

WHEREAS, the Lompoc Unified School District ("District") wishes to purchase a bucket boom truck ("Truck");

WHEREAS, Public Contract Code section 20111 states that a school district is required to competitively bid any contract for the purchase of equipment, materials, or supplies, services, including construction services on public projects, and repairs with a contract value over the applicable bid limit;

WHEREAS, the estimated price for a Truck exceeds the applicable bid threshold of \$99,100;

WHEREAS, pursuant to Public Contract Code section 20112, advertisements to solicit bids for a Truck were published in the Santa Maria Times and Lompoc Record newspaper on March 16, 2022 and March 23, 2022;

WHEREAS, despite discussions with local dealerships from San Luis Obispo to Ventura, the District only received one bid from Nixon-Egli Equipment Company for \$253,230.71 for delivery in 620-650 days;

WHEREAS, on April 26, 2022, the Board rejected the bid because the price was too high and delivery time was too long;

WHEREAS, on April 28, 2022, District staff was able to purchase a Truck from Coastline Equipment for \$187,593.75 that was available, as provided in the Bill of Sale attached hereto as Exhibit "A";

WHEREAS, notwithstanding Public Contract Code section 20111, California law provides that, "Where competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage . . . the statute requiring competitive bidding does not apply" (*Hiller v. City of Los Angeles* (1961) 197 Cal.App.2d 685, 694), and that public entities need not comply with competitive bidding processes where to do so would be impractical or futile and would not serve the purposes of competitive bidding. (*Los Angeles Dredging Company v. City of Long Beach* (1930) 2 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631);

WHEREAS, as the price from Coastline Equipment is \$65,636.96 less than the price from Nixon-Egli Equipment Company through bidding;

WHEREAS, based on the foregoing, it would be incongruous, futile, and unavailing to solicit public bids for the Truck; and

WHEREAS, the District therefore desires to ratify the contract for the Truck with Coastline Equipment.

NOW, THEREFORE, the Board of Education of the Lompoc Unified School District hereby resolves, determines, and finds the following:

1. That the foregoing recitals are true.
2. For the reason stated above, public bidding would not produce an advantage to the District, and would have produced a net burden and distinct disadvantages to the District.
3. Based on the foregoing, it would be incongruous, futile, and unavailing to publicly bid the Truck.
4. That the Board hereby ratifies the Bill of Sale for the Truck attached hereto as **Exhibit "A,"** without further advertising for or inviting of bids.
5. That the District's superintendent or his designee is authorized to take all steps and any other action which is necessary to carry out, give effect to, and comply with the terms and intention of this Resolution.

PASSED AND ADOPTED by the Board of Education of the Lompoc Unified School District, City of Lompoc, County of Santa Barbara, State of California, this 24th day of May, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF EDUCATION OF THE LOMPOC UNIFIED SCHOOL DISTRICT

By: _____
President, Board of Education
Nancy Schuler-Jones

Attest: _____
Clerk, Board of Education
Janet Blevins

EXHIBIT "A"

COASTLINE

Equipment

Crane Division

May 19, 2022

John Metzger

Buyer

Lompoc Unified School District

805-742-3257 (office)

805-737-1708 (fax)

Unit# 102146

New Unit

MANITEX A62

Standard features:

Three-Section Telescopic Aerial Lift Platform – Internally wired – Standard, Maximum Operating Height – 62', Maximum Operating Outreach – 38', Boom operating Angle - 15° - +75°, Maximum Basket Capacity – 500 lbs. 2 people, Basket Dimensions – 67" x 27.5" x 43", Aluminum Man Basket, Hydraulic stabilization controls, Turret rotation - 700° (+/-350°) non continuous, Basket rotation - 90° Left + 90° Right, Hydraulic tank capacity – 18 gallons, 4 hydraulic stabilizers (7'6" spread), Outrigger monitoring system, Hand pump for emergency lowering, Emergency engine stop button, Hydraulic basket rotation, Document folder on basket, Operator's service/parts manuals, Engine start/stop from basket, Internally routed cables and hoses to basket, Safety operator foot pedal in basket, Dual side outrigger operator controls

Additional Options Included:

- 1 Section Gear Pump RAM 5500 – Automatic Transmission (4x2)
- Ram Hotshift PTO
- Steel Service Body
- Electric Basket Jib Winch – 12V Emergency pump
- (4) Crib Plates 18x18 & Storage Bkts, Chassis Mtg.

MOUNTED ON 2021 DODGE RAM 5500

Mounted on a 2021 Dodge 5500 with a Cummins 6.7L turbo diesel engine 360 HP, 6 Speed Aisin AS69RC HD Auto Transmission, GVWR 19,500 lbs., 52 gallon fuel tank, Front axle load 7,250 lbs. and the rear axle is 13,500 lbs., 4 wheel anti-locking braking system, Halogen Quad Headlamps, Heated mirrors, Bright White Clear Coat Paint, Vinyl 40/20/40 Split Bench Seat, air conditioning, SiriusXM AM/FM/Satellite radio, Engine Block Heater, 220 Amp Alternator, 2-12V DC power outlets.

COASTLINE

CRANE DIVISION

MANITEX

2021 DODGE

www.coastlinecrane.com

Page 2
Unit 102146 A62

**SALE PRICE FOB SANTA ANA, CA
APPLICABLE TAXES & LICENSE:
QUOTE VALID FOR 30 DAYS**

**\$172,500.00
NOT INCLUDED**

Thank you for your time and consideration of Coastline Equipment Crane Division and of this proposal. We look forward to being your full service crane and equipment provider.

Regards,

Neil Goodale

(562) 673-4049
Coastline Equipment

ACCEPTED BY: _____ P.O. # _____

COASTLINE
Equipment
Crane Division

**Memorandum of Understanding
Between The
California School Employees Association (CSEA)
And Its Chapter 257
And The Lompoc Unified School District (LUSD)**

This memorandum is agreed between Lompoc Unified School District ("District") and the California School Employees Association Chapter 257 ("CSEA") concerning recruitment and retention of bus drivers.

PREAMBLE

Whereas, the District and CSEA share a mutual interest in attracting and recruiting qualified Bus Drivers.

Whereas, there currently exists a lack of Bus Drivers in the established District pool.

Whereas, as of March 4, 2022, there are seven (7) permanent vacancies out of seventeen (17) total Bus Driver positions.

Whereas, the "Classified Bargaining Unit Contract CSEA Chapter 257: July 1, 2019—June 30, 2022," provides for a minimum of two (2) hours of pay for each regular transportation run.

Whereas, Bus Driver routes vary in daily average between approximately 4.8 to 7.25 hours, depending on the specific schedules at any given time.

SIGNING AND RETENTION BONUS

Now, therefore, it is agreed upon by the District and CSEA:

1. For the 2021-2022 and 2022-2023 school years, the District may offer a signing and retention bonus to employees that are hired as Bus Drivers on or after the effective date of this MOU.
 - a. The District may offer the signing bonus to employees who are hired as new Bus Drivers and to Bus Drivers who are returning to the District after at least a two-year separation.
2. Individuals offered the signing bonus will receive payments by the following schedule:
 - a. The first installment of \$2,500 will be paid on the payroll immediately following the ending date of the probationary period or the 6-month anniversary from the date of hire, whichever is later.

- b. The second installment of \$2,500 will be paid on the payroll immediately following the 12-month anniversary from the date of hire.
 - c. The third installment of \$2,500 will be paid on the payroll immediately following the 18-month anniversary from the date of hire.
 - d. The fourth installment of \$2,500 will be paid on the payroll immediately following the 24-month anniversary from the date of hire.
- 3. If during any 6-month period an employee works less than 6 hours per day, for that school year only, the signing bonus will be prorated according to the number of hours worked.
- 4. If an individual who leaves the District has already received a bonus payment, he/she will not be required to repay the bonus payment.

MINIMUM DAILY HOURS

Now, therefore, it is agreed upon by the District and CSEA:

- 1. A guarantee of at least 6 minimum hours may positively impact recruitment and retention of Bus Drivers.
- 2. The District has the right to establish a minimum of an average of six (6) hours per day for a Bus Driver route.
 - a. If the bus route is less than an average of six (6) hours per day, the Bus Driver's supervisor will assign tasks for the additional hours consistent with the Bus Driver job description.
 - b. At the implementation of this agreement or at the beginning of each subsequent year, Bus Drivers that currently work less than an average of six (6) hours per day who choose a bus route that is less than an average of six (6) hours per day would have the right to choose to work either
 - i. An average of six (6) hours per day OR
 - ii. Only the hours determined by the route and, thus, continue to work less than an average of six (6) hours per day.
 - iii. Either choice would be binding for the remainder of the school year.
 - c. Newly hired Bus Drivers would be required to work the number of hours of the chosen bus route or an average of six (6) hours per day, whichever is greater.

This agreement will expire on June 30, 2023 or when the language is revised by a subsequent MOU or contract language.

Agreed to on March _____, 2022. This Memorandum of Understanding will become final and binding upon the parties with ratification by the membership of the Association (pursuant to Association Policy 610 and if required by that policy) and adoption by the Lompoc Unified School District Board of Trustees.

Carlos Lopez
CSEA Labor Relations Representative

Jerry White
CSEA #257 President

Brian Jaramillo
Executive Director, Education Services
District Lead Negotiator

Nancy Schuler-Jones
LUSD Board President

RESOLUTION NO. _____**RESOLUTION AUTHORIZING
CONTRACT PURSUANT TO PUBLIC CONTRACT CODE SECTION 20118
("PIGGYBACK STATUTE")**

WHEREAS, the Lompoc Unified School District (the "District") seeks to purchase classroom furniture and related equipment, as identified in Exhibit A attached hereto (collectively, the "Equipment"), for configuration and installation at District school sites; and

WHEREAS, while pursuant to Public Contract Code section 20111, a school district is required to competitively bid "[t]he purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district," that exceed the statutory bid limit (which limit, for 2021, is \$96,700), Public Contract Code section 20118 is an exception to this requirement and states:

Notwithstanding Sections 20111 and 20112, the governing board of any school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor. Upon receipt of the personal property, if the property complies with the specifications set forth in the contract, lease, requisition, or purchase order, the school district may draw a warrant in favor of the public corporation or agency for the amount of the approved invoice, including the reasonable costs to the public corporation or agency for furnishing the services incidental to the lease or purchase of the personal property, or the school district may make payment directly to the vendor. Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of the personal property, a school 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; and

WHEREAS, the Torrance Unified School District ("Lead Agency") published its Notice to Contractors Calling for Bids for Classroom & Office Furniture in the Torrance Daily Breeze, a newspaper of general circulation in the City of Torrance, California, on March 6, 2019 and March 12, 2019 ("Notice"); and

WHEREAS, Lakeshore Equipment Company, doing business as Lakeshore Learning Materials ("Vendor") submitted a Bid on April 2, 2019 in response to the Notice; and

WHEREAS, on May 6, 2019, the Lead Agency awarded a contract to Vendor based on its Bid and entered into an agreement with Vendor, dated May 7, 2019 for an initial one year term through June 30, 2020, with four one-year renewal options ("Piggyback Contract"), for the purchase of classroom and office furniture and related equipment; and

WHEREAS, on April 20, 2020, the Lead Agency approved the renewal of the Piggyback Contract for another one-year term, effective through May 5, 2021; and

WHEREAS, on February 16, 2021, the Lead Agency approved the renewal of the Piggyback Contract for another one-year term, effective through May 5, 2022; and

WHEREAS, on March 21, 2022, the Lead Agency approved the renewal of the Piggyback Contract for another one-year term, effective through May 5, 2023; and

WHEREAS, the Piggyback Contract includes a provision pursuant to Public Contract Code section 20118 allowing other public agencies, including the District, to purchase the Equipment from the Vendor pursuant to the same terms and conditions of the Piggyback Contract; and

WHEREAS, District staff has researched the costs and terms of the Piggyback Contract and believes that the prices of Equipment under the Piggyback Contract are reasonable and that it would be in the best interests of the District to utilize the Piggyback Contract to purchase the Equipment from Vendor; and

WHEREAS, District staff recommends execution of an agreement with the Vendor ("Agreement"), supplemental to, and incorporating the relevant provisions of, the Piggyback Contract, in the amount of not-to-exceed \$178,606.20 including delivery and sales tax), in order to procure the Equipment, a form of which Agreement has been made available to this Governing Board and is available for inspection.

NOW THEREFORE, the Governing Board of the Lompoc Unified School District hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct, and the Governing Board so finds and determines.
2. That the Governing Board of the District hereby declares that it is in the best interests of the District to purchase the Equipment from Vendor via the Piggyback Contract.
3. That the Governing Board of the District hereby ratifies and approves the Agreement with Vendor, in substantially the form made available to the Governing Board and on file with the District.
4. That the Governing Board of the District hereby authorizes the District's Superintendent, Assistant Superintendent, Business Services, and/or designee, pursuant to this Resolution, to take any action which is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution and consistent with the Public Contract Code and District Policy.

PASSED AND ADOPTED by the following vote of the members of the Governing Board of the Lompoc Unified School District, this 24th day of May, 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

LOMPOC UNIFIED SCHOOL DISTRICT

By: _____
Board President

ATTEST:

Board Secretary

EXHIBIT A

VENDOR QUOTE

The attached Quotes No. 56619, 56620, 52416 from the Vendor, dated 4-13-22 and 4-4-22 is for reference to the quoted cost for, and a description of, the Equipment only.



Agenda Item Details

Meeting	Mar 21, 2022 - Regular Meeting of the Board of Education
Category	17. ADMINISTRATIVE SERVICES CONSENT ITEMS
Subject	17.11 Approve Extension of Contracts for Bid No. 10-04-.09.19 - Classroom & Office Furniture
Type	Action
Recommended Action	That approval be given to extend contracts for Bid No. 10-04.09.19 - Classroom & Office Furniture effective May 6, 2022 through May 5, 2023, to be funded from various sources, including, but not limited to, General Fund, Categorical Programs, and Nutrition Services.

Summary:

Board approval is requested to extend contracts for Bid No. 10-04.09.19 Classroom & Office Furniture effective May 6, 2022, through May 5, 2023.

The Board of Education, at its meeting on May 6, 2019, awarded seven contracts for Bid No. 10-04.09.19. Pursuant to the terms of the contract and California Education Code Section 17596/81644, this bid may be extended by mutual consent and may not exceed five years.

Approval is requested to extend contracts for one additional year to the following seven vendors based on their satisfactory performance and compliance with the contract. Each vendor has accepted the renewal, pursuant to the pricing and terms for multi-year extensions that includes discounts from current manufacturer's price lists.

1. CM School Supply
2. Culver-Newlin
3. ELB Education
4. Lakeshore Learning
5. McDowell-Craig
6. METEOR Education
7. Office Solutions (Blue Space Interiors)


This bid may be used by school and community college districts throughout California by virtue of its "piggyback" clause (Public Contract Code 20118, 20652). A technology clause is included in the bid, allowing product and component upgrades that meet the general technical requirements of a school district. School districts will also be able to use a catalog discount from the most current manufacturer's catalog.

Financial Impact:

Funding may be provided from various sources, including, but not limited to, General Fund, Categorical Programs, and Nutrition Services.

Requested By:

Superintendent
Chief Business Officer
Director - Purchasing and Communication Services

 Year 4 Renewal Letters_Bid No. 10-04.09.19 Classroom & Office Furniture.pdf (5,643 KB)

Motion & Voting

That approval be given to extend contracts for Bid No. 10-04.09.19 - Classroom & Office Furniture effective May 6, 2022 through May 5, 2023, to be funded from various sources, including, but not limited to, General Fund, Categorical Programs, and Nutrition Services.

Motion by James Han, second by Jeremy Gerson.
Final Resolution: Motion Carries
Aye: Betty Lieu, James Han, Jeremy Gerson, Jasmine Park
Not Present at Vote: Anil Muhammed

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February 24, 2022

Torrance Unified School District
ATTN: Richard Vazquez, Director of Purchasing & Communication Services
2336 Plaza Del Amo
Torrance, CA 90501

RE: Torrance USD Bid Number 10-04.09.19 Request for Extension

Dear Mr. Vazquez and Torrance USD Staff,

Lakeshore Learning Material truly appreciates and values the partnership with the Torrance Unified School District under Bid # 10-04.0919 Classroom & Office Furniture.

Pursuant to the terms of the contract, Lakeshore Learning Materials would like to formally submit a request to extend the contract for one additional year.

If you have any questions or need anything from Lakeshore to complete this request, we would be more than happy to provide that clarification or information. You can reach me at mduong@lakeshorelearning.com or at (800) 421 – 5354 ext. 2392.

Thank you in advance for giving Lakeshore Learning Materials the opportunity to continue serving you and we look forward to continuing our partnership with Torrance USD.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Duong", is positioned above the typed name.

Mike Duong
VP Sales Operations
Lakeshore Learning Materials
mduong@lakeshorelearning.com
(800) 421 – 5354 ext. 2392

LOMPOC UNIFIED SCHOOL DISTRICT
Lompoc, California

RESOLUTION NO.

WHEREAS, Education Code sections 45101, 45114, 45117, 45298 and 45308 authorized the District to layoff classified employees for lack of work, or lack of funds.

WHEREAS, due to a lack of work, or a lack of funds, certain services now being provided by the District will be reduced during the 2022-2023 school year;

NOW, THEREFORE, BE IT RESOLVED that as of the 24nd day of May 2022, the following positions shall be reduced:

<u>Job Title:</u>	<u>Department/Site:</u>	<u>From:</u>	<u>To:</u>	<u>Difference:</u>
CNW I	LVMS	5.00 hrs/day	0.00 hrs/day	5.00 hrs./day

BE IT FURTHER RESOLVED, that the District Superintendent or designee shall be authorized and directed to give notice of layoff of employment to the affected employees of the District pursuant to District rules and regulations and applicable provisions of the Education Code not later than sixty (60) days prior to the effective date of such reduction or discontinuance as set forth above.

BE IT FURTHER RESOLVED, that the District Superintendent or designee shall be authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

The foregoing Resolution was adopted at a regularly called meeting of the Governing Board of the Lompoc Unified School District on the 24th day of May 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Governing Board of the Lompoc Unified School District of Santa Barbara County adopted by said Governing Board at its meeting on May 24, 2022.

Nancy Schuler-Jones, President of the Governing Board

**A RESOLUTION OF THE BOARD OF EDUCATION OF THE LOMPOC
UNIFIED SCHOOL DISTRICT REAUTHORIZING REMOTE
TELECONFERENCE MEETINGS**

WHEREAS, in response to the novel coronavirus ("COVID-19") pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act ("Brown Act") were followed; and

WHEREAS, on Sept. 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

WHEREAS, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

WHEREAS, on January 25, 2022, the Lompoc Unified School District Board of Education passed a resolution authorizing virtual board meetings for at least 30 days; and

WHEREAS, AB 361 requires governing boards to make findings every 30 days that the board has reconsidered the circumstances of the State of Emergency and that either the State of Emergency continues to directly impact the ability of the members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, social distancing measures continue to be recommended by the Santa Barbara County Public Health Department to mitigate the spread of COVID-19; and

WHEREAS, the Board of Education is committed to open and transparent governance in compliance with the Brown Act; and

WHEREAS, the Board of Education is conducting virtual meetings by way of telephonic and/or internet-based services as to allow members of the public to fully participate in meetings and offer public comment;

WHEREAS, Zoom links will continue to be provided to ensure access for the public.

NOW, THEREFORE, the Lompoc Unified School District Board of Education does hereby resolve as follows:

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board of Education has reconsidered the circumstances of the state of emergency and recognizes that the State of Emergency in the State of California continues to exist due to the COVID-19 pandemic;

Section 3. The Board of Education recognizes that social distancing measures remain recommended by state and local officials;

Section 4. The Board of Education authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Board of Education adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).

PASSED AND ADOPTED by the Board of Education of Lompoc Unified School District, this 24th day of May, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Nancy Schuler Jones
Board President

Lompoc Unified School District
Assistant Superintendent's Office
Tuesday, May 10, 2022

Board Policy Highlights

From: Brian Jaramillo

3000 Series – Business & Non-instructional Operations

Board Policy and Administrative Regulation 3515 – Campus Security (new)

The new policy and regulation are being adopted to reflect current law and District practices in regards to campus security. The purpose of the laws and practices is to provide a school environment that promotes the safety of students, staff and visitors to school grounds. The provisions for protecting District property, facilities and equipment are also addressed.

Business and Non-instructional Operations

Campus Security

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft. (cf. 4158/4258/4358 - Employee Security), (cf. 5131.5 - Vandalism and Graffiti), (cf. 5142 - Safety)

The Superintendent or designee shall develop campus security procedures, which may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives. (cf. 0450 - Comprehensive Safety Plan)

Surveillance Systems

In consultation with the district's safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded. (cf. 5131.1 - Bus Conduct) (cf. 5145.12 - Search and Seizure)

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. These signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate. (cf. 5144 - Discipline), (cf. 5144.1 - Suspension and Expulsion/Due Process)

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements. (cf. 4112.6/4212.6/4312.6 - Personnel Files), (cf. 5125 - Student Records), (cf. 5125.1 - Release of Directory Information)

Business and Non-instructional Operations

Campus Security (continued)

Legal Reference:

EDUCATION CODE

17070.10-17079.30	Leroy F. Greene School Facilities Act, especially:
17075.50	Classroom security locks, new construction projects
17583	Classroom security locks, modernization projects
32020	Access gates
32211	Threatened disruption or interference with classes
32280-32289	School safety plans
35160	Authority of governing boards
35160.1	Broad authority of school districts
38000-38005	Security departments
49050-49051	Searches by school employees
49060-49079	Student records

PENAL CODE

469	Unauthorized making, duplicating or possession of key to public building
626-626.11	Disruption of schools
<u>CALIFORNIA CODE OF REGULATIONS, TITLE 24</u>	
1010.1.9	Door operations
1010.1.11	Lockable doors from the inside

CALIFORNIA CONSTITUTION

Article 1, Section 28(c)	Right to Safe Schools
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UNITED STATES CODE, TITLE 20

1232g	Family Educational Rights and Privacy Act
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CODE OF FEDERAL REGULATIONS, TITLE 34

99.3	Definition of education records
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COURT DECISIONS

Brannum v. Overton County School Board (2008) 516 F. 3d 489

New Jersey v. T.L.O. (1985) 469 U.S. 325

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

Business and Non-instructional Operations

Campus Security

The Superintendent or designee shall develop a campus security plan which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings and interior spaces from outsiders and discourage trespassing

These strategies may include installing locks, requiring visitor registration, providing staff and student identification tags, and patrolling places used for congregating and loitering. (cf. 1250 - Visitors/Outsiders), (cf. 3515.2 - Disruptions), (cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti and implement campus beautification. (cf. 3515.4 - Recovery for Property Loss or Damage), (cf. 5131.5 - Vandalism and Graffiti), (cf. 5137 - Positive School Climate), (cf. 6142.4 - Service Learning/Community Service Classes)

4. Control access to keys and other school inventory (cf. 3440 - Inventories)

5. Detect and intervene with school crime

These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence. (cf. 3515.3 - District Police/Security Department), (cf. 3515.7 - Firearms on School Grounds), (cf. 3516.2 - Bomb Threats), (cf. 5116.2 - Involuntary Student Transfers), (cf. 5131.2 - Bullying), (cf. 5131.7 - Weapons and Dangerous Instruments), (cf. 5141.52 - Suicide Prevention), (cf. 5138 - Conflict Resolution/Peer Mediation), (cf. 5145.9 - Hate-Motivated Behavior), (cf. 6164.2 - Guidance/Counseling Services)

Business and Non-instructional Operations

Campus Security (continued)

All staff shall receive training in building and grounds security procedures and emergency response. (cf. 4131 - Staff Development), (cf. 4231 - Staff Development), (cf. 4331 - Staff Development)

Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.1.9, 1010.1.11)

Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to authorized employees who regularly need a key in order to carry out their job responsibilities.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.

Any person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

Lompoc Unified School District
Education Services Executive Director's Office
Tuesday, May 10, 2022

Board Policy Highlights

From: Brian Jaramillo

5000 Series – Students

Board Policy and Administrative Regulation 5111 – Admission (revised)

Policy updated to reflect the distinction between compulsory education for students starting at age six and the requirement for districts to offer and admit students who are eligible for transitional kindergarten, delete the requirement for district enrollment applications to include information about health care options as the law requiring such information has self-repealed, and clarify that a student's residence is a location within the district that may be verified as part of school admission requirements.

Regulation updated for consistency with NEW LAW (AB 130, 2021) which revises the timespans for transitional kindergarten (TK) admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year, as reflected in BP 6170.1 - Transitional Kindergarten.

Administrative Regulation 5113 - Absences and Excuses (revised)

Regulation updated to reflect NEW LAW (SB 14, 2021) which includes an absence for the benefit of a student's mental or behavioral health within an absence due to a student's illness, and NEW LAW (AB 516, 2021) which includes an absence for a student's participation in a cultural ceremony or event as an excused absence. Regulation also updated for clarification and alignment with law.

Administrative Regulation 5142 – Safety (revised)

Regulation updated to reflect NEW LAW (SB 722, 2021) which requires any district hosting or sponsoring an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool to have at least one adult with a Cardiopulmonary Resuscitation training certification present throughout the event. Updated Regulation includes minor editorial changes.

Exhibit(1) 5145.6 - Parental Notifications (revised)

Exhibit updated to reflect NEW LAW (AB 128, 2021) which extends the suspension of certain mandated activities through the 2021-22 fiscal year. Exhibit also updated to add parental notifications related to (1) completion and submission of the Federal Application

for Federal Student Aid and California Dream Act Application; (2) public hearing on alternative schedule in secondary grades; and (3) early entry to transitional kindergarten if early entry is offered. Additionally, exhibit updated to expand description regarding notifications related to (1) uniform complaint procedures; (2) student records; (3) college admission requirements; (4) transfer opportunities for foster youth, homeless youth, former juvenile court school students and children of military families through the California Community Colleges; (5) parent/guardian rights when child participates in licensed child care and development program; (6) change in service to child care or preschool services; and (7) homeless student or unaccompanied youth notices. Exhibit also updated to include additional classroom/facility notices regarding uniform complaint procedures and parental rights related to licensed child care and development centers.

Students

Admissions

The Governing Board encourages the enrollment and appropriate placement of all children who are eligible for enrollment in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

Verification of Admission Eligibility

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residence within the district, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or the student's family members. (Education Code 234.7, 49076.7)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or the student's parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for entry into grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

StudentsAdmission (continued)

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or an inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

Legal References:

EDUCATION CODE

234.7	Student protections relating to immigration and citizenship status
46300	Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
46600	Agreements for admission of students desiring interdistrict attendance
48000	Minimum age of admission (kindergarten)
48002	Evidence of minimum age required to enter kindergarten or first grade
48010	Minimum age of admission (first grade)
48011	Admission from kindergarten or other school; minimum age
48050-48053	Nonresidents
48200	Children between ages of 6 and 18 years (compulsory full-time education)
48350-48361	Open Enrollment Act
48645.5	Enrollment of former juvenile court school students
48850-48859	Education of students in foster care and students who are homeless
49076	Access to records by persons without written consent or under judicial order
49076.7	Student records; data privacy; social security numbers
49408	Student emergency information
49700-49703	Education of children of military families

HEALTH AND SAFETY CODE

120325-120380	Immunization against communicable diseases
121475-121520	Tuberculosis tests for students

UNITED STATES CODE TITLE 42

11431-11435	McKinney-Vento Homeless Assistance Act
5 USC 552a	Records maintained on individuals

Lompoc Unified School District

Adopted (5/75 4/86 3/89 6/90 6/91 6/08 3/12 3/16 1/19) pending 5/22

Students

Admissions

Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child whose fifth or sixth birthday is on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Admission into transitional kindergarten shall be in accordance with law and as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 48000)

On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten at any time during that school year provided that: (Education Code 48000)

1. The Governing Board determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

Documentation of Age/Grade

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

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

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport

Students

Admissions (continued)

4. When none of the above documents is obtainable, an affidavit of the parent/guardian
5. Other means prescribed by the Board

Students

Absences and Excuses

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference

Students

Absences and Excuses (continued)

- f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
- 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
- 9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

- 10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)
- 11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
- 12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

- 13. Work in the entertainment or allied industry (Education Code 48225.5)

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

StudentsAbsences and Excuses (continued)

14. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student

Students

Absences and Excuses (continued)

- b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in Item #2 above.
4. Physician's verification.
- a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

- 1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
- 2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

Students

Absences and Excuses (continued)

3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

Students

Safety

At each school, the principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

Release of Students

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian
2. An adult authorized on the student's emergency card as an individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, and promptly report any unusual incidents to the principal or designee and file a written report as appropriate.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Clearly identify supervision zones and require all playground supervisors to remain at a location from which they can observe their entire zone of supervision and be observed by students in the supervision zone

Students

Safety (continued)

2. Consider the size of the playground area, the number of areas that are obstructed from open view, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Such training shall be documented and kept on file.

Student Safety Patrols

A school safety patrol shall be composed of students of the school selected by the principal or designee and shall serve only with written consent of the students and their parents/guardians. Patrol members shall be at least 10 years old and at least in the fifth grade. (Education Code 49302; 5 CCR 571)

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or designee shall have a playground safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

Students

Safety (continued)

Activities with Safety Risks

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering

StudentsSafety (continued)

15. Surfing

16. Other activities determined by the principal to have a high risk to student safety

Students who operate or ride as a passenger on a bicycle, non-motorized scooter, or skateboard, or wear in-line or roller skates, upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet.

Events In or Around a Swimming Pool

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the district and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6)

Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

Students

Safety (continued)

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed the actual cost to the district. (Education Code 32030, 32031, 32033)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, when engaging in outdoor activities. Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions.

Students

Parental Notifications

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2020 (SB 74, Ch. 6, Statutes of 2020) extends the suspension of these requirements through the 2020-21 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

I. Annually

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 222.5
Board Policy/Administrative Regulation #: See BP 5146
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: See BP 0410
Subject: Right to a free public year 234.7 education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Use of pesticide product, active ingredients, Internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1
Education or Other Legal Code: Education Code 35256, 35258
Board Policy/Administrative Regulation #: See BP 0510
Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 35291, 48980
Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1
Subject: District and site discipline rules

Students

Parental Notifications (continued)

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 44050

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

Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 46010.1

Board Policy/Administrative Regulation #: See AR 5113

Subject: Absence for confidential medical services

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

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: District policy authorizing transfer

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Copy of sexual harassment policy as related to students; contact information for Title IX coordinator

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 32255-32255.6

Board Policy/Administrative Regulation #: See AR 5145.8

Subject: Right to refrain from harmful or destructive use of animals

Students

Parental Notifications (continued)

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301

Board Policy/Administrative Regulation #: See BP 5111.1, See AR 5116.1, See AR 5117

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

When to Notify: Beginning of each school year, if Board allows such absence

Education or Other Legal Code: Education Code 48980, 46014

Board Policy/Administrative Regulation #: See AR 5113

Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48205

Board Policy/Administrative Regulation #: See AR 5113, See BP 6154

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

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208

Board Policy/Administrative Regulation #: See AR 6183

Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49403

Board Policy/Administrative Regulation #: See BP 5141.31

Subject: School immunization program

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49423, 49480

Board Policy/Administrative Regulation #: See AR 5141.21

Subject: Administration of prescribed medication

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Right to refuse consent to physical examination

Students

Parental Notifications (continued)

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

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

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

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

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

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49428
Board Policy/Administrative Regulation #: See None
Subject: How to access mental health services at school and/or in community

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

Students

Parental Notifications (continued)

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 51513, 20 USC 1232h

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

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

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 56301

Board Policy/Administrative Regulation #: See BP 6164.4

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

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 58501, 48980

Board Policy/Administrative Regulation #: See AR 6181

Subject: Alternative schools

When to Notify: Beginning of each school year

Education or Other Legal Code: Health and Safety Code 104855

Board Policy/Administrative Regulation #: See AR 5141.6

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

When/Whom to Notify: Annually

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

Board Policy/Administrative Regulation #: See AR 6162.51

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

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

Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48

Board Policy/Administrative Regulation #: See BP 4112.2, See AR 4222

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

Students

Parental Notifications (continued)

When to Notify: Beginning of each school year
Education or Other Legal Code: 34 CFR 104.8, 106.9
Board Policy/Administrative Regulation #: See BP 0410, See BP 6178
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals
Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93
Board Policy/Administrative Regulation #: See AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year
Education or Other Legal Code: USDA SP-23-2017
Board Policy/Administrative Regulation #: See AR 3551
Subject: District policy on meal payments

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

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling
Education or Other Legal Code: Education Code 221.5; 48980
Board Policy/Administrative Regulation #: See BP 6164.2
Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174
Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program
Education or Other Legal Code: Education Code 32390, 48980
Board Policy/Administrative Regulation #: See AR 5142.1
Subject: Fingerprinting program

Students

Parental Notifications (continued)

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

Education or Other Legal Code: Education Code 35211

Board Policy/Administrative Regulation #: None

Subject: Civil liability, insurance coverage

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

Education or Other Legal Code: Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543

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

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

Education or Other Legal Code: Education Code 44808.5, 48980

Board Policy/Administrative Regulation #: See BP 5112.5

Subject: Open campus

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

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

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

When to Notify: Upon a student's enrollment

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3

Subject: Specified rights related to student records

When to Notify: When students enter grade 7

Education or Other Legal Code: Education Code 49452.7

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Specified information on type 2 diabetes

Students

Parental Notifications (continued)

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

Education or Other Legal Code: Education Code 49452.8

Board Policy/Administrative Regulation #: See AR 5141.32

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

When to Notify: Before Grade 12

Education or Other Legal Code: Education Code 51225.8

Board Policy/Administrative Regulation #: See AR 6163

Subject: Completion and submission of FAFSA and CADAA

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

Education or Other Legal Code: Education Code 51229, 48980

Board Policy/Administrative Regulation #: See AR 6143

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

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

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

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

Board Policy/Administrative Regulation #: See AR 6162.51

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

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

Education or Other Legal Code: Education Code 69432.9

Board Policy/Administrative Regulation #: See AR 5121, See AR 5125

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

Students

Parental Notifications (continued)

When to Notify: When child is enrolled or reenrolled in a licensed child care center or preschool

Education or Other Legal Code: Health and Safety Code 1596.7996

Board Policy/Administrative Regulation #: See AR 5148

Subject: Information on risks and effects of lead exposure, blood lead testing

When to Notify: When child is enrolled in kindergarten

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

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test

Education or Other Legal Code: 5 CCR 11523

Board Policy/Administrative Regulation #: See AR 6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds

Education or Other Legal Code: 20 USC 7908

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Request that district not release student's name, address, and phone number to military recruiters without prior written consent

III. When Special Circumstances Occur

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

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

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

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complainants

Students

Parental Notifications (continued)

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient

Education or Other Legal Code: Education Code 313; 5 CCR 11303

Board Policy/Administrative Regulation #: See AR 6174

Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Titles I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year

Education or Other Legal Code: Education Code 313.2, 440; 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

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

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

Education or Other Legal Code: Education Code 8483

Board Policy/Administrative Regulation #: See AR 5178.2

Subject: Right to priority enrollment how to request priority enrollment

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

Students

Parental Notifications (continued)

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

When to Notify: Annually to parents/guardians of student athletes before participation in competition
Education or Other Legal Code: Education Code 33479.3
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on sudden cardiac arrest

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

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising
Education or Other Legal Code: Education Code 35182.5
Board Policy/Administrative Regulation #: BP 3312
Subject: Advertising will be used in the classroom or learning center

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

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

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

Students

Parental Notifications (continued)

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

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

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health
Education or Other Legal Code: Education Code 48213
Board Policy/Administrative Regulation #: See AR 5112.2
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization
Education or Other Legal Code: Education Code 48216; 17 CCR 6040
Board Policy/Administrative Regulation #: See AR 5141.31
Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant
Education or Other Legal Code: Education Code 48260.5, 48262
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department
Education or Other Legal Code: Education Code 48263
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Name and address of SARB or probation department and reason for referral

When/Whom to Notify: When student requests to voluntarily transfer to continuation school
Education or Other Legal Code: Education Code 48432.3
Board Policy/Administrative Regulation #: See AR 6184
Subject: Copy of district policy and regulation on continuation education

Students

Parental Notifications (continued)

When to Notify: Prior to involuntary transfer to continuation school
Education or Other Legal Code: Education Code 48432.5
Board Policy/Administrative Regulation #: See AR 6184
Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin
Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1
Subject: Basis for the placement recommendation

When to Notify: When student is removed from class and teacher requires parental attendance at school
Education or Other Legal Code: Education Code 48900.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts
Education or Other Legal Code: Education Code 48904
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student
Education or Other Legal Code: Education Code 48904.3
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer
Education or Other Legal Code: Education Code 48906
Board Policy/Administrative Regulation #: See BP 5145.11
Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1
Subject: Notice of suspension

Students

Parental Notifications (continued)

When to Notify: When original period of suspension is extended
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom
Education or Other Legal Code: Education Code 48911.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension
Education or Other Legal Code: Education Code 48912
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission
Education or Other Legal Code: Education Code 48915.1, 48918
Board Policy/Administrative Regulation #: See BP 5119
Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Notice of expulsion hearing

Students

Parental Notifications (continued)

When to Notify: When expulsion or suspension of expulsion occurs

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

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

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

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

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

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

Education or Other Legal Code: Education Code 48987

Board Policy/Administrative Regulation #: See AR 5141.4

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

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

Education or Other Legal Code: Education Code 49067

Board Policy/Administrative Regulation #: See AR 5121

Subject: Student in danger of failing a course

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

Education or Other Legal Code: Education Code 49068

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to receive copy of student's record and to challenge its content

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals

Education or Other Legal Code: Education Code 49070

Board Policy/Administrative Regulation #: See AR 5125.3

Subject: If board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

Students

Parental Notifications (continued)

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: See BP 5125

Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: AR 5125

Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test results

When to Notify: Within 10 days of negative balance in meal account

Education or Other Legal Code: Education Code 49557.5

Board Policy/Administrative Regulation #: See AR 3551

Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals

Students

Parental Notifications (continued)

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

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition
Education or Other Legal Code: Education Code 49476
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Opioid fact sheet

When/Whom to Notify: Within 30 days of foster youth, homeless youth, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12
Education or Other Legal Code: Educational Code 51225.1
Board Policy/Administrative Regulation #: See BP 6146.1, See AR 6173, See AR 6173.1, AR 6173.3, See AR 6175
Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school

When to Notify: Before any test/survey questioning personal beliefs
Education or Other Legal Code: Education Code 51513
Board Policy/Administrative Regulation #: See AR 5022
Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice that the survey will be administered

Students

Parental Notifications (continued)

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

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

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

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

Subject: Parent advisory council membership composition

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

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter facility

When to Notify: When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead

Education or Other Legal Code: Health and Safety Code 1597.16

Board Policy/Administrative Regulation #: See AR 5148

Subject: The requirement to test the facility, and the results of the test

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

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: See AR 3513.3

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

When to Notify: When testing by community water system finds presence of lead exceeding specified level

Education or Other Legal Code: Health and Safety Code 116277

Board Policy/Administrative Regulation #: See AR 3514

Subject: Elevated lead level at school

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

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Students

Parental Notifications (continued)

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

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

Education or Other Legal Code: Penal Code 626.81

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

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

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

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law

Education or Other Legal Code: 5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3

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

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

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies regarding excused and unexcused absences

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

Education or Other Legal Code: 5 CCR 18094, 18118

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

Subject: Policies re: Approval or denial of services

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

Education or Other Legal Code: 5 CCR 18095, 18119

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

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

Students

Parental Notifications (continued)

When to Notify: Upon child's enrollment in child care program
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights
Education or Other Legal Code: 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See AR 4112.24
Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy
Education or Other Legal Code: 20 USC 6318
Board Policy/Administrative Regulation #: See AR 6020
Subject: Notice of policy

When to Notify: When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children
Education or Other Legal Code: 20 USC 7704; 34 CFR 222.94
Board Policy/Administrative Regulation #: See AR 3231

Students

Parental Notifications (continued)

Subject: Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments

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

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

Board Policy/Administrative Regulation #: See AR 3553

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

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

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

Board Policy/Administrative Regulation #: See AR 6173

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

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to review records

When to Notify: When student complains of sexual harassment

Education or Other Legal Code: 34 CFR 106.44, 106.45

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable

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

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

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503

Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4

Students

Parental Notifications (continued)

Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins

Education or Other Legal Code: Education Code 56321

Board Policy/Administrative Regulation #: See AR 6159

Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322

Board Policy/Administrative Regulation #: See AR 6159

Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP

Education or Other Legal Code: Education Code 56343.5

Board Policy/Administrative Regulation #: See AR 6159

Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage

Education or Other Legal Code: Education Code 56521.1

Board Policy/Administrative Regulation #: See AR 6159.4

Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services

Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503

Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1

Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint

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

Students

Parental Notifications (continued)

Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or change in placement
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530
Board Policy/Administrative Regulation #: See AR 5144.2
Subject: Decision and procedural safeguards notice

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

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

V. Classroom / Facility Notices

When to Notify: in all district schools and offices, including staff lounges and student government meeting rooms
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: See BP/AR 1312.3
Subject: Uniform complaint procedures board policy and administrative regulation

When to Notify: In each classroom used for license exempt California State Preschool Program
Education or Other Legal Code: Education Code 8235.5
Board Policy/Administrative Regulation #: See AR/E 1312.3
Subject: Health and safety requirements for preschool programs; where to get complaint form

When to Notify: In each classroom in each school
Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: See AR/E 1312.4
Subject: Complaints subject to Williams uniform complaint procedures

Students

Parental Notifications (continued)

When to Notify: In a licensed child care and development center at a location accessible to parents/guardians

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility.

Lompoc Unified School District
Education Services Executive Director's Office
Tuesday, May 10, 2022

Board Policy Highlights

From: Brian Jaramillo

6000 Series – Instruction

Board Policy, Administrative Regulation, Exhibit 1 and Exhibit 2 6173 - Education for Homeless Children (revised)

Policy updated to reflect NEW LAW (AB 27, 2021) which requires districts to ensure that each school within the district identifies all homeless children and unaccompanied youths and to create a web page or post on the district website a list of district liaisons for homeless students, contact information for such liaisons, and specific information on homelessness, including information regarding the educational rights and resources available to persons experiencing homelessness. Policy also updated to reflect AB 27 requirement for districts that receive American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth funds to administer a housing questionnaire developed by the California Department of Education (CDE) to parents/guardians of all students and all unaccompanied youths and report to CDE the number of homeless children and unaccompanied youths enrolled in the district. In addition, policy updated to reflect NEW LAW (SB 400, 2021) which requires CDE to develop and implement a system to verify that districts are providing required training to district liaisons and other appropriate staff at least annually. Policy also updated for clarity and closer alignment with law.

Regulation updated to add email address to the district liaison's contact information since the California Department of Education (CDE) collects email addresses as part of the consolidated application process. Regulation also updated to reflect (1) NEW LAW (SB 400, 2021) which requires CDE to provide training materials to district liaisons for the purpose of providing required professional development and support to school personnel who provide services to homeless students; (2) CDE's recommendation regarding how dispute resolution information may be provided to parents/guardians or unaccompanied youth when the student involved is an English learner, including in the native language of the individual or through an interpreter; and (3) NEW LAW (AB 27, 2021) which requires districts to create a web page or post on the district website a list of district liaisons, contact information for such liaisons, and specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness.

Exhibit updated for closer alignment with the U.S. Department of Education's "Education for Homeless Children and Youths Program Non-Regulatory Guidance", change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the

California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, and add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process. Exhibit also updated for clarity and gender neutrality.

Exhibit updated to change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process, and add that a copy of the dispute form be provided to the parent/guardian or student disputing enrollment as this is recommended in CDE's "Homeless Education Dispute Resolution Process" letter to districts and is stated in the administrative regulation.

Instruction

Education for Homeless Children

The Governing Board believes that the identification of homeless students is critical to improving the educational outcomes of such students and ensuring that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for such students to meet the same challenging academic standards as other students.

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060, 52064)

The Superintendent or designee shall regularly review and recommend updates to district policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

The Superintendent or designee shall ensure that each district school identifies all homeless children and youths and unaccompanied youths enrolled at the school. (Education Code 48851)

To ensure easy identification of homeless students, the Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/guardians of students and all unaccompanied youths. (Education Code 48851)

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon

Instruction

Education for Homeless Children (continued)

request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)

In addition, the Superintendent or designee shall ensure that the district liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district and school web sites as specified in the accompanying administrative regulation. (Education Code 48852.6)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

The Superintendent or designee shall ensure that information and/or materials for homeless students are provided in a manner and form understandable to the parents/guardians of homeless students and to unaccompanied youths.

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)

InstructionEducation for Homeless Children (continued)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

At least annually, the district liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students. Such professional development and technical assistance shall include, but are not limited to, training on the definitions of terms related to homelessness, the signs of homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect homeless students with appropriate housing and service providers. (Education Code 48852.5; 42 USC 11432)

The Superintendent or designee shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district as identified from the housing questionnaire described above. (Education Code 48851)

At least annually, the Superintendent or designee shall report to the Board on the identification of and outcomes for homeless students, which may include, but are not limited to, the housing questionnaire responses, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to more effectively identify and support the education of homeless students.

InstructionEducation for Homeless Children (continued)

Legal Reference

Education Coder

39807.5	Payment of transportation costs by parents
48850	Academic achievement of students in foster care and homeless children
48850-48859	Education of students in foster care and students who are homeless
48851	Identification of homeless children and youths and unaccompanied youths; housing questionnaire
48851.5	Local educational agency liaison for homeless children and youths
48852.5	Notice of educational rights of homeless students
48852.6	Web site posting of information regarding homelessness
48852.7	Education of homeless students; immediate enrollment
48859	Definitions
48915.5	Recommended expulsion, homeless student with disabilities
48918.1	Notice of recommended expulsion
48985	Notices to parents in language other than English
51225.1-51225.3	Graduation requirements
52052	Accountability; numerically significant student subgroups
52060-52077	Local control and accountability plan
<u>CODE OF REGULATIONS, TITLE 5</u>	
4600-4670	Uniform complaint procedures
<u>UNITED STATES CODE, TITLE 20</u>	
1087vv	Free Application for Federal Student Aid; definitions
1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
1400-1482	Individuals with Disabilities Education Act
6311	State plan
<u>UNITED STATES CODE, TITLE 42</u>	
11431-11435	McKinney-Vento Homeless Assistance Act
12705	Cranston-Gonzalez National Affordable Housing Act; state and local strategies

Lompoc Unified School District
 Adopted: (1/06 9/20) pending 5/22

Instruction

Education for Homeless Children

Definitions

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48859; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian. (Education Code 48859; 42 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which the student was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which the student was last enrolled, or if there is some other school that the student attended within the preceding 15 months and with which the student is connected, the district liaison for homeless students shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

Instruction

Education for Homeless Children (continued)

District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

District Transition Liaison: 1301 North A Street
Lompoc, CA 93436

805-742-3300

The district's liaison for homeless students shall: (Education Code 48851.5, 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies
2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools
3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district
4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children
6. Disseminate public notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.

InstructionEducation for Homeless Children (continued)

7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below
8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice
9. Ensure that school personnel providing services to homeless students, including principals and other school leaders, attendance supervisors, teachers, enrollment personnel, and specialized instructional support personnel, receive professional development and other support
10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090
11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the collection and provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in the student's expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability.

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. The Superintendent or designee shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on CDE's web site. (42 USC 11432)

InstructionEducation for Homeless Children (continued)**Enrollment**

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with the student's homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the district liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of the right to appeal. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in the school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if the student: (Education Code 48850, 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms

InstructionEducation for Homeless Children (continued)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records
4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall immediately refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if the student is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than the school of origin or the school requested by the student's parent/guardian or the student, if an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the reasons for the decision, including why placement in the student's school of origin or requested school is not in the student's best interest, along with a statement regarding the right to appeal the placement decision. The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth. (42 USC 11432)

At the point of any change or subsequent change in the residence of a homeless student, the student may continue attending the student's school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with the student's peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, the student shall be allowed to continue in the same attendance area
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, the student shall be allowed to continue to the school designated for matriculation in that district.

InstructionEducation for Homeless Children (continued)

If the student's status changes before the end of the school year so that the student is no longer homeless, the student shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if the student is in grades K-8
2. Through graduation if the student is in high school

Resolving Enrollment Disputes

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of those roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

InstructionEducation for Homeless Children (continued)

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

When a student's parent/guardian or an unaccompanied youth involved in the enrollment dispute is an English learner, Items #1-5 shall be provided either in the native language of the parent/guardian or unaccompanied youth or through an interpreter, and any additional support needed because of a disability of that parent/guardian or unaccompanied youth shall be made available without a charge.

If a parent/guardian or unaccompanied youth disagrees with the district liaison's enrollment decision, the decision may be appealed to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the liaison for homeless students at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

InstructionEducation for Homeless Children (continued)**Transportation**

The district shall provide transportation for a homeless student to and from the student's school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend the student's school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an IEP that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, the student shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that the student did not complete at the previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, the student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within

InstructionEducation for Homeless Children (continued)

two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements established by the Governing Board.

However, when a homeless student who has completed the second year of high school transfers into the district from another school district or transfers between high schools within the district, the student shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for the student, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in the third or fourth year of high school, the district shall use either the number of credits the student has earned as of the date of the transfer or the length of the student's school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for the student how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to

InstructionEducation for Homeless Children (continued)

qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if the student transfers to another school, including a charter school, or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within the fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for the student, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for the student if under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall have access to extracurricular and enrichment activities that are available to all students in the school, including but not limited to, interscholastic sports administered by the California Interscholastic Federation. (Education Code 48850)

Notification, Complaints, and Posting Requirements

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint

Instruction

Education for Homeless Children (continued)

procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that a list of the district's liaison(s) and the contact information for such liaison(s), as well as specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district's web site. (Education Code 48852.6)

Each district school that has a web site shall also post the contact information for the district liaison and the name and contact information of any employee or other person under contract with the school who assists the district liaison in completing the liaison's duties pursuant to 42 USC 11432. (Education Code 48852.6)



**DISTRICT EXPLANATION OF DECISION
RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT**

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the District's decision related to student eligibility, school selection, or enrollment.

Date: _____ Name of person completing form: _____

Title: _____ Phone number: _____

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): _____

Name of unaccompanied student: _____

School requested: _____

District's placement decision (name of school): _____

Description of action(s) proposed/refused by the District related to eligibility, school selection, or enrollment, including an explanation of why the action(s) is proposed/refused.

The District's determination regarding eligibility, school selection, or enrollment was based upon the following evidence:

Other options that the District considered, if any, which were rejected for the following reasons:

Factors relevant to the District's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

You have the right to appeal this decision to the District Superintendent. To do so, contact the District's homeless liaison listed below within the next fourteen (14) days to request a Dispute Form. You may provide written or oral documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within fourteen (14) days.

If you are not satisfied with the Superintendent's decision, you may appeal to the Santa Barbara County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The District's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

District Liaison: The District liaison is one of the primary contacts between homeless families and school or District staff. The liaison is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Contact Information for District Homeless Liaison

Paul Bommersbach, Coordinator of Education Services
1301 N. A St.
Lompoc, CA 93436

805-742-3310
bommersbach.paul@lUSD.org

County Liaison: If you appeal the District's decision to the county office of education, the District liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Contact Information for County Office of Education Homeless Liaison:

Elizabeth Adams, JD.
PO Box 6307
Santa Barbara, CA 93160-6307

805-964-4711 ext. 4415
eadams@sbceo.org

State Coordinator: If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the District,

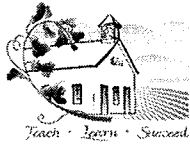
Contact Information for State Homeless Coordinator:

Integrated Support and Programs Office
1430 N Street, Suite 6208
Sacramento, CA 95814-5901

866-856-8214
HomelessED@cde.ca.gov

RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.



LOMPOC
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DISTRICT

Exhibit 6173 (2)
Education for Homeless Children

DISPUTE FORM

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared orally with the district's liaison for homeless students.

Date submitted: _____

Student's name: _____

Name of person completing form: _____

Relation to student: _____

Address: _____

Phone number: _____

Name of school requested: _____

I wish to appeal the eligibility, school selection, or enrollment decision made by:
☐ District liaison ☐ District Superintendent ☐ County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation orally.

I have been provided with:

- ☐ A written explanation of the district's decision
- ☐ Contact information for the district's homeless liaison
- ☐ Contact information for the county office of education's homeless liaison
- ☐ Contact information for the state homeless coordinator

Lompoc Unified School District
Adopted: (11/05 9/20) pending 5/22

Lompoc Unified School District
Deputy Superintendent's Office
Tuesday, May 24, 2022

Board Policy Highlights

From: Bree Valla

6000 Series - Instruction

Board Exemplar 6152.1 – Placement in Mathematic Courses

Exemplar changed to reflect use of NWEA MAO Growth Math assessment in placement of students in grades seven through nine. This assessment replaced the Renaissance Place STAR Math assessment.

InstructionPlacement in Mathematic Courses**California Mathematics Placement Policy for 7-9 Grade Students**

The purpose of the policy is to create a fair, objective, and transparent protocol that serves pupils who are transitioning between 6th grade and middle school and 8th grade and high school. Beginning of the 2016–17 school year, the District will implement the requirements of the California Mathematics Placement Act of 2015 to accurately evaluate and place students in an appropriate mathematics course. The District will take into consideration the following multiple objective academic measures of pupil performance when determining the placement of 7th and 9th grade students:

1. CAASPP standardized mathematics assessment data. (Score of Nearly Met Standards or above)
2. Diagnostic placement test from NWEA MAP Growth Map Assessment
3. Final math grade on the end of the year report card. (Grade C or above)
4. Teacher recommendation and other objective indicators of student performance.
5. Results from course assessment within the first month of school to ensure accurate pupil placement and permit re-evaluation of individual pupil progress. (Grade C or above)
6. For pupils receiving special education services, the final mathematics placement will be determined by the pupil's IEP team.

Pupils Reporting of Students' Mathematics Performance, Grades 7 and 9

Pursuant to Section 51224.7 of the Education code, site administration will report annually to the Office of Superintendent on the aggregate pupil placement data, demonstrating that all students are appropriately and fairly placed in mathematics courses based upon the multiple objective performance measures listed above.

Instruction

Placement in Mathematic Courses

Parent/Guardian and Pupil Recourse for Challenging Mathematics Placement

The District acknowledges the need to offer clear and timely recourse for each pupil and his/her parent(s) or legal guardian(s) who question the pupil's placement. The District enumerates the following remedial steps:

1. Per parent/guardian's formal request, site administration may make available the outcomes from the objective multiple performance measure listed above.
2. Per parent/guardian's formal request, site administration will allow the student to retake the District math placement exam. Based on the results of this assessment when considered in concert with the other multiple measures, site administration may reconsider student's mathematics placement.

Public Reporting of Mathematics Placement Policy

The District shall ensure that its mathematics placement policy is posted on its website.