

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, September 27, 2023

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

- Call to Order
- Members Present
- Pledge to the Flag

CLOSED SESSION

- **Personnel** *(Pursuant to Government Code 54956.9, Trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code Provisions)*
 - Conference with Labor Negotiators (GC 54957)
 - Agency Representatives: J. Gabler & J. Martinez
 - Employee Organization: HETA; CSEA
 - Public Employee Discipline/Dismissal/Release (GC 54957)

OPEN SESSION

6:00 P.M.

Take action on closed session items

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

(In order to insure that members of the public are provided an opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public comments portion of the agenda, or at the time the matter is taken up by the Board. A person wishing to be heard by the Board shall first be recognized by the President and identify themselves. Individual speakers are allowed three minutes to address the Board. The Board shall limit total time for public input on each item to 20 minutes.)

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated September 8, 2023 and September 15, 2023.
- b) Approve minutes of the Regular Board Meeting held on September 13, 2023.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$500.00 from Wonderful Giving.
- e) Approve donation of \$2,500.00 from Woodrow Wilson Parent Teacher Club.

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

- f) Approve donation of \$2,500.00 from FAST Credit Union – School Sponsorship to Ramsey Solutions.
- g) Approve donation of 100 backpacks and \$1,000.00 from Bank of the Sierra.

3. INFORMATION ITEMS

- a) Receive for information the monthly financial reports for the period of 07/01/2023 – 08/31/23 (Endo)
- b) Receive for information the 2023-2024 Hanford Elementary School District Local Control Accountability Plan Revisions (Heugly)
- c) Receive for information revised Board Policy & Administrative Regulation: (Gomez)
 - 6174 – Education for English Learners
- d) Receive for information revised Board Policy: (Strickland)
 - 5141.5 – Mental Health
- e) Receive for information revised Board Policy and Administrative Regulation: (Strickland)
 - 5141.6 – School Health Services
- f) Receive for information revised Board Policy: (Strickland)
 - 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education
- g) Receive for information the recommended retitling and renumbering revisions to Board Policies and Administrative Regulations (Martinez)
 - Attached listing

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Memorandum of Understanding with Sinclair Research Group – CASC (Baldwin)
- b) Consider approval of Memorandum of Understanding with Sinclair Research Group – General Education and Education Specialist (Baldwin)
- c) Consider approval of consultant contract with Merced County Office of Education – North Valley Leadership (Baldwin)
- d) Consider approval of Plan of Work with Tulare County Office of Education (Espindola)
- e) Consider approval to rescind American Inc's bid for procurement of equipment for the John F Kennedy HVAC replacement project due to clerical error (Potter)
- f) Consider approval to award bid to Kings County Air for the procurement of equipment for the John F. Kennedy HVAC replacement project (Potter)
- g) Consider approval of revised Administrative Regulation: (Strickland)
 - 5113 – Absences and Excuses
- h) Consider approval of revised Board Policy and Administrative Regulation: (Strickland)
 - 6173 – Education for Homeless Children
- i) Consider approval of revised Board Policy and Administrative Regulation: (Strickland)
 - 6173.1 – Education for Foster Youth
- j) Consider approval of revised Board Policy: (Martinez)
 - 4030 – Nondiscrimination in Employment
- k) Consider approval of revised Board Policy: (Martinez)
 - 4112.2 - Certification
- l) Consider approval of revised Administrative Regulation (Martinez)
 - 4112.2 - Certification

- m) Consider approval of revised Exhibit: (Martinez)
 - 4112.9/4212.9/4312.9 – Employee Notifications
- n) Consider approval of revised Administrative Regulation: (Martinez)
 - 4161.8/4261.8/4361.8 – Family Care and Medical Leave

5. PERSONNEL (Martinez)

a) Employment

Classified

- Citlaly Cisneros, READY Program Tutor – 4.5 hrs., Richmond, effective 9/12/2023
- Madison Hood, Special Education Aide – 5.0 hrs., Monroe, effective 9/18/23
- Kendra Nolen, Alternative Education Program Aide – 5.5 hrs., Community Day School, effective 9/5/23
- Maricruz Pacheco-Barajas, READY Program Tutor – 4.5 hrs., Richmond, effective 9/12/23

Classified Temps/Subs

- Hannah Barajas, Substitute Licensed Vocational Nurse, effective 9/14/23
- Luis Botello, Substitute Yard Supervisor, effective 9/13/23
- Anthony Diaz, Substitute Custodian II, effective 9/14/23
- Fernando Martinez, Substitute READY Program Tutor, effective 9/11/23
- Jose Rojas, Athletic Coach, effective 8/31/23
- Sara Rubio-Dreading, Substitute Paraprofessional (TK/K) and Yard Supervisor, effective 9/12/23

More Hours/Days

- Ruby Hernandez, from Food Service Worker I – 3.0 hrs., King, to Food Service Worker I – 3.25 hrs., Washington, effective 9/18/23

Voluntary Transfer

- Raquel Ramirez, from Special Education Aide – 5.0 hrs., Monroe to Special Education Aide – 5.0 hrs., Lincoln, effective 9/18/23

Short Term Classified

- Aracelia Mendez, Short-Term Yard Supervisor – 3.25 hrs., Simas, effective 9/5/23-10/27/23
- Amber McRoberts, Short-Term Yard Supervisor – 1.75 hrs., Monroe, effective 9/5/23-10/27/23
- Abigail Olguin-Serna, Short-Term Substitute Telephone Clerk – 8.0 hrs., Human Resources, effective 9/5/23-12/15/23

Temporary Out of Class Assignment

- Jarrod King, from Special Education Aide – 5.0 hrs., Wilson to Student Specialist – 8.0 hrs., Simas, effective 8/22/23-10/27/23

Employment and Certification of Temporary Athletic Team Coaches pursuant to Title 5 CCR 5594

- Luis Botello, Boys 4-6th Football, Roosevelt, effective 8/28/23-11/4/23
UPDATED
- Eric Gonzales, Girls 6-8th Volleyball, Jefferson, effective 8/21/23-10/13/23
- Jose Rojas, Boys 4-6th Football, Monroe, effective 8/31/23-11/4/23
- Kelvin Shepherd, Boys 8th Football, Wilson, effective 8/21/23-10/25/23

b) Resignations

Classified

- Juliana Evans, READY Program Tutor – 4.5 hrs., Hamilton, effective 9/15/23
- Emily Lerma, Yard Supervisor – 2.5 hrs., Hamilton, effective 9/12/23
- Jessica Strown, Substitute Clerk Typist I, effective 8/14/23

c) Volunteers

Name	School
Emily Barragan	District Office
Reyna Bribiesca-Ruiz	Hamilton/Richmond/Lincoln
Abigail Quintero	Hamilton
Juana Aguilar (HESD Employee)	Jefferson
Christina Gonzales (HESD Employee)	Jefferson
Roman Gonzales (HESD Employee)	Jefferson
Sara Rubio-Dreading (HESD Employee)	Jefferson
Norma Rodriguez Lopez	Kennedy
Rosa Avila	King
Yesenia Gomez	King
Mayra Osornio	King
Klarissa Perez	King
Alexa Ruiz-Ibarra	Lincoln/Simas
Stephanie Medrano	Lincoln
Joselin Delgado	Monroe
Marlin Villanueva	Monroe
Jessicca Maris	Richmond
Megan Martinez	Richmond
Sintia Salgado Becerra	Richmond
Jessica Silva	Richmond
Griselda Delgado Mosquedsa	Roosevelt
Elizabeth Martinez	Roosevelt
Claudia Reyes	Roosevelt
Patricia (Trish) Sozinho	Roosevelt
Brooke Adams	Simas
Amber McRoberts (HESD Employee)	Simas/Wilson
Maya Mendez	Simas
Carey Mendez	Simas
Diane Ronquillo	Simas
Stephanie Harrah	Washington
Amanda Smith (HESD Employee)	Washington
Guadalupe Valdez	Washington

6. FINANCIAL (Endo)

NONE

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/27/2023

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 09/08/23 and 09/15/23.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants Dated 09/08/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12724773	6909	AAF FLANDERS – Materials/Supplies	\$8,203.60
12724774	6431	AMAZON.COM – Materials/Supplies	\$10,670.60
12724775	949	AMERICAN INCORPORATED – Services/Repair	\$374.00
12724776	7544	ASHLEY BARBA – Reimburse-Materials/Supplies	\$196.99
12724777	7399	BIMBO BAKERIES USA – Food Services-Food	\$1,101.60
12724778	6331	PAUL BORGES – Reimburse-Other Services	\$85.00
12724779	8040	KELSEY CAMPBELL – Advance-Mileage	\$22.53
12724780	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$4,588.93
12724781	325	CHILDSWORK CHILDSPLAY – Materials/Supplies	\$396.85
12724782	3344	EMILY CLARKE – Reimburse-Materials/Supplies	\$108.65
12724783	3839	CREATIVE THERAPY STORE – Materials/Supplies	\$55.85
12724784	3127	RAMIRO FLORES – Reimburse-Materials/Supplies	\$300.00
12724785	6418	FROG STREET PRESS – Textbooks	\$13,690.43
12724786	2290	ROBERT A. GARCIA – Reissue Payroll	\$10.46
12724787	1393	GAS COMPANY – Utilities	\$269.26
12724788	3305	GILBERT ELECTRIC COMPANY – Services/Repair	\$881.53
12724789	591	GOLD STAR FOODS – Food Services-Food	\$13,430.82
12724790	7196	GRAVIC INC. – Other Services	\$550.00
12724791	7673	STEPHEN L. HAHN INSPECTIONS – JFK/WW HVAC Projects	\$4,350.00
12724792	7592	HANFORD SENTINEL – Other Services	\$1,301.55
12724793	7592	HANFORD SENTINEL – Subscription	\$225.00
12724794	632	CITY OF HANFORD – Utilities	\$27,382.84
12724795	4793	RUTH M HERNANDEZ – Reimburse-Materials/Supplies	\$200.00
12724796	2188	THE HOME DEPOT PRO – Warehouse Inventory	\$1,932.32
12724797	5264	HOUGHTON MIFFLIN HARCOURT – Materials/Supplies, Other Services	\$12,354.72
12724798	8220	IMAGE 2000 FRESNO – Equipment	\$20,372.14
12724799	764	RICHARD JOHNSTON – Reimburse-Materials/Supplies	\$154.44
12724800	808	KINGS WASTE & RECYCLING – Utilities	\$2,617.30
12724801	2033	ROSEMARY LERMA – Reimburse-Materials/Supplies	\$200.00
12724802	7521	LITERACY RESOURCES LLC – Materials/Supplies	\$158.76
12724803	912	MANGINI ASSOCIATES INC. – JFK/WW HVAC Projects, Kitchen Project	\$47,565.67
12724804	8240	MAYA MENDEZ – Reimburse-Other Services	\$39.00
12724805	4149	KELLIE NOJI – Reimburse-Materials/Supplies	\$200.00
12724806	1058	ODP BUSINESS SOLUTIONS LLC – Materials/Supplies, Warehouse Inv	\$771.34
12724807	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$16,554.04
12724808	7580	PRUDENTIAL OVERALL SUPPLY – Food Services-Other Services	\$173.96
12724809	8234	QUAVERED INC. – Other Services	\$3,600.00
12724810	7401	RIVERSIDE INSIGHTS – Materials/Supplies	\$4,295.47
12724811	7346	RMA GEOSCIENCE INC. – WW Admin/Gym Projects	\$3,206.00
12724812	5898	ANNELIESE ROA – Food Services-Reimburse-Food	\$707.63
12724813	8242	BRITTNI ROBERTS – Reimburse-Materials/Supplies	\$48.59
12724814	6028	MARIA ROSALES – Reimburse-Materials/Supplies	\$131.73
12724815	7415	SAN MATEO-FOSTER CITY – Food Services-Membership Dues	\$717.71
12724816	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$164.97
12724817	1349	SIERRA SCHOOL EQUIPMENT CO. – Materials/Supplies	\$13,986.54
12724818	6483	CRISTINA SOLORIO – Food Services-Refund	\$35.80
12724819	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$14,429.41
12724820	4381	STAPLES - BUSINESS ADVANTAGE – Materials/Supplies	\$1,931.63

**Warrant Register For Warrants
Dated 09/08/2023**

Warrant Number	Vendor Number	Vendor Name	Amount
12724821	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$15,908.51
12724822	4347	THERAPY SHOPPE INC – Materials/Supplies	\$82.92
12724823	3325	TOTAL IMAGE MOBILE DETAILING – Other Services	\$2,275.00
12724824	3325	TOTAL IMAGE MOBILE DETAILING – Food Services-Other Services	\$1,325.00
12724825	3749	ULINE INC – Materials/Supplies	\$489.42
12724826	7683	WILLIAM H. SADLIER INC. – Materials/Supplies	\$31,595.83
12724827	2822	GRISELDA YRIGOLLEN – Reimburse-Materials/Supplies	\$200.00
Total Amount of All Warrants:			\$286,622.34

Credit Card Register For Payments

Dated 09/08/2023

Document Number	Vendor Number	Vendor Name	Amount
14036922	5261	COMMERCIAL RADIATOR WORKS INC – Materials/Supplies	\$3,857.20
14036923	3089	COMMITTEE FOR CHILDREN – Materials/Supplies, Other Services	\$2,441.61
14036924	7171	CONN DOORS – Services/Repair	\$6,194.19
14036925	5008	DECKER INC – Materials/Supplies	\$87.78
14036926	5184	DRISKELL'S APPLIANCE – Materials/Supplies	\$1,429.63
14036927	599	GOPHER SPORT – Materials/Supplies	\$215.87
14036928	5778	HAMERAY PUBLISHING GROUP INC. – Books	\$6,875.09
14036929	635	HANFORD CHAMBER OF COMMERCE – Membership Dues	\$350.00
14036930	5690	INDOFF INCORPORATED – Materials/Supplies	\$25.24
14036931	6573	IXL LEARNING – Other Services	\$2,700.00
14036932	827	LA TAPATIA TORTILLERIA INC. – Food Services-Food	\$1,650.00
14036933	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	\$294.71
14036934	5111	P & R PAPER SUPPLY COMPANY INC – Food Services-Materials/Supplies	\$9,526.22
14036935	1278	S & S WORLDWIDE INC. – Materials/Supplies	\$275.23
14036936	1313	SCHOLASTIC TEACHERS STORE – Books	\$571.65
14036937	3722	SCHOOL MATE – Materials/Supplies	\$2,280.00
14036938	1417	STENHOUSE PUBLISHERS – Books	\$124.41
14036939	2405	WPS – Materials/Supplies	\$10,024.13
Total Amount of All Credit Card Payments:			\$48,922.96

Warrant Register For Warrants

Dated 09/15/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12725334	8180	AIRGAS INC. – Materials/Supplies	\$35.67
12725335	6431	AMAZON.COM – Materials/Supplies	\$6,686.53
12725336	53	AMERICAN MUSIC COMPANY – Materials/Supplies	\$398.74
12725337	73	APPLE INC. – Materials/Supplies	\$7,733.14
12725338	4670	ALICIA ARTHUR – Reimburse-Materials/Supplies	\$200.00
12725339	6253	AT&T – Telephone Communications	\$177.88
12725340	8243	HANNAH BARAJAS – Reimburse-Other Services	\$39.00
12725341	1690	BATTERY SYSTEMS – Materials/Supplies	\$1,194.08
12725342	8244	REYNA BRIBIESCA-RUIZ – Reimburse-Other Services	\$39.00
12725343	8018	RYLYN BURNETT – Reissue Reimburse-Other Services	\$30.00
12725344	8040	KELSEY CAMPBELL – Advance-Mileage	\$58.30
12725345	6552	CHILDREN'S STORYBOOK GARDEN – Study Trips	\$3,240.00
12725346	8000	BAYLEE CHRISMAN – Reissue Reimburse-Other Services	\$10.00
12725347	4178	COOK'S COMMUNICATION – Materials/Supplies	\$2,969.71
12725348	3973	DANIELLE DARPLI – Reimburse-Mileage	\$54.50
12725349	1750	EMPIRE SUPPLY COMPANY INC. – Materials/Supplies	\$1,823.66
12725350	4161	MATT GAMBLE – Reimburse-Materials/Supplies	\$374.73
12725351	7375	MAYRA GARCIA – Reimburse-Other Services	\$39.00
12725352	6481	TAMRA GARCIA – Reimburse-Study Trips	\$400.00
12725353	1393	GAS COMPANY – Utilities	\$890.23
12725354	599	GOPHER SPORT – Materials/Supplies	\$1,371.59
12725355	3253	CORI GRIFFIN – Reimburse-Materials/Supplies	\$200.00
12725356	8137	YSELA GUZMAN – Reimburse-Mileage	\$179.21
12725357	7592	HANFORD SENTINEL – Food Services-Other Services	\$375.00
12725358	1895	JENNIFER HENDERSON – Reimburse-Materials/Supplies	\$196.86
12725359	8249	CHRISTINE HERNANDEZ – Reimburse-Mileage	\$122.62
12725360	2853	LISA HINOJOS – Reimburse-Materials/Supplies	\$195.18
12725361	7881	INNOVED – Materials/Supplies	\$4,099.20
12725362	986	LAWNMOWER MAN – Materials/Supplies, Services/Repair	\$590.47
12725363	8250	KEIRSTY LEE – Reimburse-Mileage	\$304.97
12725364	4629	LOWE'S OF HANFORD – Materials/Supplies	\$150.79
12725365	5430	ANDREW MARTINEZ – Reimburse-Materials/Supplies	\$193.86
12725366	2903	JAIME MARTINEZ – Reimburse-Travel/Conference, Mileage	\$48.18
12725367	2909	MARCELA NICOLE NASH – Reimburse-Mileage	\$34.85
12725368	7949	AURORA PAEZ – Reimburse-Mileage	\$155.63
12725369	7203	PARADIGM HEALTHCARE SERVICES LLC. – Other Services	\$1,891.71
12725370	1125	PETUNIA'S PLACE – Books	\$29,763.55
12725371	3689	PIONEER VALLEY ED. PRESS – Materials/Supplies	\$490.78
12725372	7820	PLAY THERAPY SUPPLY LLC – Materials/Supplies, Books	\$344.16
12725373	1182	JULIE PULIS – Reissue Reimburse-Payroll	\$364.72
12725374	8114	ADRIANA RAZO – Reimburse-Mileage	\$169.78
12725375	3883	SHEREESE ROSE – Reimburse-Travel/Conference, Mileage	\$47.18
12725376	8251	SINTIA SALGADO BECERRA – Reimburse-Other Services	\$39.00
12725377	1327	SCHOOL SPECIALTY LLC – Warehouse Inventory	\$10,261.84
12725378	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$78,827.50
12725379	2031	SOUTHWEST SCH & OFFICE SUPPLY – Warehouse Inventory	\$52,399.05
12725380	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$28,882.50
12725381	2277	BRIAN STONE – Reimburse-Materials/Supplies	\$166.92

Warrant Register For Warrants

Dated 09/15/2023

Warrant Number	Vendor Number	Vendor Name	Amount
12725382	8192	KRISTI TOSTE – Reimburse-Mileage	\$674.39
12725383	2138	THE TREE HOUSE – Warehouse Inventory	\$2,535.28
12725384	1503	TULARE-KINGS MUSIC ED. ASSOC. – Reissue Memberships	\$225.00
12725385	6861	ISABEL VEGA – Reimburse-Materials/Supplies	\$200.00
12725386	8248	JUANITA VILLALOBOS – Reimburse-Mileage	\$56.59
12725387	6323	PAOLO WHEATON – Reimburse-Materials/Supplies	\$200.00
12725388	7229	LEANN WILLIAMSON – Reimburse-Mileage	\$58.30
Total Amount of All Warrants:			\$242,210.83

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9/15/2023 7:34:36AM

Document Number	Vendor Number	Vendor Name	Amount
14036997	6625	COSCO FIRE PROTECTION – Services/Repair	\$750.00
14036998	415	DELRAY TIRE & RETREADING INC. – Services/Repair	\$187.11
14036999	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$1,625.87
14037000	4276	LEARNING A-Z – Other Services	\$3,419.94
14037001	7679	LEARNING WITHOUT TEARS – Materials/Supplies	\$410.84
14037002	6749	LIVESCHOOL – Other Services	\$6,435.00
14037003	3722	SCHOOL MATE – Materials/Supplies	\$2,244.55
Total Amount of All Credit Card Payments:			\$15,073.31

Hanford Elementary School District
Minutes of the Regular Board Meeting
September 13, 2023

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 13, 2023, at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Kristina Baldwin, Cristy Goins, Lindsey Calvillo, David Endo, David Goldsmith, Lucy Gomez, Lindsay Hastings, Robert Heugly, Rick Johnston, Jaime Martinez, Jennifer Pitkin, William Potter, Cynthia Pursell, Jill Rubalcava, and Jay Strickland.

CLOSED SESSION

Closed Session Trustees adjourned to closed session at 5:30 for the purpose of:

- Student Discipline pursuant to Education Code section 48918
- Personnel pursuant to Government Code 54956.9

Open Session Trustees returned to open session at 6:15 p.m.

Case #24-01 & #24-02 Trustee Strickland moved to accept the Findings of Facts and expel Case #24-01 and #24-02 for the remainder of the 2023-2024 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on Sept 11, 2023. Parents may apply for readmission on or after Dec 15, 2023. If readmission is granted, student may return to regular school in probationary status on a Behavior Conditions Plan through June 7, 2024. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes
 Garner – Yes
 Hernandez – Absent
 Revious – Yes
 Strickland – Yes

Case #24-03 Trustee Strickland moved to accept the Findings of Facts and expel Case #24-03 for the remainder of the 2023-2024 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on Sept 11, 2023. Parents may apply for readmission on or after June 7, 2024. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes
 Garner – Yes
 Hernandez – Absent
 Revious – Yes
 Strickland – Yes

Case #23-07 Trustee Strickland moved to revoke readmission for Case #23-07 based upon the student's failure to abide by school and district rules upon return to regular school. Parents may apply for readmission on or after December 15, 2023. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

Personnel No action was taken by the Board.

Public Hearing At 6:17 p.m. President Revious opened the Public Hearing: Instructional Materials Funding Realignment Program.

Jill Rubalcava, Assistant Superintendent, stated according to Education Code we are to hold an annual public hearing to determine if each student in Hanford Elementary School District has sufficient instructional materials. Jill attested that each student has the textbooks required by law. Action on adopting the resolution will take place later in the meeting.

President Revious called for questions from the public, there being none the Public Hearing was closed at 6:17 p.m.

PRESENTATION, REPORTS AND COMMUNICATIONS

Public Comments None

Board and Staff Comments None

Requests to Address the Board None

Dates to Remember President Revious reviewed dates to remember: Elementary Football & Softball Games – September 21st; Elementary Football & Softball Games – September 25th; Regular Board Meeting – September 27th.

CONSENT ITEMS

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

Garcia – Yes
Garner – Yes
Hernandez – Absent

Revious – Yes
Strickland – Yes

Trustee Garcia then made a motion to approve consent items “a” through “e”.
Trustee Garner seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

The items approved are as follows:

- a) Warrant listings dated August 18, 2023; August 23, 2023; August 25, 2023 and September 1, 2023.
- b) Minutes of the Regular Board Meeting held on August 23, 2023.
- c) Interdistrict transfers as recommended.
- d) Donation of new clothing from First Christian Reform Church.
- e) Adoption of Simas Staff by Hanford Save Mart Supermarket.

INFORMATION ITEMS

Bond Program Update

- a) David Endo, Chief Business Official, introduced Jason List from Isom Advisors for information on the Bond Program status update. Jason reviewed the District’s bond and assessed value history. He highlighted that the District’s tax rate has grown. He reviewed the District’s bond proceeds and recommends the District goes with what it needs and the survey will help determine those needs and how much tax payers are willing to support. Jason also reviewed projects that remain to get funded, their cost, voter’s demographics, voter turnout, and the bond timeline. Trustee Garner asked what the approval percentage needed to pass. Jason answered 55% have to say yes. The only cost to the district is the phone survey as they hire a third party to conduct the actual survey. The Board is not tied to anything before deciding the pass a resolution calling for a bond election. Vice-President Strickland would like a survey closer to November 2024 to get a better idea of where voters stand.

Notice of Completion – Central Kitchen

- b) William Potter, Director of Facilities and Operations, presented for information the Notice of Completion for Central Kitchen Freezer Replacement Project.

AR 5113

- c) Jay Strickland, Assistant Superintendent, presented for information the revised Administrative Regulation:
 - 5113 – Absences and Excuses

BP/AR 6173

- d) Jay Strickland, Assistant Superintendent, presented for information the Board Policy and Administrative Regulation:
 - 6173 – Education for Homeless Children

- BP/AR 6173.1** e) Jay Strickland, Assistant Superintendent, presented for information the Board Policy and Administrative Regulation:
- 6173.1 – Education for Foster Youth
- BP 4030** f) Jaime Martinez, Assistant Superintendent, presented for information the revised Board Policy:
- 4030 – Nondiscrimination in Employment
- BP 4112.2** g) Jaime Martinez, Assistant Superintendent, presented for information the revised Board Policy:
- 4112.2 - Certification
- AR 4112.2** h) Jaime Martinez, Assistant Superintendent, presented for information the revised Administrative Regulation:
- 4112.2 - Certification
- E 4112.9/4212.9/4312.9** i) Jaime Martinez, Assistant Superintendent, presented for information the revised Exhibit:
- 4112.9/4212.9/4312.9 – Employee Notification
- AR 4161.8/4261.8/4361.8** j) Jaime Martinez, Assistant Superintendent, presented for information the revised Administrative Regulation:
- 4161.8/4261.8/4361.8 – Family Care and Medical Leave

BOARD POLICIES AND ADMINISTRATION

- MOU – Regents of the University of CA** a) Trustee Garner made a motion to approve the Memorandum of Understanding with The Regents of the University of California on behalf of its UC Cooperative Extension Kings County CalFresh Healthy Living, University of California Education Program. Trustee Garcia seconded; motion carried 4-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Absent
 - Revious – Yes
 - Strickland – Yes
- SchoolWorks** b) Trustee Strickland made a motion to approve contract with SchoolWorks for HESD demographics update and school attendance boundary adjustments. Trustee Garcia seconded; motion carried 4-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Absent
 - Revious – Yes
 - Strickland – Yes

Lemoore Karate School c) Trustee Strickland made a motion to approve consultant contract with Lemoore Karate School – Evan Calhoun to provide instruction to the READY program.

Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

Bricks4Kids d) Trustee Garcia made a motion to approve consultant contract with Bricks4Kids to provide enrichment classes for the READY program. Trustee Strickland seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

Resolution #03-24 e) Trustee Garcia made a motion to adopt Resolution #03-24: Sufficiency of Instructional Materials. Trustee Garner seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

American Inc. f) Trustee Strickland made a motion to approve the award to American Inc. for procuring equipment for the John F. Kennedy Classroom HVAC project. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

HVAC Replacements at JFK g) Trustee Garcia made a motion to approve the soliciting of bids for HVAC replacement in the Administration and Kitchen at John F. Kennedy. Trustee Garner seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

BP 1312.3 h) Trustee Strickland made a motion to approve the revised Board Policy 1312.3 – Uniform Complaint Procedures (UCP). Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

- AR 1312.4** i) Trustee Garcia made a motion to approve the Administrative Regulation 1312.4 – Williams Complaints Procedures. Trustee Strickland seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

- BB/E 9270** j) Trustee Garcia made a motion to approve the revised Board Bylaw and Exhibit 9270 – Conflict of Interest. Trustee Garner seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

- Resolution #05-24** k) Trustee Garcia made a motion to adopt #05-24: Conflict of Interest Code. Trustee Garner seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

PERSONNEL

Trustee Strickland made a motion to take Personnel items “a” through “b” together. Trustee Garcia seconded; the motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

Trustee Strickland then made a motion to approve Personnel items “a” through “b”. Trustee Garcia seconded; the motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes

Strickland – Yes

***Item "a" –
Employment***

The following items were approved:

Classified

- Eliana Jimenez, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/14/23

Classified Temps/Subs

- Rose Barcellos, Substitute Yard Supervisor, effective 8/23/23
- Joe Cano, Substitute Groundskeeper I and Warehouse/Reprographics and Mail Technician, effective 8/16/23
- Izumi Nakazawa, Substitute Yard Supervisor, effective 8/28/23
- Abigail Olguin-Serna, Substitute Bilingual Clerk Typist I and Substitute Telephone Clerk, effective 8/15/23
- Fatima Perico, Substitute Yard Supervisor, effective 8/30/23
- Jessica Sweeden, Substitute Yard Supervisor, effective 9/1/23
- Jewel Zamora, Substitute Yard Supervisor, effective 9/5/23

More Hours/Days

- Adriana Canchola, from Yard Supervisor – 2.5 hrs., Hamilton to Yard Supervisor – 3.0 hrs., Hamilton, effective 8/15/23
- Maria Palacios, from Yard Supervisor – 3.25 hrs., Wilson, to Yard Supervisor – 3.5 hrs., Wilson, effective 8/16/23
- Veronica Sanchez, from Bus Driver – 4.5 hrs., Transportation to Bus Driver – 6.0 hrs., Transportation, effective 8/21/23

Voluntary Reduction of hours

- Freda Delgadillo, from Yard Supervisor – 3.5 hrs., Wilson, to Yard Supervisor – 3.0 hrs., Wilson, effective 8/16/23

Short Term Classified

- Cristina Castorena, Short-Term Yard Supervisor – 1.5 hrs., Roosevelt, effective 9/5/23-10/27/23
- Guadalupe Gonzalez, Short-Term Yard Supervisor – 1.0 hrs., Jefferson, effective 8/28/23-10/27/23
- LeAnna Mattos, Short-Term Yard Supervisor – 3.0 hrs., Wilson, effective 8/28/23-10-27/23
- Cristina Nuno, Short-Term Yard Supervisor – 3.5 hrs., King, effective 8/28/23-10/27/23
- Adilene Ochoa, Short-Term Yard Supervisor – 3.5 hrs., Lincoln, effective 8/28/23-10/27/23
- Francisca Perez, Short-Term Yard Supervisor – 1.5 hrs., King, effective 8/28/23-10/27/23
- Erica Tijero, Short-Term Yard Supervisor – 2.0 hrs., King, effective 8/28/23-10/27/23

Employment and Certification of Temporary Athletic Team Coaches pursuant to Title 5 CCR 5594

- Mariah Benitez, Girls 4-6th Softball, Hamilton, effective 8/28/23-11/4/23
- Luis Botello, Boys 4-6th Football, Roosevelt, effective 8/21/23-11/4/23
- Rachel Castellanos, Girls 4-6th Softball, Roosevelt, effective 8/21/23-11/4/23
- Joseph Hernandez, Jr. High Drum Coach, Kennedy and Wilson, effective 8/23/23-6/7/24
- James Joyce, Boys 4-6th Football, Richmond, effective 8/28/23-11/4/23

- Christopher Kuenning, Girls 4-6th Softball, Washington, effective 8/21/23-11/4/23
- Michael Quinoñes, Boys 4-6th Football, Washington, effective 8/21/23-11/4/23

Item "b" – Resignations

Classified

- Oralía Alvidrez, Food Service Worker I – 3.25 hrs., Washington, effective 6/2/23
- DeMerio Carre, Yard Supervisor – 2.5 hrs., Washington, effective 8/21/23
- Elizabeth Chavez, READY Program Tutor – 4.5 hrs., Simas, effective 8/29/23
- Jenny Gonzalez, Yard Supervisor – 3.25 hrs., Lincoln effective 6/2/23
- Madison Lee, READY Program Tutor – 4.5 hrs., Richmond, effective 8/22/23
- Therese Marquez, READY Program Tutor – 4.5 hrs., Richmond, effective 6/2/23
- Jenny Rodriguez Cruz, Yard Supervisor – 3.5 hrs., Simas, effective 6/2/23
- Silvia Villegas Esteves, Educational Tutor, K-8 – 4.5 hrs., Jefferson, effective 8/29/23

Termination due to Failure to Respond to Annual Notification

- Perla Cooper, Substitute Yard Supervisor, effective 12/15/22
- Edgar Lopez, Substitute Groundskeeper I and Maintenance Worker I, effective 4/3/23

FINANCIAL

Unaudited Actuals

Financial Report

David Endo, Chief Business Official, stated he gave the Board a copy of the updated unaudited actuals due to a software update at the state level on Friday evening. David reviewed the Unrestricted General Fund ending balance and the Restricted General Fund ending balance with the funds closed for the year. David highlighted: all the bond funds were spent, walk in refrigerator and freezer replaced at the central kitchen, portable bathrooms purchased, golf carts added or replaced through grants at some sites, electric and gas mower grant purchased, Lincoln Elementary was reroofed, and Roosevelt Elementary and Richmond Elementary modernization were completed. David reviewed the general fund budget comparison for the 2nd interim and unaudited actuals. It showed a \$2.4 million surplus change and the explanation for the change. The total general fund balance and difference between unrestricted and restricted was shown. Lastly, David review 'looking forward' and highlighted Legislative Analyst's Office estimates 2/3 chance the State deficit is \$6.2 billion more than May Revision, \$3.0 of the \$4.5 million in proposed cuts to 2022-23 Art/Music/Discretionary Grant and Learning Recovery Grant were restored in the adopted budge, all ESSER (COVID) funding expires in September of 2024, 2023-2024 funded ADA projected to decline 194 ADA using the 3 prior year ADA average, day 4 enrollment is down 77 students relative to last year's census count, and over \$9.4 million of one-time funding included in the adopted 23-24 HESD budget.

- a) Trustee Garner made a motion to approve the unaudited actuals financial report. Trustee Garcia seconded; motion carried 4-0:
- Garcia – Yes
 - Garner – Yes
 - Hernandez – Absent
 - Revious – Yes
 - Strickland – Yes

Resolution #07-b) 24 Trustee Garcia made a motion to adopt Resolution #07-24: 2022-2023 Budget Revisions: Unaudited Actuals. Trustee Strickland seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

Exemption – Classroom Teacher’s Salaries c) Trustee Strickland made a motion to approve of the request for exemption form the required expenditures for classroom teacher’s salaries. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

Resolution #08-d) 24 Trustee Strickland made a motion to adopt Resolution #08-24: Gann Limit. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

Kings County’s Government Accounting Standard 31 Report e) Trustee Garcia made a motion to approve the Kings County’s Government Accounting Standard 31 Report. Trustee Strickland seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

Kings County Treasurer’s Quarterly Report f) Trustee Strickland made a motion to approve the Kings County Treasurer’s Quarterly Compliance Report. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

Resolution #06-g) 24 Trustee Garcia made a motion to adopt Resolution #06-24: Accounting of Developer Fees. Trustee Garner seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes

Hernandez – Absent
Revious – Yes
Strickland – Yes

Resolution #09-24 h) Trustee Garcia made a motion to adopt Resolution #09-24: allowing the District to self-certify its micro-purchase threshold to \$50,000. Trustee Garner seconded; motion carried 4-0:

Garcia – Yes
Garner – Yes
Hernandez – Absent
Revious – Yes
Strickland – Yes

Adjournment There being no further business, President Revious adjourned the meeting at 7:21 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Timothy Revious, President

Lupe Hernandez, Clerk

No	Reason	A/D	Sch Req'd	Home Sch	Date
I-247	O	A	Kennedy	Lakeside	9/19/2023
I-248	O	A	Simas	Pioneer	9/19/2023
I-249	O	A	Simas	Pioneer	9/19/2023
I-249	O	A	Simas	Lakeside	9/19/2023

No	Reason	A/D	Sch Req'd	Home Sch	Date
O-197	O	A	Kit Carson	Washington	9/19/2023
O-198	O	A	Kit Carson	Kennedy	9/19/2023

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Ramiro Flores

DATE: September 6, 2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2023

ITEM: Consider acceptance of donation of \$500.00 from Wonderful Giving to Roosevelt Elementary School.

PURPOSE: To be used for purchase of instructional supplies for the 2023-2024 school year.

FISCAL IMPACT: 0100-1100-0-1110-1000-430000-026-0000

RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form**TO:** Joy Gabler**FROM:** Matt Gamble**DATE:** 9/8/23**FOR:** (X) Board Meeting
() Superintendent's Cabinet**FOR:** () Information
(X) Action

Date you wish to have your item considered: September 27, 2023

ITEM: Donation from Wilson Parent Teacher Club**PURPOSE:** To use to purchase supplies for classrooms as requested by teachers.**FISCAL IMPACT:**

Increase of 2500.00 to 0100-1100-0-1110-1000-430000-031-0000.

RECOMMENDATION: Approve contract.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy Gabler
FROM: Matthew Gamble
DATE: 9/15/23
FOR: ☒ Board Meeting
 ☐ Superintendent's Cabinet
FOR: ☐ Information
 ☒ Action

Date you wish to have your item considered: 9/27/2023

ITEM: Consider approval of donations to Wilson Jr. High School from:
FAST Credit Union – School Sponsorship to Ramsey Solutions.

PURPOSE: To supplement the lessons for Mr. Paden's Financial Math –
Math/Science Elective. Value of donation is 2500.00

FISCAL IMPACT:

None.

RECOMMENDATION: Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Cynthia Pursell

DATE: 9/14/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2023

ITEM: Donation of 100 backpacks for students at Lincoln. Donation of \$1000.00 given to Lincoln Elementary School to use towards new PA System.

PURPOSE: Accept donation from Bank of the Sierra, Hanford Ca.

FISCAL IMPACT: 0100-1100-0-1110-1000-430000-023-00000

RECOMMENDATIONS: Action to Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 09/18/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 09/27/2023

ITEM:

Receive for information monthly financial reports for the period of 07/01/2023-08/31/2023.

PURPOSE:

Attached are financial summaries for all of the District's funds for the period of 07/01/2023-08/31/2023.

FISCAL IMPACT:

The financial reports are informational only.

RECOMMENDATIONS:

Receive the monthly financial reports.

13 Hanford Elementary School District
 Fiscal Year: 2024
 Requested by dendo

Fiscal Position Report

August 2023

Page 1 of 12

9/15/2023 9:44:15AM

Fund: 0100 General Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$48,328,034.90		
REVENUES						
1) LCFF Sources	8010-8099	\$3,089,687.24	\$6,073,682.24	\$77,177,530.00	7.87	92.13
2) Federal Revenues	8100-8299	\$0.00	\$2,552,412.30	\$14,655,855.97	17.42	82.58
3) Other State Revenues	8300-8599	\$192,761.56	\$1,799,489.05	\$4,952,150.74	36.34	63.66
4) Other Local Revenues	8600-8799	\$150,336.32	\$272,341.32	\$3,612,107.00	7.54	92.46
5) Total, Revenues		\$3,432,785.12	\$10,697,924.91	\$100,397,643.71	10.66	89.34
EXPENDITURES						
1) Certificated Salaries	1000-1999	\$3,225,928.98	\$3,605,289.91	\$37,146,623.00	9.71	90.29
2) Classified Salaries	2000-2999	\$1,186,627.09	\$2,057,067.99	\$15,581,698.29	13.20	86.80
3) Employee Benefits	3000-3999	\$1,245,592.07	\$1,711,113.34	\$25,177,661.42	6.80	93.20
4) Books and Supplies	4000-4999	\$325,089.94	\$627,850.71	\$8,707,564.91	7.21	92.79
5) Services, Oth Oper Exp	5000-5999	\$462,039.75	\$1,379,520.07	\$6,652,480.32	20.74	79.26
6) Capital Outlay	6000-6999	\$630,535.92	\$729,206.26	\$6,937,919.87	10.51	89.49
7) Other Outgo(excl. 7300`s)	7100-7499	\$43,622.90	\$83,653.90	\$2,686,288.28	3.11	96.89
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	(\$65,000.00)	0.00	100.00
9) Total Expenditures		\$7,119,436.65	\$10,193,702.18	\$102,825,236.09	9.91	90.09
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	\$100,000.00	\$100,000.00	\$273,524.00	36.56	63.44
2) Other Sources/Uses						
A) Sources	8930-8979	\$0.00	\$0.00	\$1,431,679.60	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		(\$100,000.00)	(\$100,000.00)	\$1,158,155.60	5.86	94.14
NET INCREASE (DECREASE) IN FUND BALANCE		(\$3,786,651.53)	\$404,222.73	(\$1,269,436.78)		
ENDING FUND BALANCE			\$404,222.73	\$47,058,598.12		

Fiscal Position Report
August 2023

Fund: 0800 Student Activity Special Revenue Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
<hr/>						
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$32,993.24		
<hr/>						
NET INCREASE (DECREASE) IN FUND BALANCE		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		
ENDING FUND BALANCE			<u>\$0.00</u>	<u>\$32,993.24</u>		

Fiscal Position Report
August 2023

Fund: 0900 Charter Schools Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$0.00		
NET INCREASE (DECREASE) IN FUND BALANCE						
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		
ENDING FUND BALANCE						
			<u>\$0.00</u>	<u>\$0.00</u>		

13 Hanford Elementary School District
 Fiscal Year: 2024
 Requested by dendo

Fiscal Position Report

August 2023

9/15/2023 9:44:15AM

Fund: 1300 Cafeteria Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$3,233,853.98		
REVENUES						
2) Federal Revenues	8100-8299	\$0.00	\$0.00	\$3,404,452.00	0.00	100.00
3) Other State Revenues	8300-8599	\$0.00	\$0.00	\$1,303,883.00	0.00	100.00
4) Other Local Revenues	8600-8799	\$0.00	\$3,955.52	\$89,480.00	4.42	95.58
5) Total, Revenues		\$0.00	\$3,955.52	\$4,797,815.00	0.08	99.92
EXPENDITURES						
2) Classified Salaries	2000-2999	\$115,219.84	\$167,066.59	\$1,408,199.00	11.86	88.14
3) Employee Benefits	3000-3999	\$34,971.40	\$55,205.57	\$639,557.00	8.63	91.37
4) Books and Supplies	4000-4999	\$68,450.00	\$68,739.52	\$2,266,990.00	3.03	96.97
5) Services, Oth Oper Exp	5000-5999	\$92.37	\$102.13	(\$44,134.79)	(0.23)	100.23
8) Direct/Indirect Support	7300-7399	\$0.00	\$0.00	\$65,000.00	0.00	100.00
9) Total Expenditures		\$218,733.61	\$291,113.81	\$4,335,611.21	6.71	93.29
NET INCREASE (DECREASE) IN FUND BALANCE		(\$218,733.61)	(\$287,158.29)	\$462,203.79		
ENDING FUND BALANCE			(\$287,158.29)	\$3,696,057.77		

13 Hanford Elementary School District
 Fiscal Year: 2024
 Requested by dendo

Fiscal Position Report

August 2023

9/15/2023 9:44:15AM

Fund: 1400 Deferred Maintenance Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$700,518.98		
REVENUES						
1) LCFF Sources	8010-8099	\$300,000.00	\$300,000.00	\$300,000.00	100.00	0.00
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$4,000.00	0.00	100.00
5) Total, Revenues		\$300,000.00	\$300,000.00	\$304,000.00	98.68	1.32
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$24,700.00	\$24,700.00	\$300,000.00	8.23	91.77
6) Capital Outlay	6000-6999	\$399,992.00	\$399,992.00	\$499,990.00	80.00	20.00
9) Total Expenditures		\$424,692.00	\$424,692.00	\$799,990.00	53.09	46.91
NET INCREASE (DECREASE) IN FUND BALANCE		(\$124,692.00)	(\$124,692.00)	(\$495,990.00)		
ENDING FUND BALANCE			(\$124,692.00)	\$204,528.98		

13 Hanford Elementary School District
Fiscal Year: 2024
Requested by dendo

Fiscal Position Report
August 2023

Fund: 1500 Pupil Transportation Equip

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$369,858.27		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$6,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$6,000.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$100,000.00	\$100,000.00	\$100,000.00	100.00	0.00
4) Total, Other Financing Sources/Uses		\$100,000.00	\$100,000.00	\$100,000.00	100.00	0.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$100,000.00	\$100,000.00	\$106,000.00		
ENDING FUND BALANCE			\$100,000.00	\$475,858.27		

Fiscal Position Report
August 2023

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER POSTE

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$13,649,976.58		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$200,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$200,000.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$173,524.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$173,524.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$0.00	\$373,524.00		
ENDING FUND BALANCE			\$0.00	\$14,023,500.58		

Fiscal Position Report
August 2023

Fund: 2120 Building Funds - Local 2

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$0.00		
EXPENDITURES						
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$0.00	\$0.00	\$0.00		
ENDING FUND BALANCE			\$0.00	\$0.00		

13 Hanford Elementary School District
Fiscal Year: 2024
Requested by dendo

Fiscal Position Report
August 2023

Fund: 2500 CapitalFacilities Fund

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$1,648,951.36		
REVENUES						
4) Other Local Revenues	8600-8799	\$52,939.45	\$52,939.45	\$215,000.00	24.62	75.38
5) Total, Revenues		\$52,939.45	\$52,939.45	\$215,000.00	24.62	75.38
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$51,240.00	\$51,240.00	\$95,000.00	53.94	46.06
9) Total Expenditures		\$51,240.00	\$51,240.00	\$95,000.00	53.94	46.06
NET INCREASE (DECREASE) IN FUND BALANCE		\$1,699.45	\$1,699.45	\$120,000.00		
ENDING FUND BALANCE			\$1,699.45	\$1,768,951.36		

13 Hanford Elementary School District
 Fiscal Year: 2024
 Requested by dendo

Fiscal Position Report

August 2023

9/15/2023 9:44:15AM

Fund: 3500 SCHOOL FACILITY PROGRAM

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$43,306.46		
REVENUES						
3) Other State Revenues	8300-8599	\$6,112,085.00	\$6,112,085.00	\$0.00	0.00	100.00
5) Total, Revenues		\$6,112,085.00	\$6,112,085.00	\$0.00	0.00	100.00
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$0.00	\$0.00	\$0.00	0.00	100.00
6) Capital Outlay	6000-6999	\$0.00	\$0.00	\$0.00	0.00	100.00
9) Total Expenditures		\$0.00	\$0.00	\$0.00	0.00	100.00
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$0.00	0.00	100.00
3) Contributions	8980-8999	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		\$6,112,085.00	\$6,112,085.00	\$0.00		
ENDING FUND BALANCE			\$6,112,085.00	\$43,306.46		

13 Hanford Elementary School District
 Fiscal Year: 2024
 Requested by dendo

Fiscal Position Report

August 2023

Page 11 of 12

9/15/2023 9:44:15AM

Fund: 4000 Special Reserve - Capital Outlay

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$4,885,145.09		
REVENUES						
4) Other Local Revenues	8600-8799	\$0.00	\$0.00	\$45,000.00	0.00	100.00
5) Total, Revenues		\$0.00	\$0.00	\$45,000.00	0.00	100.00
EXPENDITURES						
6) Capital Outlay	6000-6999	\$2,903.65	\$2,903.65	\$3,000,000.00	0.10	99.90
9) Total Expenditures		\$2,903.65	\$2,903.65	\$3,000,000.00	0.10	99.90
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	\$0.00	\$0.00	\$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		\$0.00	\$0.00	\$0.00	0.00	100.00
NET INCREASE (DECREASE) IN FUND BALANCE		(\$2,903.65)	(\$2,903.65)	(\$2,955,000.00)		
ENDING FUND BALANCE			(\$2,903.65)	\$1,930,145.09		

13 Hanford Elementary School District
Fiscal Year: 2024
Requested by dendo

Fiscal Position Report

August 2023

9/15/2023 9:44:15AM

Fund: 6720 Self-Insurance/Other

		August Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		\$0.00	\$696,773.58		
REVENUES						
4) Other Local Revenues	8600-8799	\$15,680.00	\$35,937.25	\$833,000.00	4.31	95.69
5) Total, Revenues		\$15,680.00	\$35,937.25	\$833,000.00	4.31	95.69
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	\$72,338.69	\$134,920.89	\$820,000.00	16.45	83.55
9) Total Expenditures		\$72,338.69	\$134,920.89	\$820,000.00	16.45	83.55
NET INCREASE (DECREASE) IN FUND BALANCE		<u>(\$56,658.69)</u>	<u>(\$98,983.64)</u>	<u>\$13,000.00</u>		
ENDING FUND BALANCE			<u>(\$98,983.64)</u>	<u>\$709,773.58</u>		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly

DATE: September 15, 2023

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: September 27, 2023

ITEM: 2023-2024 Hanford Elementary School District Local Control Accountability Plan Revisions

PURPOSE:

Included for your review is a copy of the district and county-approved Hanford Elementary School District LCAP. Kings County Office of Education asked for slight changes including, but not limited to:

- Data for Chronic Absenteeism subgroups
- Additional language regarding Differentiated Assistance
- Additional language and data within our goals and actions

Attached is a document reflecting KCOE's comments for clarification and the district response showing what changes were made after the board adopted the LCAP in June. The LCAP is a document that details how school districts are addressing the State's eight priority areas with the augmented funding the State provides for disadvantaged students (English learners, foster youth, and economically disadvantaged).

The revised (District & County Approved) LCAP is also prominently displayed on the District's website at: https://resources.finalseite.net/images/v1694812266/hesdk12caus/h26zyp3arq0veegllsf8/2023LCAPHESDUpdatedperKCOE8-30-23_1.pdf

FISCAL IMPACT: The fiscal impact is detailed in the LCAP and was discussed at the public hearing on June 14, 2023.

RECOMMENDATION: Receive LCAP revisions for Information

LCAP Item	(F)iscal or (P)rogram	Page #	KCOE Comments for Clarification	LEA Response
2023-24 Budget Overview for Parents (BOP)				
1.11	Fiscal	2	23/24 S&C amount should be \$18,629,216 as per May Revise LCFF	Changed from \$18,526,023 to \$18,629,216
1.12	Fiscal	3	Total General Fund Expenditures should be \$98,821,137 (B-9 on SACS form 01)	Changed from \$99,094,661 to \$98,821,137
1.13 & 1.14	Fiscal	3	Total budgeted expenditures in the LCAP should be \$20,921,741 (Difference between Total general fund expenditures and LCAP expenditures should auto correct once, changes are made)	Change was made and now reads \$20,921,741
Plan Summary				
3.06	Program	8-12	<p>Reflections: Identified Need:</p> <p>1) "2022: Due to the Covid pandemic, rates of Chronic Absenteeism increased dramatically (41.5%), placing every subgroup except Filipino's (High) into the Very High category, consistent with County data."</p> <p>Consider breaking this need out:</p> <p>Chronic Abs:</p> <p>ALL:</p> <p>SWD:</p> <p>Homeless:</p> <p>AI:</p> <p>AA:</p> <p>2) Consider: Discuss eligibility for DA</p>	<p>1) Added data for Chronic Absenteeism subgroups</p> <p>CHRONIC ABSENTEEISM INDICATOR</p> <p>2019: Students with Disabilities: Red (13.7%)</p> <p>2022: Due to the Covid pandemic, rates of Chronic Absenteeism increased dramatically (41.5%), placing every subgroup except Filipino's (High) into the Very High category, consistent with County data.</p> <p>All Students: Very High (41.5%)</p> <p>Homeless: Very High (60.5%)</p> <p>Students with Disabilities: Very High (55.2%)</p> <p>African American: Very High (47.8%)</p> <p>American Indian: Very High (47.4%)</p> <p>2) This language was added for DA:</p> <p>Hanford Elementary School District was identified for multiple student groups for Differentiated Assistance which included Students with Disabilities, African Americans, American Indian, and Homeless. All groups, except Pacific Islanders, were identified in priority area 5 (Pupil Engagement for Chronic Absenteeism), while Students with disabilities and African Americans were identified in priority area 4 (Pupil Achievement for ELA and Math), and students with disabilities, African Americans, American Indian, and Homeless students were identified in priority area 6 (School Climate - Suspension). HESD will work closely with the Kings County Office of Education over the course of the year to improve our Chronic Absenteeism rate through a series of eight meetings scheduled over six-plus month period. In looking at the relationship of how students who are chronically absent score at the CAASPP compared to those who are not chronically absent, there is a direct correlation. On the ELA CAASPP, students who were chronically absent, 26% scored proficient compared to 46% of non-chronically absent students. On the Math CAASPP, students who were chronically absent, 11% scored proficient compared to 30% of non-chronically absent students. This shows a need to reduce chronically absent students throughout the district. There are multiple actions that will address this work specifically to decrease chronic absenteeism and increase the academic support for each student group including social-emotional support to provide students and families with what they need to be successful. Looking at the broad educational goals the arts and extra-curricular activities will continue to support engagement for these student groups at all grade levels. This includes transportation support to ensure students can be involved and engaged. Measures have been taken to increase student and family engagement and increase school connectedness and safety for students and families in the identified student groups.</p>
Engaging Educational Partners				
			N/A	
Goals and Actions				

LCAP Item	(F)iscal or (P)rogram	Page #	KCOE Comments for Clarification	LEA Response
5.05	Program	29	Missing Priority: Priority 2: Implementation of State Standards, B. How the programs and services will enable English learners to access the CCSS and the ELD standards for purposes of gaining academic content knowledge and English language	Added Priority 2B to Goal 1 under Metric. Under Year 2 Outcome this language was added: Priority 2B: English Learner Progress was Medium at 51.1% making progress towards English Language Proficiency on the CA School Dashboard. Goal 2: "All students will make progress toward proficiency on the state adopted standards and English learners will make progress learning the English language" addresses English Learner programs.
5.09	Program	66-67	Missing Priority: Priority 6: School Climate, C. Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness - 1) Missing: Parent/Student	Added additional results from parent and student surveys as well as HETA Meet and Consult (teacher bargaining unit) regarding Connectedness and Safety.
5.13	Program	48	Mirroring: Action 2, Yr 1 outcome is different. The new info can be added, but the previous info must be listed as well (Discontinued)	Added back in "4.3% (2020-2021 Dataquest)" so that the box reads: 4.3% (2020-2021 Dataquest) Added for comparison with Year 2 Outcome: The English learner reclassification rate: 3.68% (2020-2021: 51 reclassified out of 1368 EL students)
5.14 & 5.16	Program	61-63	Suspension: AI: Missing Y2 data & Outcomes	Added: Dashboard: Am Indian: 13.2% (Very High) Dataquest: 11.1%
5.24	Fiscal	38	Prompt #2: Explanation for Action 1.6 should state that "...budgeted expenditures were more than the estimated actuals....."	Changed to "more than" so that it reads: * Action 1.6: The difference between the budgeted expenditures and the estimated actuals for Action 1.6 is approximately 97%. The budgeted expenditures were more than the estimated actual expenditures. With the addition of ELOP (Extended Learning Opportunities Program), elementary after-school activities were funded with ELOP instead of the LCAP.
5.26	Program	multi	Prompt 4: 1) Missing Priorities: 2 & 6 - add explanation to prompt #4 of applicable goals, IF added. 2) Goal 1: - Explain \$ differences for 23-24 SY for 1.1 (>10%) 3) Goal 2: - Discuss DA for Academics - Explain Mirroring change: Action 2, Yr 1 outcome is different. The new info can be added, but the previous info must be listed as well (Discontinued) 4) Goal 3: Explain \$ differences for 23-24 SY for 3.3 (>10%) 5) Goal 4: Discuss DA for Chronic Abs & Suspension	1) Added for Goal 1 (Prompt #4) * Metric: Added Priority 2B: English Learner Progress was Medium at 51.1% making progress towards English Language Proficiency on the CA School Dashboard. For Year 2 Outcome, added: Goal 2: "All students will make progress toward proficiency on the state-adopted standards and English learners will make progress learning the English language" addresses English Learner programs. 1) Added for Goal 4 (Prompt #4) For Metric Priority 6, added additional Year 2 Outcome measures regarding connectedness and safety 2) In Goal 1, Prompt #4, changed language for Action 1.1 to read: "Action 1.1 Supplies/Materials School Sites: Budget increased just over 18% to assist school sites in bringing back pre-covid programs and services to support the goals in the LCAP based on the percentages of unduplicated pupils at the site. School sites use these funds to purchase supplies and materials to support their LCAP-aligned school goals." 3) Language from DA above (3.16) was added to Goal 2 to explain the priorities and subgroups that made HESD eligible for DA. 3) Mirroring was explained in Goal 2, Prompt 4 as mentioned above in 5.13. 4) In Goal 3, Prompt #4, added language for Action 3.3 to read: "Action 3.3: The induction program will continue to serve new teachers throughout the school year. The budget increased by just over 13% to cover salary increases (step & column), and placements of personnel on the salary schedule." 5) Language from DA above (3.16) was added to Goal 4 to explain the priorities and subgroups that made HESD eligible for DA, which includes chronic absenteeism and suspension.

LCAP Item	(F)iscal or (P)rogram	Page #	KCOE Comments for Clarification	LEA Response
Increased or Improved Services				
6.02	Fiscal	81	Projected Additional LCFF Concentration Grant should be 2,165,300 as per totals provided at	Changed from \$2,146,446 to \$2,165,300
			<p>Prompt 1:</p> <p>GOAL/ACTIONS:</p> <p>- General: Make sure each contains a measurable outcome for success. Reference back to data cited to establish need and expected outcomes in goal metrics that tie to this action. Current response indicates current outcome data, but not expected growth or improvement. Most responses state, "We expect this action to..." but there is not definitive data point attached to the statement.</p> <p>1) Add measurement of effectiveness to match areas of need (ex. 10 point increase in ELA scores for LI students.) - 1.1, 1.2, 1.3, 1.4, 2.3, 2.4, 4.1, 4.2, 4.4, 5.2 Established a need and used Expected Outcomes with the aligned goals as a measurement of effectiveness.</p> <p>2) Establish need & measurement of effectiveness using data - 1.5, 1.6, 2.2 Established a need and used Expected Outcomes with the aligned goals as a measurement of effectiveness.</p> <p>3) 2.1 - Establish need & measurement of effectiveness using data. Maybe use EL scores? Established a need and created a measurement of effectiveness using CAASPP data of SED & EL aligned with the Expected Outcomes.</p> <p>4) Goal 3: If CAASPP scores will be used, they will need to be added to the metrics section for goal 3. Add measurement of effectiveness to match area need - 3.1, 3.2, 3.3 - Added Priority 4 and CAASPP Math and ELA to the Matric section of Goal 3 and similar to above, established a need and used Expected Outcomes as a measure of effectiveness.</p> <p>1.6: Added the recommended language: In ELA, on the 2022 CA Dashboard, "All Students" scored 17.5 points below standard, and "Low-Income students" scored 31.5 points below standard. In Math, on the 2022 CA Dashboard, "All Students" scored 53.8 points below standard, and "Low-Income students" scored 67.4 points below standard.</p> <p>2.1: Added the recommended changes to read: In ELA, on the 2022 CA Dashboard, "All Students" scored 17.5 points below standard, "Low-Income students" scored 31.5 points below standard, and "English Learners" scored 39.6 points below standard. In Math, on the 2022 CA Dashboard, "All Students" scored 53.8 points below standard, "Low-Income students" scored 67.4 points below standard, and "English Learners" scored 74 points below standard.</p> <p>2.2: Added this language to show need: In ELA, on the 2022 CA Dashboard, "All Students" scored 17.5 points below standard, "Low-Income students" scored 31.5 points below standard, and "English Learners" scored 39.6 points below standard. In Math, on the 2022 CA Dashboard, "All Students" scored 53.8 points below standard, "Low-Income students" scored 67.4 points below standard, and</p>	<p>For each Action in Increased or Improved Services, the statement "We expect this action to....." has been changed on every action to meet the criteria below.</p> <p>1) Add measurement of effectiveness to match areas of need (ex. 10 point increase in ELA scores for LI students.) - 1.1, 1.2, 1.3, 1.4, 2.3, 2.4, 4.1, 4.2, 4.4, 5.2 Established a need and used Expected Outcomes with the aligned goals as a measurement of effectiveness.</p> <p>2) Establish need & measurement of effectiveness using data - 1.5, 1.6, 2.2 Established a need and used Expected Outcomes with the aligned goals as a measurement of effectiveness.</p> <p>3) 2.1 - Establish need & measurement of effectiveness using data. Maybe use EL scores? Established a need and created a measurement of effectiveness using CAASPP data of SED & EL aligned with the Expected Outcomes.</p> <p>4) Goal 3: If CAASPP scores will be used, they will need to be added to the metrics section for goal 3. Add measurement of effectiveness to match area need - 3.1, 3.2, 3.3 - Added Priority 4 and CAASPP Math and ELA to the Matric section of Goal 3 and similar to above, established a need and used Expected Outcomes as a measure of effectiveness.</p> <p>1.6: Added the recommended language: In ELA, on the 2022 CA Dashboard, "All Students" scored 17.5 points below standard, and "Low-Income students" scored 31.5 points below standard. In Math, on the 2022 CA Dashboard, "All Students" scored 53.8 points below standard, and "Low-Income students" scored 67.4 points below standard.</p> <p>2.1: Added the recommended changes to read: In ELA, on the 2022 CA Dashboard, "All Students" scored 17.5 points below standard, "Low-Income students" scored 31.5 points below standard, and "English Learners" scored 39.6 points below standard. In Math, on the 2022 CA Dashboard, "All Students" scored 53.8 points below standard, "Low-Income students" scored 67.4 points below standard, and "English Learners" scored 74 points below standard.</p> <p>2.2: Added this language to show need: In ELA, on the 2022 CA Dashboard, "All Students" scored 17.5 points below standard, "Low-Income students" scored 31.5 points below standard, and "English Learners" scored 39.6 points below standard. In Math, on the 2022 CA Dashboard, "All Students" scored 53.8 points below standard, "Low-Income students" scored 67.4 points below standard, and</p>
6.07	Program	82-107	<p>Prompt 2:</p> <p>Add % of total I/I required</p> <p>Prompt #3:</p> <p>- required to demonstrate how it is using these funds to increase the number of staff who provide direct services to students at schools in which more than 55% of students are unduplicated pupils compared to the number of staff who provide direct services to students at</p>	<p>Changed the language for Prompt 2 to include percentages and more details of increased and improved services for Foster, EL, Low-Income as well as Unduplicated students as a whole.</p> <p>Added this sentence to the beginning of Prompt 2: The total Percentage to Increase or Improve Services for the Coming School Year is 33.64%.</p> <p>Changed the language for Prompt 3 to discuss the additional concentration grant add-on funding to improve the quality of the services currently provided to English Learners, Foster Youth, and Low-income students and to increase/retain the number of staff providing direct services and interventions to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students which is 11 of the 12 schools in HESD.....</p>
6.08	Program	107		
6.09	Program	108		
Actions Tables				

LCAP Item	(F)iscal or (P)rogram	Page #	KCOE Comments for Clarification	LEA Response
8.18 & 8.24	Fiscal	111	LCFF Carryover percentage from prior year (22/23) should be 1.42%. (this should auto correct once item 8.39 is updated)	Changed, now reflects 1.42%
8.39	Fiscal	117	LCFF Carryover percentage from prior year (21/22) should be 0.45%. This should change items 12 & 13 on the carryover table. The new	Changed, now reflects 0.45%
Miscellaneous Notes				
			CSI, Prompt #2: Consider, removing Chronic Absenteeism, Suspension Rate (p. 14) - not	Left wording as is to describe the three areas of why the CDS school is in CSI. Chronic Absenteeism and Suspension are high priority areas for these students with a lot of focus around school climate to increase attendance and decrease behavior.
			Consider: Goal 1: 1.3 problematic if technology is REQUIRED to access digital curriculum.	In addition to textbooks and curriculum materials, technology is also used as another modality.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Lucy Gomez

DATE: September 15, 2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: September 27, 2023

ITEM: Receive for information Board Policy & Administrative Regulation - 6174
 Education for English Learners

PURPOSE: To update the Board Policy and Administrative Regulation 6174 to comply with California Department of Education sample Policy 6174. This BP/AR outlines the requirements and timelines to be used for the identification, assessment and monitoring of English Learners' academic performance, including the required parent notifications prior to test administration of the English Learner Proficiency Assessment of California (ELPAC), and subsequent student score notifications. The BP/AR lists required annual parent notifications informing parents of Language Acquisition programs offered by the district, which include instruction in both Designated and Integrated English Language Development instruction and reclassification criteria to exit English Learner status. Staff credentialing qualifications are included as well as professional development guidance for teachers and administration. Requirements for establishing a school site level parent advisory committee (ELAC) and district level (DELAC) are provided, including their role in providing input regarding the LCAP, existing language acquisition programs, reclassification, and the annual parent notifications.

FISCAL IMPACT: The district receives a series of state and federal funds which are impacted by this Policy and Administrative Regulations

RECOMMENDATIONS: Receive Board Policy and Administrative Regulation 6174 for information

Policy 6174: Education For English Learners
Status: ADOPTED

 Original Adopted Date: 05/19/1999 03/01/2017 | Last Revised Date: 06/01/10/2018 2023 | Last

Reviewed Date:

06/01/10/2018-2023

The Governing Board intends to provide English learners with challenging curriculum and instruction that ~~develop~~ maximize the attainment of high levels of proficiency in English ~~while facilitating, advance multilingual capabilities, and facilitate~~ student achievement in the district's regular course of study.

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

No middle or high school student who is an English learner shall be denied enrollment in any of the following:

(Education Code 60811.8)

1. Courses in the core curriculum areas of reading/language arts, mathematics, science, and history/social science, courses required to meet state and local high school graduation requirements, or courses required for middle school grade promotion

However, an English learner who has been enrolled in a school in the United States for less than 12 months or is enrolled in a program designed to develop the basic English skills of newly arrived immigrant students may be denied participation in any such course, if the course of study provided to the student is designed to remedy academic deficits incurred during participation and reasonably calculated to enable the student to attain parity of participation in the standard instructional program within a reasonable length of time after the student enters the school system.

2. A full course load of courses specified in Item #1 above

3. Other courses that meet the "A-G" course requirements for college admission or are advanced courses such as honors or Advanced Placement courses, on the sole basis of the student's classification as an English learner

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

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners. The Superintendent or designee may also provide an English development literacy training program for parents/guardians and community members so that they may better support students' English language development.

~~English learners shall be provided English language development instruction targeted to their~~

~~English proficiency level and aligned with the state content standards and curriculum framework. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, and assist students in accessing the full educational program.~~

Staff Qualifications and Training

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

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

~~To support students' English language development, shall also address the Superintendent or designee may sociocultural needs of English learners and provide an adult literacy training program that leads to English fluency opportunities for parents/guardians and community members. teachers to engage in supportive, collaborative learning communities.~~

Identification and Assessment

The Superintendent or designee shall maintain procedures for the ~~accurate~~early identification of English learners and an assessment of their proficiency ~~and needs in using the areas of listening, speaking, reading, and writing~~English Language Proficiency Assessments for California (ELPAC). To oversee test administration, the Superintendent or designee shall annually designate a district ELPAC coordinator and a site coordinator for each test site in English, accordance with 5 CCR 11518.40-11518.45.

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

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

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

Language Acquisition Programs

~~In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. He/she~~

~~shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. The district shall offer research-based language acquisition~~ (Education Code 305)

~~Language acquisition programs are educational~~ programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. ~~The language acquisition programs provided to students shall be informed by research and shall lead to grade-level proficiency and academic achievement in both English and another language.~~ (Education Code 306; 5 CCR 11300)

~~(Education Code 306)~~

~~The~~ At a minimum, the district shall offer ~~English learners~~ a structured English immersion program ~~to ensure that English learners have access to the core academic content standards, including the which includes designated and integrated~~ English language development standards, ~~and become proficient in English.~~ In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. ~~(Education Code 305-306);~~ 5 CCR 11309)

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

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. ~~The district may offer a~~ dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.
2. ~~The district may offer a~~ transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

~~Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 20 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310)~~

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. ~~(Education Code 310)~~

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. The Superintendent or designee shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310; 5 CCR 11310)

Whenever a student is identified as an English learner based on the results of the ELPAC, the student's parents/guardians may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310); 5 CCR 11311)

Until July 1, 2029, the Superintendent or designee may, with Board approval, and as specified in BP 5117 Interdistrict Attendance, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations, or teacher shortages to dual language immersion programs. (Education Code 48345)

Reclassification

When an English learner is determined ~~pursuant to~~based on state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309
- 5.6. Progress toward any other goals for English learners identified in the district's LCAP
- 6.7. A comparison of current data with data from at least the previous year in regard to Items #1-6 above
8. A comparison of data between the different language acquisition programs offered by the district

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

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
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References

5 CCR 11300-11316	English learner education
5 CCR 11510-11517.5	California English Language Development Test
5 CCR 11517.6-11519.5	English Language Proficiency Assessments for California
5 CCR 853	Administration of CAASPP
5 CCR 854.9	CAASPP and unlisted resources for students with disabilities
Ed. Code 200	Prohibition of discrimination
Ed. Code 300-340	<u>English language education for immigrant children-English language education for immigrant children - https://simbli.eboardsolutions.com/SU/eFiLI42EkNoktxd7jTn1A==</u>
Ed. Code 310	<u>Language acquisition programs-Language acquisition programs</u>
Ed. Code 313-313.5	<u>Assessment of English proficiency-Assessment of English proficiency</u>
Ed. Code 33050	<u>Nonwaivable provisions-Nonwaivable provisions</u>
Ed. Code 42238.02	<u>Local Control Funding Formula-Local Control Funding Formula</u>
Ed. Code 430-446	<u>English Learner and Immigrant Pupil Federal Conformity Act</u>
Ed. Code 44253.1-44253.11	<u>Qualifications of teachers of English learners-Qualifications of teachers of English learners</u>
Ed. Code 48345	<u>Interdistrict instruction collaboration agreements</u>
Ed. Code 48980	<u>Parent/Guardian notifications</u>
Ed. Code 48985	<u>Notices to parents in language other than English</u>
Ed. Code 52052	<u>Accountability; numerically significant student subgroups</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 52160-52178	<u>Bilingual Bicultural Act of 1976</u>
Ed. Code 56305	<u>CDE manual on English learners with disabilities</u>

<u>Ed. Code</u> <u>60603</u>	<u>Definition; recently arrived English learner</u>
<u>Ed. Code</u> <u>60640</u>	<u>California Assessment of Student Performance and Progress</u>
<u>Ed. Code</u> <u>62002.5</u>	<u>Continuation of advisory committee after program sunsets</u>
<u>Federal</u>	<u>Description</u>
<u>References</u>	
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<u>20 USC 1701-1721</u>	<u>Equal Educational Opportunities Act -</u> <u>https://simbli.eboardsolutions.com/SU/c6pplus64NL7ZjuP0OcvHLODA==</u>
<u>20 USC 6311</u>	<u>State plan</u>
<u>20 USC 6312</u>	<u>Local educational agency plan</u>
<u>20 USC 6801-7014</u>	<u>Limited English proficient and immigrant students</u>
<u>20 USC 7801</u>	<u>Definition of English learner -</u> <u>https://simbli.eboardsolutions.com/SU/OlzWpmCDjXslshkENQ7wKIC3A==</u>
<u>34 CFR 100.3</u>	<u>Prohibition of discrimination on basis of race, color or national origin</u>

ManagementDescription

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~~Ed. Code 48985~~

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~~Ed. Code 52052~~

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Ed. Code 52160-52178	Bilingual Bicultural Act of 1976
Ed. Code 56305	CDE manual on English learners with disabilities
Ed. Code 60603	Definition; recently arrived English learner
Ed. Code 60640	California Assessment of Student Performance and Progress
Ed. Code 62002.5	Continuation of advisory committee after program sunsets
Federal	Description
20 USC 1412	State eligibility
20 USC 1701-1721	Equal Educational Opportunities Act
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6801-7014 Commission on Teacher Credentialing Publication	Standards, and Bilingual Teaching Performance Expectations, December 2021 - https://simbli.eboardsolutions.com/SU/WfcedpLN9hMJXP5VjMF1Ng== Limited English proficient and immigrant students
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<u>6020</u>		<u>Parent Involvement</u>
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<u>6141</u>		<u>Curriculum Development And Evaluation</u>
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<u>6142.1</u>		<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
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<u>6152.1</u>		<u>Placement In Mathematics Courses</u>
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<u>6159</u>		<u>Individualized Education Program</u>
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<u>6161.1</u>		<u>Selection And Evaluation Of Instructional Materials</u>
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<u>6161.11</u>		<u>Supplementary Instructional Materials</u>
<u>6162.5</u>		<u>Student Assessment</u>

<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6164.5</u>	<u>Student Success Teams</u>
<u>6164.5</u>	<u>Student Success Teams</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6170.1</u>	<u>Transitional Kindergarten</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173-E(1)</u>	<u>Education For Homeless Children</u>
<u>6173- E(2)</u>	<u>Education For Homeless Children</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.2</u>	<u>Education Of Children Of Military Families</u>
<u>6173.2</u>	<u>Education Of Children Of Military Families</u>

6175 Migrant Education Program

6175 Migrant Education Program

6190 Evaluation Of The Instructional Program~~Cross-References~~

<u>Code</u>	<u>Description</u>
<u>0200</u>	<u>Goals For The School District</u>
<u>0415</u>	<u>Equity</u>
<u>0420</u>	<u>School Plans/Site Councils</u>
<u>0420</u>	<u>School Plans/Site Councils</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0470</u>	<u>COVID-19 Mitigation Plan</u>
<u>1220</u>	<u>Citizen Advisory Committees</u>
<u>1220</u>	<u>Citizen Advisory Committees</u>
<u>3100</u>	<u>Budget</u>
<u>3100</u>	<u>Budget</u>
<u>4112.22</u>	<u>Staff Teaching English Learners</u>
<u>4131</u>	<u>Staff Development</u>
<u>4231</u>	<u>Staff Development</u>
<u>4331</u>	<u>Staff Development</u>

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5020	Parent Rights And Responsibilities
5126	Awards For Achievement
5126	Awards For Achievement
5148	Child Care And Development
5148	Child Care And Development
6000	Concepts And Roles 6011 Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.91	Reading/Language Arts Instruction
6151	Class Size
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
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6162.5	Student Assessment
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6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6164.5	Student Success Teams
6164.5	Student Success Teams
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children

6173	<u>Education For Homeless Children</u>
6173.1	<u>Education For Foster Youth</u>
6173.1	<u>Education For Foster Youth</u>
6173.2	<u>Education Of Children Of Military Families</u>
6173.2	<u>Education Of Children Of Military Families</u>
6175	<u>Migrant Education Program</u>
6175	<u>Migrant Education Program</u>
6190	<u>Evaluation Of The Instructional Program</u>

Regulation 6174: Education For English Learners

Status: ADOPTED

Original Adopted Date: 05/19/1999 03/01/2017 | Last Revised Date: 06/01/10/2018 2023 | Last

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Definitions

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

Designated English language development means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)

Integrated English language development means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)

Native speaker of English means a student who has learned and used English ~~in his/her~~at home from early childhood and English has been ~~his/her~~the primary means of concept formation and communication. (Education Code 306)

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307), 11518.5)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be initially assessed for English proficiency using the ~~state's designated English language proficiency test~~ Language Proficiency Assessments for California (ELPAC). Prior to administering the ELPAC, the Superintendent or designee shall notify the student's parent/guardian in writing that the student will be administered the initial identification. ELPAC. (Education Code 313, 52164.1; 5 CCR ~~11511~~ 11518.5)

Administration of the ELPAC, including the use of variations and accommodations in test administration when authorized, shall be conducted in accordance with test publisher instructions and 5 CCR 11518.5-11518.37.

Based on the initial assessment, the student shall be classified either as initially fluent in English proficient or as an English learner. The Superintendent or designee shall notify the student's parent/guardian, in writing, of the results of the ELPAC initial assessment within 30 calendar days after the student's date of initial enrollment, or, if administered prior to the student's initial date of enrollment, up to 60 calendar days prior to such enrollment, but not before July 1 of the school year of the student's initial enrollment. The notice shall indicate whether the student met the ELPAC initial assessment criterion for proficiency and include the district's contact information for use if the parent/guardian has questions or concerns regarding the student's classification. (5 CCR 11518.5)

Each year after a student is identified as an English learner and until ~~he/she~~the student is redesignated as English proficient, the summative assessment of the ~~state's designated English language proficiency test~~ELPAC shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

~~The state assessment shall be administered in accordance with test publisher instructions and 5 CCR 11511-11516.6. Variations and accommodations in test administration may be provided to English learners pursuant to 5 CCR 11516-11516.6.~~

~~Any student with a disability who is identified as an English learner shall be allowed to take the assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan. If the student is unable to participate in the assessment or a portion of the assessment even with such accommodations, an alternate assessment for English language proficiency shall be administered to the student as set forth in his/her IEP. (5 CCR 1151611516.7; 20 USC 1412)~~

The Superintendent or designee shall notify parents/guardians of their child's results on the ~~state's English language proficiency~~summative assessment ~~of the ELPAC~~ within 30 calendar days following receipt of the results from the test contractor, or, if the results are received from the test contractor after the last day of instruction for the school year, within 15 working days of the start of the next school year. (Education Code 52164.1; 5 CCR ~~11511.5~~) 11518.15)

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of ~~his/her child's~~the student's English proficiency. Such notice shall be provided ~~not~~no later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 313.2, 440; 20 USC 6312)

~~The notice shall include all of the following: (Education Code 440; 20 USC 6312)~~

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:
 - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
 - b. The manner in which the program will meet the educational strengths and needs of the student

- c. The manner in which the program will help the student develop ~~his/her~~ English proficiency and meet age-appropriate academic standards for grade promotion and graduation
- d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
- e. ~~Where~~When the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP

4. -As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards

4.5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request

5.6. Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available

6.7. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

Reclassification/Redesignation

~~The district shall continue to~~Language Acquisition Programs

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.
2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.
3. If the number of parents/guardians described in Item #2 is attained, the Superintendent or designee shall:
 - a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program

- b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals
- c. Within 60 calendar days of reaching the threshold number of parents/guardians described in Item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators
- d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

1. A description of the programs provided, including structured English immersion
2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English
3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development
4. The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals
5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language
6. The process to request establishment of a language acquisition program not offered at the school
7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

The district shall provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers ~~until they and academic deficits in other areas of the~~ core curriculum. (5 CCR 11302) **Reclassification/Redesignation**

- ~~1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers~~

~~2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers~~

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

The ~~measures used to determine~~ criteria for determining whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the state's English language proficiency assessment-ELPAC
2. ~~Participation of~~ Evaluation by the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student, including, but not limited to, a review of the student's curriculum mastery and academic performance
3. Parent/guardian ~~opinion and consultation involvement, including:~~
 - a. ~~The Superintendent or designee shall provide the parent/guardian with notice and~~ Notice to parents/guardians of language reclassification and placement, including a description of the reclassification process and of his/her the parent/guardian's opportunity to participate
 - b. Encouragement of parent/guardian participation in the district's reclassification procedure, including seeking parent/guardian opinion and consultation during the reclassification process and shall encourage his/her involvement in the process.
 - c. Student Provision of an interpreter for the parent/guardian, when necessary
4. Comparison of student performance on an objective assessment of basic skills in English ~~that shows against an empirically established range of performance in basic skills, based on the performance of English proficient students of the same age, which demonstrates~~ whether the student is performing at or near grade level sufficiently proficient in English to participate effectively in a curriculum designed for students of the same age whose native language is English

The student's language proficiency assessments, the participants in the reclassification process, and any decisions regarding reclassification shall be retained in the student's permanent record. (5 CCR 11305)

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall monitor students for at least four years following their reclassification to ~~determine whether the student needs any additional academic support to ensure his/her language and academic success. ensure the students have not prematurely exited, any academic deficit incurred through participation in the English learner program has been remedied, and the students are meaningfully participating in the standard instructional program compared to students who had never participated in an English learner program.~~ (5 CCR 11304; 20 USC 6841)

Advisory Committees

A school-level English Learner Advisory Committee

~~A parent/guardian advisory committee (ELAC)~~ shall be established ~~at the district level when there are more than 50 English learners in the district and at the school level when there are more than 20 English learners at the school.~~ Parents/guardians of English learners, elected by parents/guardians of English learners at the school, shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. The school may designate for this purpose an existing school-level advisory committee provided that it meets these criteria for committee membership. (Education Code 52176; 5 CCR 11308)

The ~~district's~~ELAC shall be responsible for assisting in the development of a schoolwide needs assessment, recommending ways to make parents/guardians aware of the importance of regular school attendance, and advising the principal and school staff in the development of a detailed master plan for English language learners for the individual school and submitting the plan to the Board for consideration for inclusion in the district master plan. (Education Code 52176)

When the district has more than 50 English learners, the Superintendent or designee shall establish a District English

Learner Advisory Committee (DELAC), the majority of whose membership shall be composed of parents/guardians of English learners who are not employed by the district. Alternatively, the district may use a subcommittee of an existing districtwide advisory committee on which parents/guardians of English learners have membership in at least the same percentage as English learners represent of the total number of students in the district. (Education Code 52176)
The DELAC shall advise the ~~Governing~~ Board on at least the following tasks: (5 CCR 11308)

1. ~~The development of~~Developing a district master plan ~~offor~~ education programs and services for English learners, taking into consideration the school site plans for English learners
2. ~~The~~Conducting a districtwide needs assessment on a school-by-school basis
3. ~~Establishment of~~Establishing a district program, goals, and objectives for programs and services for
3. English learners
4. ~~Development of~~Developing a plan to ensure compliance with applicable teacher or instructional aide requirements
5. ~~Administration of~~Administering the annual language census
6. ~~Review of~~Reviewing and ~~comment~~commenting on the district's reclassification procedures

7. Reviewing and commenting on the required written parental notifications

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

LCAP Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP)). Such advisory committee shall provide input regarding the district's existing language acquisition programs and language programs, and, where possible, the establishment of other such programs, in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. {If the DELAC acts as the ELAC pursuant to Education Code 52063 and 52062, the DELAC shall also review and comment on the development or annual update of the LCAP. (Education Code 52062, 52063; 5 CCR 11301, 15495)}

~~The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could DELAC may also serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.~~

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
5 CCR 11300-11316	English learner education
5 CCR 11510-11517.5	California English Language Development Test
5 CCR 11517.6-11519.5	English Language Proficiency Assessments for California
5 CCR 853	Administration of CAASPP
5 CCR 854.9	CAASPP and unlisted resources for students with disabilities
Ed. Code 200	Prohibition of discrimination
Ed. Code 300-340	<u>English language education for immigrant children</u> <u>English language education for immigrant children - https://simbli.eboardsolutions.com/SU/eFiLIf42EkNoktxd7iTn1A==</u>
Ed. Code 310	<u>Language acquisition programs</u> <u>Language acquisition programs</u>
Ed. Code 313-313.5	<u>Assessment of English proficiency</u> <u>Assessment of English proficiency</u>
Ed. Code 33050	<u>Nonwaivable provisions</u> <u>Nonwaivable provisions</u>
Ed. Code 42238.02	<u>Local Control Funding Formula</u> <u>Local Control Funding Formula</u>
Ed. Code 430-446	<u>English Learner and Immigrant Pupil Federal Conformity Act</u> <u>English Learner and Immigrant Pupil Federal Conformity Act</u>
Ed. Code 44253.1-44253.11	<u>Qualifications of teachers of English learners</u> <u>Qualifications of teachers of English learners</u>
<u>Ed. Code 48345</u>	<u>Interdistrict instruction collaboration agreements</u>
<u>Ed. Code 48980</u>	<u>Parent/Guardian notifications</u>
<u>Ed. Code 48985</u>	<u>Notices to parents in language other than English</u>
<u>Ed. Code 52052</u>	<u>Accountability; numerically significant student subgroups</u>
<u>Ed. Code 52060-52077</u>	<u>Local control and accountability plan</u>
<u>Ed. Code 52160-52178</u>	<u>Bilingual Bicultural Act of 1976</u>
<u>Ed. Code 56305</u>	<u>CDE manual on English learners with disabilities</u>

<u>Ed. Code 60603</u>	<u>Definition; recently arrived English learner</u>
<u>Ed. Code 60640</u>	<u>California Assessment of Student Performance and Progress</u>
<u>Ed. Code 62002.5</u>	<u>Continuation of advisory committee after program sunsets</u>
<u>Federal References</u>	<u>Description</u>
<u>20 USC 1412</u>	<u>State eligibility</u>
<u>20 USC 1701-1721</u>	<u>Equal Educational Opportunities Act -</u> <u>https://simbli.eboardsolutions.com/SU/c6pplus64NL7ZjuP00cvHL0DA==</u>
<u>20 USC 6311</u>	<u>State plan</u>
<u>20 USC 6312</u>	<u>Local educational agency plan</u>
<u>20 USC 6801-7014</u>	<u>Limited English proficient and immigrant students</u>
<u>20 USC 7801</u>	<u>Definition of English learner -</u> <u>https://simbli.eboardsolutions.com/SU/OlzWpmCDjXslshkENQ7wKIC3A==</u>
<u>34 CFR 100.3</u>	<u>Prohibition of discrimination on basis of race, color or national origin</u>
<u>Management Resources</u>	<u>Description</u>
<u>References</u>	
<u>Attorney General Opinion</u>	<u>83 Ops.Cal.Atty.Gen. 40 (2000)</u>
	<u>Englisher Learner, Federal Program Monitoring Instrument -</u>
<u>California Department of Education Publication</u>	<u>https://simbli.eboardsolutions.com/SU/e3hQ28QDnv84Mam3C20OEQ==</u>
	<u>Monitoring Reclassified Students, December 2019 -</u>
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	<u>English Language Proficiency Assessments for California</u> <u>Information Guide,</u>
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	<u>California Digital Learning Integration and Standards Guidance,</u> <u>May 2021 -</u>
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	<u>Reclassification Guidance for 2020-21 and Statewide Testing</u> <u>Window</u>
<u>California Department of Education Publication Extension, CDE Correspondence, June 14, 2021</u>	<u>https://simbli.eboardsolutions.com/SU/J2FcNSiWYafuTJCQczC58g==</u>
	<u>Integrating the CA ELD Standards into K-12 Mathematics and</u> <u>Science</u>

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Ed. Code 48980-Court Decision Parent/Guardian-notifications-Valeria O. v. Davis (2002) 307 F.3d 1036

Ed. Code 48985 Notices to parents in language other than English

Ed. Code 52052 Accountability; numerically significant student subgroups

Ed. Code 52060-52077 Local control and accountability plan

Ed. Code 52160-52178 Bilingual Bicultural Act of 1976

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<u>20 USC 1701-1721</u>	<u>271 F.3d 1141 State-eligibility</u>
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<u>20 USC 6311 Court Decision</u>	<u>McLaughlin v. State Board of Education (1999) 75 Cal.App.4th 196 State-plan</u>
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The Education Trust–West Publication	<u>Unlocking Learning: Science as a Lever for English Learner Equity, January 2017</u>
The Education Trust–West Publication	<u>Unlocking Learning II: Math as a Lever for English Learner Equity, March 2018</u>
U.S. Department of Education Publication	<u>English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), September 2016</u>
U.S. Department of Education Publication	<u>English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016</u>
U.S. Department of Education Publication	<u>Innovative Solutions for Including Recently Arrived English Learners in State Accountability Systems: A Guide for States, January 2017</u>
U.S. Department of Education Publication	<u>Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, January 7, 2015</u>
Website	<u>California Department of Education, English Language Proficiency Assessments for California (ELPAC)</u>
Website	<u>California Digital Learning Integration and Standards Guidance</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>National Clearinghouse for English Language Acquisition</u>
Website	<u>The Education Trust–West</u>
Website	<u>California Department of Education, English Learners</u>
Website	<u>California Association for Bilingual Education</u>
Website	<u>CSBA</u>
Website	<u>U.S. Department of Education</u>
<u>https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==</u>	
<u>National Clearinghouse for English Language Acquisition -</u>	
<u>Website https://simbli.eboardsolutions.com/SU/63XT2pcEUBEgrucTTXRA3g==</u>	
<u>The Education Trust–West -</u>	
Website	<u>https://simbli.eboardsolutions.com/SU/08RFTOq1plusSwW1qplusbXsDosQ==</u>

Website California Department of Education, English Learners -
<https://simbli.eboardsolutions.com/SU/mrZP3zrjsKJuSfh4UVS5Aw>
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California Association for Bilingual Education -
Website <https://simbli.eboardsolutions.com/SU/7Fn06Hkplus3ygppauP6G2myg==>
CSBA -
Website <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>
U.S. Department of Education -
Website <https://simbli.eboardsolutions.com/SU/XcSsJimosIsh3XhJKy4tplus7wplusA==>

<u>Cross References-</u>	<u>Description</u>
Code	Description
0200	<u>Goals For The School District</u>
0415	<u>Equity</u>
0420	<u>School Plans/Site Councils</u>
0420	<u>School Plans/Site Councils</u>
0460	<u>Local Control And Accountability Plan</u>
0460	<u>Local Control And Accountability Plan</u>
0470	<u>COVID-19 Mitigation Plan</u>
1220	<u>Citizen Advisory Committees</u>
1220	<u>Citizen Advisory Committees</u>
3100	<u>Budget</u>
3100	<u>Budget</u>
4112.22	<u>Staff Teaching English Learners</u>
4131	<u>Staff Development</u>
4231	<u>Staff Development</u>
4331	<u>Staff Development</u>
5020	<u>Parent Rights And Responsibilities</u>
5020	<u>Parent Rights And Responsibilities</u>
5126	<u>Awards For Achievement</u>
5126	<u>Awards For Achievement</u>
5148	<u>Child Care And Development</u>
5148	<u>Child Care And Development</u>
6000	<u>Concepts And Roles 6011</u> <u>Academic Standards</u>
6020	<u>Parent Involvement</u>

6020	Parent Involvement
6141	Curriculum Development And Evaluation
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.91	Reading/Language Arts Instruction
6151	Class Size
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6162.5	Student Assessment
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6164.5	Student Success Teams
6164.5	Student Success Teams
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children
6173	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6175	Migrant Education Program
6175	Migrant Education Program
6190	Evaluation Of The Instructional Program

<u>-0200</u>	<u>Goals For The School District</u>
<u>0415</u>	<u>Equity</u>
<u>0420</u>	<u>School Plans/Site Councils</u>
<u>0420</u>	<u>School Plans/Site Councils</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0470</u>	<u>COVID-19 Mitigation Plan</u>
<u>1220</u>	<u>Citizen Advisory Committees</u>
<u>1220</u>	<u>Citizen Advisory Committees</u>
<u>3100</u>	<u>Budget</u>
<u>3100</u>	<u>Budget</u>
<u>4112.22</u>	<u>Staff Teaching English Learners</u>
<u>4131</u>	<u>Staff Development</u>
<u>4231</u>	<u>Staff Development</u>
<u>4331</u>	<u>Staff Development</u>
<u>5020</u>	<u>Parent Rights And Responsibilities</u>
<u>5020</u>	<u>Parent Rights And Responsibilities</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5126</u>	<u>Awards For Achievement</u>
<u>5126</u>	<u>Awards For Achievement</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>6000</u>	<u>Concepts And Roles 6011Academic Standards</u>
<u>6020</u>	<u>Parent Involvement</u>
<u>6020</u>	<u>Parent Involvement</u>
<u>6120</u>	<u>Response To Instruction And Intervention</u>
<u>6141</u>	<u>Curriculum Development And Evaluation</u>
<u>6141</u>	<u>Curriculum Development And Evaluation</u>
<u>6142.1</u>	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
<u>6142.1</u>	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
<u>6142.2</u>	<u>World Language Instruction</u>
<u>6142.2</u>	<u>World Language Instruction</u>
<u>6142.91</u>	<u>Reading/Language Arts Instruction</u>
<u>6151</u>	<u>Class Size</u>
<u>6152.1</u>	<u>Placement In Mathematics Courses</u>
<u>6152.1</u>	<u>Placement In Mathematics Courses</u>
<u>6159</u>	<u>Individualized Education Program</u>
<u>6159</u>	<u>Individualized Education Program</u>

<u>6161.1</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.1</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.1-E(1)</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.11</u>	<u>Supplementary Instructional Materials</u>
<u>6162.5</u>	<u>Student Assessment</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6164.5</u>	<u>Student Success Teams</u>
<u>6164.5</u>	<u>Student Success Teams</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6170.1</u>	<u>Transitional Kindergarten</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173-E(1)</u>	<u>Education For Homeless Children</u>
<u>6173- E(2)</u>	<u>Education For Homeless Children</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.2</u>	<u>Education Of Children Of Military Families</u>
<u>6173.2</u>	<u>Education Of Children Of Military Families</u>
<u>6175</u>	<u>Migrant Education Program</u>
<u>6175</u>	<u>Migrant Education Program</u>
<u>6190</u>	<u>Evaluation Of The Instructional Program</u>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 9/18/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 9/27/2023

ITEM: Receive the following Board Policy for information:

BP 5141.5 Mental Health

PURPOSE: Policy added to reflect the U.S. Surgeon General's new guidance regarding the importance of social connection and the impact of social media on health and well-being. Policy also updated to reflect new law (SB 14, 2021) which requires the California Department of Education (CDE) to recommend best practices and identify training programs to address student behavioral and mental health, including common psychiatric conditions and substance use disorders, safely deescalating crisis situations involving students with a behavioral health disorder, linking students with referrals, and providing instruction on how to maintain student privacy and confidentiality. Policy also updated to reflect that districts are required to notify students and parents/guardians twice a year about how to access mental health services, new law (AB 748, 2022) which requires each school site serving students in any of grades 6-12 to create a mental health poster, and new law (AB 167, 2021) which requires CDE to develop guidelines for the use of telehealth technology in schools.

FISCAL IMPACT: None

RECOMMENDATIONS: Review for information and consider for adoption at the next regular Board meeting.

Policy 5141.5: Mental Health

Status: DRAFT

Original Adopted Date: Pending

The Board of Trustees recognizes that students' emotional well-being and mental health are critical to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to reduce the stigma associated with mental illness, facilitate access to mental health services, and help students build resiliency skills, including digital resilience, increase social connections, and cope with life challenges.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

Information and Training

The Superintendent or designee shall provide school staff with information and training to recognize the early signs and symptoms of an emerging mental health condition or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, safely deescalate crisis situations involving students with a behavioral health disorder, and link students with effective services, referrals, and supports. Such training shall also provide instruction on how to maintain student privacy and confidentiality. Behavioral health information and training may also be provided to parents/guardians, students, and families. (Education Code 49428.15)

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus and/or in the community. The notification shall be in at least two of the following methods: (Education Code 49428)

1. Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school publication or other document to students
2. Including the information, at the beginning of the school year, in the parent handbook for parents/guardians and in student orientation materials or a student handbook
3. Posting the information on the school's website or social media

Parents/guardians and students shall each receive two notices on how to initiate access to student mental health services, which may be delivered by different methods. (Education Code 494280)

Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

1. Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes
2. A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors
3. A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers
4. A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy
5. A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

Mental Health Counseling and Referrals

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

Mental health and behavioral health services for students on campus may be provided by way of telehealth technology. (Education Code 49429)

If a student has an emotional or mental illness that limits a major life activity, has a record of such

impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

Funding Resources

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 215-216	Student suicide prevention
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 32280-32289.5	School safety plans
Ed. Code 49060-49079	Student records
Ed. Code 49428.1	Student mental health referral protocols
Ed. Code 49428.15	Identification of evidence-based and evidence-informed training programs for schools to address youth behavioral health
Ed. Code 49428.5	Student mental health poster
Ed. Code 49600	Responsibilities of school counselors
Ed. Code 49602	Counseling and confidentiality of student information
Ed. Code 49604	Suicide prevention training for school counselors
Ed. Code 56171	Duty to identify and assess children in private schools who need special education services
Ed. Code 56300-56385	Identification and referral; assessment, instructional planning
W&I Code 5698	Emotionally disturbed youth; legislative intent
W&I Code 5840-5840.8	Prevention and early intervention programs
W&I Code 5850-5883	Mental Health Services Act
Federal	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
28 CFR 35.101-35.190	Americans with Disabilities Act
29 USC 794	Rehabilitation Act of 1973; Section 504

Management Resources

California Department of Education
Publication

California Department of Education
Publication

California Department of Education
Publication

CDC and Prevention Publication

Nat. Child Traumatic Stress Network
Publication

US Department of Education Publication

US Department of Health and Human
Services

US Dept of Health and Human Services
Publication

Website

Website

Website

Website

Website

Website

Website

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Website

Description

[Youth Behavioral Health Training Programs](#)

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

Health Education Framework for California Public Schools,
Kindergarten Through Grade Twelve, May 2019

School Connectedness: Strategies for Increasing Protective
Factors Among Youth, 2009

Child Trauma Toolkit for Educators, 2008

[Bipartisan Safer Communities Act Stronger Connections
Grant Program, Frequently Asked Questions, April 2023](#)

[Social Media and Youth Mental Health: The U.S. Surgeon
General's Advisory, 2023](#)

[Our Epidemic of Loneliness and Isolation: The U.S. Surgeon
General's Advisory on the Health Effects of Social
Connection and the Community, 2023](#)

[CSBA District and County Office of Education Legal Services](#)

[National Child Traumatic Stress Network](#)

[National Council for Behavioral Health, Mental Health First
Aid](#)

[Suicide Prevention Lifeline](#)

[Suicide Prevention Resource Center](#)

[Substance Abuse and Mental Health Services Administration](#)

[American Association of Suicidology](#)

American Foundation for Suicide Prevention

[American Psychological Association](#)

[California Department of Health Care Services, Mental
Health Services](#)

[Centers for Disease Control and Prevention, Mental Health](#)

[National Association of School Psychologists](#)

[National Institute for Mental Health](#)

[California Department of Education, Mental Health](#)

[American School Counselor Association](#)

[Office of the Surgeon General](#)

Cross References

Code	Description
0470	<u>COVID-19 Mitigation Plan</u>
4131	<u>Staff Development</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.52	<u>Suicide Prevention</u>
5141.52	<u>Suicide Prevention</u>
5141.6	<u>School Health Services</u>
5141.6	<u>School Health Services</u>
6142.8	<u>Comprehensive Health Education</u>
6164.5	<u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 9/18/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 9/27/2023

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

AR & BP 5141.6 - School Health Services

PURPOSE: Administrative Regulation updated to include behavioral health services in the list of school health services that the district may provide. Policy updated to expand the first philosophical paragraph to include the unique position of districts to increase health equity and ensure that all students have access to necessary health care services. Policy also updated to provide for preventative programming and intervention strategies as types of health services to be provided by districts.

FISCAL IMPACT: None

RECOMMENDATIONS: Review for information and consider for adoption at the next regular Board meeting.

Regulation 5141.6: School Health Services

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 08/28/2019 | **Last Reviewed Date:** 08/28/2019

Types of Health Services

In accordance with student and community needs and available resources, school health services offered by the district may include, but are not limited to:

1. Health screenings, evaluations, and assessments of students' need for health services
2. Physical examinations, immunizations, and other preventive medical services
3. First aid and administration of medications
4. Diagnosis and treatment of minor injuries and acute medical conditions
5. Management of chronic medical conditions
6. Basic laboratory tests
7. Emergency response procedures
8. Nutrition services
9. Oral health services that may include preventive services, basic restorative services, and referral to specialty services

The Superintendent or designee shall notify all parents/guardians of the opportunity pursuant to Health and Safety Code 104830-104865 for their child to receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth during the school year. Such application of fluoride or other decay-inhibiting agent shall only be provided to a student whose parent/guardian returns the notification with an indication consenting to the treatment. (Health and Safety Code 104830, 104850, 104855)

10. Mental or behavioral health services, which may include assessments, crisis intervention, counseling, treatment, and referral to a continuum of services including emergency psychiatric care, community support programs, inpatient care, and outpatient programs
11. Substance abuse prevention and intervention services
12. Vision and audiology services
13. Speech therapy
14. Occupational therapy

15. Physical therapy
16. Reproductive health services
17. Specialized health care services for students with disabilities
18. Medical transportation
19. Targeted case management
20. Referrals and linkage to services not offered on-site
21. Public health and disease surveillance
22. Individual and family health education
23. School or districtwide health promotion

Medi-Cal Billing

In order to provide services as a Medi-Cal provider, the district shall enter into and maintain a contract with the California Department of Health Care Services (DHCS). (Welfare and Institutions Code 14132.06; 22 CCR 51051, 51270)

The Superintendent or designee shall ensure that all practitioners employed by or under contract with the district possess the appropriate license, certification, registration, or credential and provide only those services that are within their scope of practice. (22 CCR 51190.3, 51270, 51491)

The Superintendent or designee shall submit a claim for Medi-Cal reimbursement whenever the district provides a Medi-Cal-eligible student under age 22 and/or a member of the student's family a covered service specified in 22 CCR 51190.4 or 51360. (Welfare and Institutions Code 14132.06; 22 CCR 51096, 51098, 51190.1, 51190.4, 51309, 51360, 51535.5)

The district shall maintain records and supporting documentation including, but not limited to, records of the type and extent of services provided to a Medi-Cal beneficiary in accordance with law. (22 CCR 51270, 51476)

Any federal funds received by the district as reimbursement for the costs of services under the Medi-Cal billing option shall be reinvested in approved services for students and their families. The Superintendent or designee shall consult with a local school-linked services collaborative group regarding decisions on reinvestment of federal funds. (22 CCR 51270)

The Superintendent or designee shall submit an annual report to DHCS to identify participants in the community collaborative, provide a financial summary including reinvestment expenditures, and describe service priorities for the future. (22 CCR 51270)

Medi-Cal Administrative Activities

The district shall apply for reimbursement for activities identified by DHCS which are related to the administration of the Medi-Cal program. Such activities include, but are not ~~be~~ limited to, outreach, translation for Medi-Cal services, facilitation of applications, arrangement of nonemergency and nonmedical transportation of eligible individuals, program planning and policy development, claims coordination and administration, training, and general administration.

Appropriate staff shall receive training in administrative claiming categories and related activities.

To receive reimbursement for Medi-Cal administrative activities, the Superintendent or designee shall, on a quarterly basis, submit an invoice to the local educational consortium or local governmental agency through which the district has contracted.

In addition, the Superintendent or designee shall submit to the local educational consortium or local governmental agency, and shall update each quarter, a roster of all employees who perform direct Medi-Cal services or administrative activities. When notified by the local educational consortium or local governmental agency of the date and time that a random-moment time survey must be conducted by a particular employee, the Superintendent or designee shall coordinate the completion and submission of the survey in accordance with DHCS timelines and procedures.

The Superintendent or designee shall maintain an audit file containing random-moment time survey documentation and other records specified by DHCS. Such documentation shall be kept for three years after the end of the quarter in which expenditures were incurred or, if an audit is in progress, until the completion of the audit.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

~~17 CCR 2950-2951~~

State References

17 CCR 2950-2951

Description

~~Hearing tests~~

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Description

Hearing tests -

<https://simbli.eboardsolutions.com/SU/MedMEQ0Cedro066RKeINDw==>

Child Health and Disability Prevention program; health assessments -

17 CCR 6800-6874 <https://simbli.eboardsolutions.com/SU/2HhexRytdgKqeiq665fqEA==>

Confidentiality -

22 CCR 51009 <https://simbli.eboardsolutions.com/SU/9Ra0oplusgjqEw5FSRj1Y5RhA==>

Definitions of Medi-Cal providers and services -

22 CCR 51050-51192 <https://simbli.eboardsolutions.com/SU/kERMLu1VDplusslsh6dzkplUSDmZUGA==>

Requirements for providers -

22 CCR 51200 <https://simbli.eboardsolutions.com/SU/UQIfaxnRXavxH1iMhK5Bag==>

Wheelchair van requirements -

22 CCR 51231.2 <https://simbli.eboardsolutions.com/SU/fgh9KlxZffbAsAxo4fcDhw==>

Local educational agency provider; conditions for participation -

22 CCR 51270

<https://simbli.eboardsolutions.com/SU/CTr6GAXoy397Rj4nqkFcBQ==>

Limitations on specified benefits -

22 CCR 51304 <https://simbli.eboardsolutions.com/SU/gKXAjwbtkM1ehmlveDLslshXA==>

Psychology, physical therapy, occupational therapy, speech pathology,
audiological services -

22 CCR 51309

[https://simbli.eboardsolutions.com/SU/JplusO0slshwAaSlmYc9rToIH
XjA==](https://simbli.eboardsolutions.com/SU/JplusO0slshwAaSlmYc9rToIH
XjA==)

Medical transportation services -

22 CCR 51323 <https://simbli.eboardsolutions.com/SU/MDftOcw3WYRzEFcZXBmQ==>

Targeted case management services -

22 CCR 51351

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Local educational agency; types of services -

22 CCR 51360

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Local educational agency eligibility for payment -

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Child Abuse Prevention And Reporting -

5141.4 5141.4 <https://simbli.eboardsolutions.com/SU/9XD09P70qbnhmkslshFLNgFKQIYTv0YhpslshFoslshMWTydgTBw==>

Mental Health -Child Abuse Prevention And Reporting -5141.5 ~~5141.4~~<https://simbli.eboardsolutions.com/SU/DZbYk29erbrys0Vs5nslshTuALsSbcQNerN1wNIY5ai6b3w==>

Suicide Prevention -

5141.52 <https://simbli.eboardsolutions.com/SU/DcXkVUrhNh8L8PEUqf9IGbQYOcRUFduLE5zAIsHMbf2tg==>

Suicide Prevention -

5141.52 <https://simbli.eboardsolutions.com/SU/iyagYde1GI42CadSk6plus1TQslshp40bsF92cplusYqo76tEw0Ow==>Sun Safety -5141.7 <https://simbli.eboardsolutions.com/SU/vcsHSoPejJWU4WgLHhJUrw==>

Insurance -

5143 <https://simbli.eboardsolutions.com/SU/9slkCaTIF8zy3s43y3Vz6wWBaudk736tMNVZi0VtdplusrA==>

Insurance -

5143 <https://simbli.eboardsolutions.com/SU/nrYhCtGVXT9Sci9ZbGp83AIRplusffdVbqAhdU8oz2JcYZA==>

Parent/Guardian Notifications -

5145.6

<https://simbli.eboardsolutions.com/SU/SVh9c5vAppvZXDHq9LvEsQBmMsbf3ukT8gqSYlut09UA==>

Parent/Guardian Notifications -

5145.6-E-PDF(1)

<https://simbli.eboardsolutions.com/SU/1tnmC4RSauktplus5IQACGBpAD6ksjd9aIATq9Q2II5zplus8w==>

Married/Pregnant/Parenting Students -

5146 <https://simbli.eboardsolutions.com/SU/NSAu7PDPmfOn3TydPrV2uAMJ7yKvd7FF8ORplusC8slshIdnw==>

Dropout Prevention -

5147 <https://simbli.eboardsolutions.com/SU/eVnplusgaqL5plusuX0WFJcOslshQ8gXxC4tTPkR2Ty6q0yaslshhlyw==>

Child Care And Development -

5148 <https://simbli.eboardsolutions.com/SU/slshELIZI9DPhpoNNdWybb3ewGplusDaP13h1BmHplusMzPa6SRSw==>

Child Care And Development -

5148 <https://simbli.eboardsolutions.com/SU/Z5lggTslshQha0Xax1wNivkrwk2x2MXgjXEGWEQbMslshNXZLA==>Preschool/Early Childhood Education -5148.3<https://simbli.eboardsolutions.com/SU/sECDYZXJhtUoRKHfkcwLNg==>Preschool/Early Childhood Education 5148.3<https://simbli.eboardsolutions.com/SU/gM0bQkhxJf0XIRmGmfTuvw==>

Comprehensive Health Education -

6142.8 <https://simbli.eboardsolutions.com/SU/I5R143Bu7ZXm545slsh43g4wg==>Comprehensive Health Education -6142.8<https://simbli.eboardsolutions.com/SU/X8epeZPplusQKvdFIWAvaMJYQ==>Athletic Competition -6145.2 <https://simbli.eboardsolutions.com/SU/slsh511YbuaT8v1f171s3eizgx5n9dMzXC7zbQLs0IUUrdQ==>

Athletic Competition -

6145.2 <https://simbli.eboardsolutions.com/SU/WpngZeP30uSZQPhrTbRplusYwHYPngE24UG6Bg7eGD24NvQ==>Athletic Competition -~~6145.2~~ <https://simbli.eboardsolutions.com/SU/e9QuVkBcflcPOLhyjKO4slshw==>

Guidance/Counseling Services -

6164.2 <https://simbli.eboardsolutions.com/SU/xkEoB39OQpqfudLvc6slshjRwvgdplpd6EFj7IwP5FmANfA==>

Student Success Teams -

6164.5

https://simbli.eboardsolutions.com/SU/*DcoRDkSTBoZmZZt0nslshupl usQNPtLVQH3CIDXU0Gt1Lcbplus8w==

Student Success Teams -

6164.5

<https://simbli.eboardsolutions.com/SU/T6QVMe3Z2r2bMiclvxZdQgN2gPiP2tGhH65poTBAAbGbw==>

Title I Programs -

6171 <https://simbli.eboardsolutions.com/SU/kQPRTqgtntplusatdegEWx4W9A4PZd5zNriqdMo6ZevvQplusNA==>

Title I Programs -

6171 <https://simbli.eboardsolutions.com/SU/0plusGxVh7ebd0FopSrCUV3MgVxSbjJomQSpxtsHlCslshlgzw==>

Education For Homeless Children -

6173

<https://simbli.eboardsolutions.com/SU/pNn6kXPtRTHDn7V2QWwPOQF3slsh1FH8Khb7r4ALb0AfE9g==>

Education For Homeless Children -

6173 <https://simbli.eboardsolutions.com/SU/D31zrTlmbBMxbJ3n1HPFkgLM86qVBd5lr1vdvq3xYUpA==>

Education For Homeless Children -

6173-E(1) <https://simbli.eboardsolutions.com/SU/PnBYqelOOwdtQfxnA0sWOg==>

Education For Homeless Children -

61736173- E(2)<https://simbli.eboardsolutions.com/SU/yxdC7oor5aa2uv8pRmznBg==>

Education For Foster Youth -

6173.1

<https://simbli.eboardsolutions.com/SU/iR1pluskL7plusHVX33YQ4euxgOgXLft3eO2oQFWvYKgpQRACw==>

Education For Foster Youth -

6173.1 <https://simbli.eboardsolutions.com/SU/mgoLAXnADihaNWtg3a5Q2gVcEjIYgNuC6q7nkrQQ0EQw==>

Education For American Indian Students -

6173.4 <https://simbli.eboardsolutions.com/SU/NB0YGoym8ZRzXQPeeCQ7lg==>

Migrant Education Program -

6175 <https://simbli.eboardsolutions.com/SU/wi7sRhsishnNgAsishYGCaNbX21AB9gC3W0gslshpvwnHfHuUQ5AA==>

Migrant Education Program -

6175 <https://simbli.eboardsolutions.com/SU/xslshfkiS12plus0t3cG48n9ovlQUhJsy5yE1MslshmioE3eDQnLA==>

Summer Learning Programs -

6177

<https://simbli.eboardsolutions.com/SU/Euvqk6CxxuwTqUhL6GXhkW==z7QMBDzGfeplZed4WIYXxw==>

Continuation Education -

6184 <https://simbli.eboardsolutions.com/SU/plusFr7aC6pfaMHWaf1plusplusjVlg==>

Continuation Education -

6184

<https://simbli.eboardsolutions.com/SU/pZRi84CdivTbOvUcA0yvA==>

Policy 5141.6: School Health Services

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 08/28/2019 | **Last Reviewed Date:**

08/28/2019

The Board of Trustees recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The Board further recognizes that schools are uniquely positioned to increase health equity and to help ensure that all students have access to necessary health care services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses.

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district., including preventative programming and intervention strategies to address students' physical, mental, and behavioral health needs.

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

The Board may prioritize school health services to schools serving students with the greatest need, including schools with medically underserved populations and/or a high percentage of low-income and uninsured children and youth.

School health services shall be provided under the supervision of a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

If a school nurse is employed by the school or district, ~~he/she~~the nurse shall be involved in planning and implementing the school health services as appropriate.

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

Consent and Confidentiality

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-~~6929~~6930, Health and Safety Code 124260, or other applicable law.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

Payment/Reimbursement for Services

The Superintendent or designee may bill public and private insurance programs and other applicable programs for reimbursement of services as appropriate. Services may be provided free of charge or on a sliding scale in accordance with law.

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

Program Evaluation

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but are not necessarily limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; measures of school climate; feedback from staff and participants regarding program accessibility and operations, including accessibility to lowincome and linguistically and culturally diverse students and families; and program costs and revenues.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
17 CCR 2950-2951	Hearing tests
17 CCR 6800-6874	Child Health and Disability Prevention program; health assessments
22 CCR 51009	Confidentiality
22 CCR 51050-51192	Definitions of Medi-Cal providers and services
22 CCR 51200	Requirements for providers
22 CCR 51231.2	Wheelchair van requirements
22 CCR 51270	Local educational agency provider; conditions for participation

22 CCR 51304	Limitations on specified benefits
22 CCR 51309	Psychology, physical therapy, occupational therapy, speech pathology, audiological services
22 CCR 51323	Medical transportation services
22 CCR 51351	Targeted case management services
22 CCR 51360	Local educational agency; types of services
22 CCR 51491	Local educational agency eligibility for payment
22 CCR 51535.5	Reimbursement to local educational agency providers
Ed. Code 49073-49079	Privacy of student records
Ed. Code 49423.5	Specialized physical health care services
Ed. Code 49557.2-49558	Eligibility for free and reduced-price meals; sharing information with Medi-Cal
Fam. Code 6920-6930	Consent by minor for medical treatment
Gov. Code 95020	Individualized family service plan
H&S Code 104830-104865	School-based application of fluoride or other tooth decayinhibiting agent
H&S Code 121020	HIV/AIDS testing and treatment; parental consent for minor under age 12
H&S Code 123110	Minor's right to access health records
H&S Code 123115	Limitation on parent/guardian access to minor's health records
H&S Code 123800-123995	California Children's Services Act
H&S Code 124025-124110	Child Health and Disability Prevention Program
H&S Code 124172-124174.6	Public School Health Center Support Program
H&S Code 124260	Mental health services; consent by minors age 12 and older
H&S Code 130300-130317	Health Insurance Portability and Accountability Act (HIPAA)
W&I Code 14059.5	Definition of "medically necessary"
W&I Code 14115	Medi-Cal claims process
W&I Code 14115.8	LEA Medi-Cal Billing Option; program guide
W&I Code 14124.90	Third-party health coverage
W&I Code 14132.06	Covered benefits; health services provided by local

educational agencies

~~W&I Code 14132.47~~ ~~Administrative claiming process and targeted case management~~

~~W&I Code 5961-5961.5~~ ~~Children and Youth Behavioral Health Initiative Act~~

Federal **Description**

~~20 USC 1232g~~ ~~Family Educational Rights and Privacy Act (FERPA) of 1974~~

~~42 CFR 431.300~~ ~~Use and disclosure of information on Medicaid applicants and recipients~~

~~42 USC 1320c-9~~ ~~Prohibition against disclosure of records~~

~~42 USC 1397aa-1397mm~~ ~~State Children's Health Insurance Program~~

~~45 CFR 164.500-164.534~~ ~~Privacy of individually identifiable health information~~

Management Resources **Description**

~~CA Department of Health Care Services LEA Medi-Cal Billing Option Program Provider Manual, Publication~~ ~~November 2021~~

Ed. Code 49423.5 Specialized physical health care services

Ed. Code 49557.2-49558 Eligibility for free and reduced-price meals; sharing information with Medi-Cal

Fam. Code 6920-6930 Consent by minor for medical treatment

Gov. Code 95020 Individualized family service plan

H&S Code 104830-104865 School-based application of fluoride or other tooth decayinhibiting agent

H&S Code 121020 HIV/AIDS testing and treatment; parental consent for minor under age 12

H&S Code 123110 Minor's right to access health records

H&S Code 123115 Limitation on parent/guardian access to minor's health records

H&S Code 123800-123995 California Children's Services Act

H&S Code 124025-124110 Child Health and Disability Prevention Program

H&S Code 124172-124174.6 Public School Health Center Support Program

H&S Code 124260 Mental health services; consent by minors age 12 and older

H&S Code 130300-130317 Health Insurance Portability and Accountability Act (HIPAA)

W&I Code 14059.5 Definition of "medically necessary"

W&I Code 14115 Medi-Cal claims process

[W&I Code 14115.8](#)[LEA Medi-Cal Billing Option; program guide](#)[W&I Code 14124.90](#)[Third-party health coverage](#)[W&I Code 14132.06](#)[Covered benefits; health services provided by local educational agencies](#)[W&I Code 14132.47](#)[Administrative claiming process and targeted case management](#)[W&I Code 5961-5961.5](#)[Children and Youth Behavioral Health Initiative Act](#)**Federal****Description**[20 USC 1232g](#)[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)[42 CFR 431.300](#)[Use and disclosure of information on Medicaid applicants and recipients](#)[42 USC 1320c-9](#)[Prohibition against disclosure of records](#)[42 USC 1397aa-1397mm](#)[State Children's Health Insurance Program](#)[45 CFR 164.500-164.534](#)[Privacy of individually identifiable health information](#)**Management Resources****Description**[CA Department of Health Care Services LEA Medi-Cal Billing Option Program Provider Manual,](#)**Publication**[November 2021](#)CA Dept of Health Care Services Publication [Policy and Procedure Letter No. 23-004, February 2023](#)CA Dept of Health Care Services Publication [Policy and Procedure Letter No. 21-017R, December 2021](#)CA Dept of Health Care Services Publication [California School-Based Medi-Cal Administrative Activities Manual](#)CA Health and Human Services Publication [Children and Youth Behavioral Health Initiative, 2021](#)

CA School-Based Health Alliance Publication Documenting the Link Between School-Based Health Centers and Academic Success, May 2014

CA School-Based Health Alliance Publication How to Fund Health Services in Your School District, September 2014

California Department of Education Publication Health Education Framework for California Public Schools, Kindergarten Through Grade Twelve, May 2019

National Center For Youth Law Publication Confidential Medical Release: Frequently Asked Questions from Schools and Districts, November 2015

US Dept of Health and Human Services
Publication

[Centers for Medicare & Medicaid Services Informational Bulletin,
Information on School-Based Services in Medicaid:](#)

[Funding, Documentation and Expanding Services, August 2022](#)

US Dept of Health and Human Services
Publication

[Information on School-Based Services in Medicaid: Funding,
Documentation and Expanding Services, August 18, 2022](#)

Website

[California Department of Health and Human Services](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[CSBA, Practi-Cal Program](#)

Website

[California School-Based Health Alliance](#)

Website

[Center for Health and Health Care in Schools](#)

Website

[Centers for Disease Control and Prevention, School Health Policies
and Programs \(SHPPS\) Study](#)

Website

[Centers for Medicare and Medicaid Services](#)

Website

[National Center for Youth Law](#)

Website

[California School Nurses Organization](#)

Website

[California County Superintendents](#)

Website

[California Department of Education, Health Services and
School Nursing](#)

Website

[California Department of Health Care Services](#)

Website

[California Department of Public Health](#)

Website

[CSBA](#)

Cross References

Code

Description

0470

[COVID-19 Mitigation Plan](#)

1340

[Access To District Records](#)

1340

[Access To District Records](#)

1400

[Relations Between Other Governmental Agencies And The
Schools](#)

3514

[Environmental Safety](#)

3514

[Environmental Safety](#)

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4119.43	Universal Precautions
4157	Employee Safety
4157	Employee Safety
4219.41	Employees With Infectious Disease
4219.43	Universal Precautions
4231	Staff Development
4257	Employee Safety
4257	Employee Safety
4319.41	Employees With Infectious Disease
4319.43	Universal Precautions
4357	Employee Safety
4357	Employee Safety
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5022	Student And Family Privacy Rights
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5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5125	Student Records
5125	Student Records
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5131.62	Tobacco
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.21	Administering Medication And Monitoring Health Conditions

5141.21	<u>Administering Medication And Monitoring Health Conditions</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>
5141.23	<u>Asthma Management</u>
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5141.24	<u>Specialized Health Care Services</u>
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5141.3	<u>Health Examinations</u>
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5146	<u>Married/Pregnant/Parenting Students</u>
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5148	<u>Child Care And Development</u>
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6171	<u>Title I Programs</u>
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4319.43	<u>Universal Precautions</u>

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<u>5141.23</u>	<u>Asthma Management</u>	
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<u>5141.3</u>	<u>Health Examinations</u>	

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<u>5141.4</u>	<u>Child Abuse Prevention And Reporting</u>
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<u>6145.2</u>	<u>Athletic Competition</u>
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<u>6164.5</u>	<u>Student Success Teams</u>
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<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173-E(1)</u>	<u>Education For Homeless Children</u>

6173- E(2) Education For Homeless Children

6173.1 Education For Foster Youth

6173.1 Education For Foster Youth

6173.4 Education For American Indian Students

6175 Migrant Education Program

6175 Migrant Education Program 6177 Summer Learning Programs

6184 Continuation Education

6184 Continuation Education

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 9/18/2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 9/27/2023

ITEM: Receive the following revised Board Policy for information:

6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education

PURPOSE: Policy updated to reflect a December 2022 Davis Joint Unified School District Resolution Agreement with the U.S. Department of Education, Office for Civil Rights, regarding the use of seclusion and restraint as it relates to a free appropriate public education for students with disabilities placed in nonpublic schools. In addition, a description was added to clarify the arrangement with Kings County SELPA to create contracts and provide payment for services provided by a NPS/A.

FISCAL IMPACT: None

RECOMMENDATIONS: Review for information and consider for adoption at the next regular Board meeting.

Policy 6159.2: Nonpublic, Nonsectarian School And Agency Services For Special Education

Status: ADOPTED

Original Adopted Date: 05/16/2001 | Last Revised Date: 06/23/2021 | Last Reviewed Date: 06/23/2021

The Board of Trustees recognizes its responsibility to provide a free appropriate public education to students with disabilities in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (NPS/A) to meet ~~the students~~student needs consistent with the comprehensive local plan of the Special Education Local Plan Area.

Prior to entering into a contract to place any student in a nonpublic, nonsectarian school or agency (NPS/A), the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities and complies with staff training requirements in accordance with Education Code 56366 and 56366.1. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any NPS/A with which the district has a contract to ensure that the ~~school or agency's~~ certification has not expired.

No district student with a disability shall be referred to, or placed in ~~a, an~~ NPS/A unless the student's individualized education program (IEP) team has determined that ~~an appropriate public education alternative does not exist and that the nonpublic, nonsectarian school or agency~~the placement is appropriate for the student. (Education Code 56342.1)

All Master Contracts will be created between the Kings County SELPA and the Nonpublic School. The district ~~student~~ shall pay into the Kings County SELPA NPS Fund to cover the costs associated with the NPS/A the full amount of the tuition or fees, as applicable, for students with disabilities who are enrolled in programs or receiving services provided by the NPS/A. pursuant to the contract. (Education Code 56365)

In accordance with law, any student with disabilities placed in ~~a NPS~~an NPS/A shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, ~~the~~ procedural safeguards, due process rights, and periodic review of ~~his/her~~the student's IEP.

During the period when any student with disabilities is placed in ~~an~~an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in ~~his/her~~the IEP.

The Superintendent or designee shall ensure that any contract with an NPS/A contains a requirement for the NPS/A to comply with district policy, procedures, and practices related to student rights, health, and safety, including the use of seclusion and restraint. All NPS/A staff that serve district students shall be made aware of, and trained in such policies, procedures, and practices.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, ~~56366.3,~~ and 56366.6. (Education Code 56366.2)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 3001	Definitions
5 CCR 3051-3051.24	Special education; standards for related services and staff qualifications
5 CCR 3060-3070	Nonpublic, nonsectarian school and agency services
Ed. Code 56034-56035	Definitions of nonpublic, nonsectarian school and agency
Ed. Code 56042	Placement not to be recommended by attorney or advocate with conflict of interest
Ed. Code 56101	Waivers
Ed. Code 56163	Certification
Ed. Code 56168	Responsibility for education of student in hospital or health facility school
Ed. Code 56195.8	Adoption of policies
Ed. Code 56342.1	Individualized education program; placement
Ed. Code 56360-56369	Implementation of special education
Ed. Code 56711	Computation of state aid
Ed. Code 56740-56743	Apportionments and reports
Ed. Code 56760	Annual budget plan; service proportions
Ed. Code 56775.5	Reimbursement of assessment and identification costs
Ed. Code 56836.20-56836.21	Special education funding; SELPA contracts with nonpublic nonsectarian schools
Fam. Code 7911-7912	Interstate compact on placement of children
Gov. Code 7570-7587	Interagency responsibilities for providing services to children with disabilities
Gov. Code 7572.55	Seriously emotionally disturbed child; out-of-state placement
W&I Code 362.2	Out-of-home placement for IEP
W&I Code 727.1	Out-of-state placement of wards of court
Federal	Description
20 USC 1400-1487	Individuals with Disabilities Education Act
34 CFR 300.129-300.148	Children with disabilities in private schools

Management Resources

Court Decision

Description

Agostini v. Felton, (1997) 521 U.S. 203, 117 S.Ct. 1997

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[U.S. Department of Education, Office of Special Education and Rehabilitative Services](#)
[and Rehabilitative Services](#)

Website

[California Department of Education](#)**Cross References****Code****Description**[0430 Comprehensive Local Plan For Special Education](#)[0430 Comprehensive Local Plan For Special Education](#)[0500 Accountability](#)[1312.3 Uniform Complaint Procedures](#)[1431 Waivers](#)[3541.2 Transportation For Students With Disabilities](#)[3580 District Records](#)[3580 District Records](#)[4112.23 Special Education Staff](#)[4112.23 Special Education Staff](#)[5125 Student Records](#)[5125 Student Records](#)[6146.4 Differential Graduation And Competency Standards For Students With Disabilities](#)[6159 Individualized Education Program](#)[6159 Individualized Education Program](#)[6159.1 Procedural Safeguards And Complaints For Special Education](#)[6159.1 Procedural Safeguards And Complaints For Special Education](#)[6159.3 Appointment Of Surrogate Parent For Special Education Students](#)[6159.3 Appointment Of Surrogate Parent For Special Education Students](#)[6162.51 State Academic Achievement Tests](#)[6162.51 State Academic Achievement Tests](#)[6164.4 Identification And Evaluation Of Individuals For Special Education](#)

6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>
6173.1	<u>Education For Foster Youth</u>
6173.1	<u>Education For Foster Youth</u>
6173.2	<u>Education Of Children Of Military Families</u>
6173.2	<u>Education Of Children Of Military Families</u>
0430	<u>Comprehensive Local Plan For Special Education</u>
0430	<u>Comprehensive Local Plan For Special Education</u>
0500	<u>Accountability</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>
1312.3-E(2)	<u>Uniform Complaint Procedures</u>
1431	<u>Waivers</u>
3541.2	<u>Transportation For Students With Disabilities</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4112.23	<u>Special Education Staff</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>
6146.1	<u>High School Graduation Requirements</u>
6146.3	<u>Reciprocity Of Academic Credit</u>
6146.3	<u>Reciprocity Of Academic Credit</u>
6146.4	<u>Differential Graduation And Competency Standards For Students With Disabilities</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6159.1	<u>Procedural Safeguards And Complaints For Special Education</u>
6159.1	<u>Procedural Safeguards And Complaints For Special Education</u>
6159.3	<u>Appointment Of Surrogate Parent For Special Education Students</u>
6159.3	<u>Appointment Of Surrogate Parent For Special Education Students</u>
6162.51	<u>State Academic Achievement Tests</u>

6162.51 State Academic Achievement Tests

6164.4 Identification And Evaluation Of Individuals For Special Education

6164.4 Identification And Evaluation Of Individuals For Special
Education

6173.1 Education For Foster Youth

6173.1 Education For Foster Youth

6173.2 Education Of Children Of Military Families

6173.2 Education Of Children Of Military Families

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: September 18, 2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 27, 2023**

ITEM: Receive for information the following recommended retitling and renumbering revisions to Board Policies and Administrative Regulations

PURPOSE: The following Board Policies and Administrative Regulations are being updated to reflect retitling and renumbering necessary to conform to CSBA's new "GAMUT Policy Plus" database which houses all Hanford Elementary School District's policies. There are no substantive changes to these policies aside from the recommended renumbering and retitling.

- See attached listing.

FISCAL IMPACT: None.

RECOMMENDATION: Receive for information.

Recommended Administrative Regulation and Board Policy Changes

Old GAMUT Number/Title	Recommended Change	NEW GAMUT Number/Title
AR/BP 4156.4 Use of District or Personal Automobile	Rename/Renumber	AR/BP 3540.12 Vehicle Use Policy
BP 4351.1 Salary Step Placement and Advancement	Rename/Renumber	BP 4352.3 Salary Placement and Advancement
BP 4221.1 Wages for Temporary and Substitute Work	Rename	BP 4221.1 Substitute Salary Schedule
BP 4221 Temporary, Short-term, Substitute and Non-Represented Part-time Employees	Rename	BP 4221 Substitutes
BP 4217.6 Release from Probationary Employment	Rename/Renumber	BP 4217.4 Dismissal
AR 4121.1 Scheduling and Assignment of Substitute Teachers	Rename/Renumber	AR 4120.3 Substitute Teachers
AR 4121.2 Certificated Substitute and Temporary Pay Rates	Rename	AR 4121.2 Compensation for Substitute Teachers
AR 4212.22 Instruction of Limited English Proficient Students	Rename	AR 4212.22 Staff Teaching Students of Limited English Proficiency

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Kristina Baldwin

DATE: September 12, 2023

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

Date you wish to have your item considered: September 27, 2023

ITEM: Consider approval of a Memorandum of Understanding (MOU) with the Sinclair Research Group.**PURPOSE:** The Sinclair Research Group will provide the HESD Induction Program a complete program evaluation of the Clear Administrative Services Credential (CASC) Induction program for the 2023-2024 academic year. All of the services provided support and align with the Commission on Teacher Credentialing (CTC) Accreditation process. The services include, but are not limited to, online surveys regarding program performance which are completed by Candidates and Coaches. All of the tools used by the Sinclair Research Group are all aligned to the state Common Standards for Induction and the HESD Program Standards for Induction.**FISCAL IMPACT:** \$8,022 to be paid from Title II
0100-4035-0-0000-2140-580009-005-0000**RECOMMENDATIONS:** Approve



Sinclair Research Group
PO Box 5032 • Sacramento, CA 95817
916-767-3117 • sgc@sinclairgroup.org

In consideration of the mutual covenants and promises contained herein, this *Memorandum of Understanding* (MOU) is agreed between Sinclair Research Group, Inc. (hereafter called SRG), a legal non-profit corporation in the State of California (Tax Identification Number 86-3768863) and the following entity:

Hanford Elementary School District
Hanford ESD CASC Program
934 Katie Hammond Street
Hanford, CA 93230

1. This MOU will commence on July 1, 2023, and will end on June 30, 2024, and outlines the current understanding of both parties.
2. Sinclair Research Group (SRG) will provide support for the *California Commission on Teacher Credentialing* accreditation process. In particular, SRG will implement a comprehensive program evaluation process for the program name above for the 2023-2024 academic year.
3. The program evaluation system is based on the formative program assessment process, the California Commission on Teacher Credentialing Accreditation Process, and the *CTC Pre-Conditions, Common Standards, and Program Standards*. Each evaluation question, all survey questions, their reporting, and all conclusions, commendations, and recommendations are aligned with the relevant Standards.
4. The program evaluation adheres to *Common Standard 4: Continuous Improvement (CTC 2015)*, which reads as follows:

The education *unit* develops and implements a comprehensive continuous improvement process at both the *unit* level and within each of its *programs* that identifies program and *unit* effectiveness and makes appropriate modifications based on findings.

- The education *unit* and its programs regularly assess their effectiveness in relation to the course of study offered, fieldwork and clinical practice, and *support* services for candidates.
- Both the *unit* and its *programs* regularly and systematically collect, analyze, and use candidate and *program completer* data as well as data reflecting the effectiveness of *unit* operations to improve *programs* and their *services*.
- The continuous improvement process includes multiple sources of data including 1) the extent to which candidates are prepared to enter professional practice, and 2) feedback from *key stakeholders* such as employers and community *partners* about the quality of the preparation.



Sinclair Research Group • PO Box 5032 • Sacramento, CA 95817
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5. All SRG tools and processes are available to this program for the 2023-2024 academic year. The program director (for the contracting entity) may choose any or all of the SRG tools it wishes to use for this academic year. These selections will be written into the Scope of Work and attached to this Memorandum of Understanding as Exhibit A and incorporated herein. During the time of this agreement, the program may use the tools and surveys copyrighted by SRG, as shown in the Scope of Work.
6. The program director for the contracting entity will have the opportunity to review survey questions with other program directors and suggest changes or additions. In addition, during the time of this agreement, if SRG develops additional tools that this program may wish to pilot test, they will be able to do so at no charge.
7. All survey data will be collected electronically by either program sharing SRG's survey link with participants or by SRG invitation (at the program's discretion). When SRG is instructed by the program director to "close" the survey, SRG will hand-clean all data and analyze the data, ensuring the reliability, validity, and accuracy of results. In-depth reports on each instrument will be returned to the program within one month (or less) of the survey closing date.
8. Reports will be sent electronically via email to the program director and stored in a cloud facility shared only between the program and SRG (either Dropbox or Google Drive). The reports will be in Microsoft Word format so that they may be changed and used by the program at its discretion. The program evaluation reports will be the property of the program once released by SRG. All reports will be stored for seven years or until the program ceases to be a client of SRG, whichever comes first.
9. The contracting entity agrees that all such evaluation tool material shall remain under the exclusive ownership of SRG. This includes all survey questions, data collection designs, and alignments. The contracting entity may not reproduce or in any way utilize survey questions, data collection designs, and standards alignments for competitive purposes or provide them to others, including the use of the materials to provide substantially similar evaluations within or outside of the contracting entity.
10. SRG has included the contracting entity as an additional insured party on its comprehensive General Liability Insurance Policy (P100-252-247-4). The policy covers all activities of SRG's personnel performing the obligations of this MOU with coverage of one million dollars (\$1,000,000) for any incident (\$2,000,000 aggregate). A copy of this policy has been sent to the program named above, naming it as an additional insured entity.
11. Employees of SRG do not, at any time, travel to or physically visit the students or staff in this program.

In consideration of Sinclair Research Group fulfilling this program evaluation work, the program shall pay Sinclair Research Group a total fee of \$8,022.00. The fee may be paid in full by September 1, 2023, or in three equal payments due September 1, 2023, January 1, 2024, and May 1, 2024.



Modifications to this Memorandum of Understanding may be made with the written consent of both parties.

The authorized signatures affixed and dated below indicate the consent to this Memorandum of Understanding.

By: W. B. Rolland Date: 7/25/23
William B. Rolland, Ph.D., Chief Executive Officer
Sinclair Research Group, Inc. (Tax Identification Number: 86-3768863)

By: _____ Date: _____

Printed Name: _____ Title _____

(The Scope of Work for services will be attached upon program selection and incorporated as "Exhibit A" below.)



HANFORD ESD CASC PROGRAM SCOPE OF WORK 2023-2024

TOOL, REPORT, SURVEY & REPORT, or OTHER SUPPORT			DATES	NOTES & LINKS
1	ALIGNMENT MATRICES TOOL – Proprietary confidential alignments that show each question on every survey and the relevant Standards (Common or Program Standards) to which the question aligns. When paired with a survey report, directors can quickly and efficiently source evidence for Program or Common Standard Reviews, Site Visits, and Leadership Meetings.		Released Simultaneously with Summative Portfolio	This is a PDF containing tables that align survey items to Standards. It is the soul of what we do.
2	SUMMATIVE PORTFOLIO COMPARATIVE ANALYSIS REPORT – SRG will send you a document that contains your prior year's quantitative conclusions from all the reports generated or that were used. In this document, you'll see comparisons to the aggregate results for all the programs with which SRG partners. Any statistically significant difference between your program's results and the aggregate will be highlighted. <i>This and the following tool (Trends-Over-Time) can be utilized in an advisory board or committee meeting to satisfy several important Standards. SRG has developed a lesson plan or "activity" to guide this process.</i>		Report released in Autumn	SRG has an activity plan that suggests a strategy for using this in a meeting.
3	TRENDS-OVER-TIME LONGITUDINAL ANALYSIS REPORT – Shows results for every tool for which there are at least three years of data. Analyzed and formatted to show statistically significant changes. Includes graphical trend lines to visualize the directionality of changes. Allows the programs to flag trends and plan modifications. <i>SRG has developed a lesson plan or "activity" to guide this conversation with leadership using this and the above report (Summative Portfolio).</i>		Report released in Autumn	SRG has an activity plan that suggests a strategy for using this in a meeting.
3	ADS DATA COLLECTION SURVEY TOOL – CTC requires demographic data to be collected from all candidates. While Human Resources may be collecting this data, data can be missed if they do not keep current with the CTC's evolving dashboard questions or if multiple consortium partners are housing the data. If you wish, we will collect this data and send you the results when you are ready to report it to the CTC in the fall (<i>Less than 5-min. response time</i>).		Survey opens in August & remains open to accommodate late hires.	Contact SRG to determine if/how you collect this data the CTC requires you to report by September 15 th of the following year.
4	INITIAL CPSEL SELF-ASSESSMENT SURVEY – The CTC requires new CASC candidates to self-assess on all elements of the California Professional Standards for Education Leaders (CPSELs) within 90 days of enrolling in the program. While you might be collecting this data sufficiently, this tool can serve to satisfy standards and give candidates a needed "baseline" from which they can demonstrate growth to earn their credentials. Utilize the link provided, and we will send you the data. (<i>10-min. response time</i>)		Candidates MUST self-assess on the CPSELs within 90 days.	https://www.research.net/r/InitialCPSEL2324
4	COACH SELF-ASSESSMENT SURVEY – Self-reflective survey to surface areas where the CASC coaches may need more support or training. Often, this is done at an initial training session with the coaches. It can be paired with an associated <i>Coach Professional Growth Plan</i> (with lesson plan and rubric included) to give coaches a rare, protected time for their own growth intentions to be acknowledged. (<i>10-min. response time</i>).		Opens in August but can be used anytime	SRG created a <i>Coach Professional Growth Plan</i> and lesson plan to use in tandem with this tool in a colloquium or orientation setting.



5	COACH MID-YEAR SURVEY – Formative purpose, examines implementation fidelity, support for coaches, and program effectiveness. Results are compared with Mid-Year Candidate Survey results, where appropriate, to triangulate findings. <i>(10-min. response time).</i>	Opens in early November, <u>should be closed before Christmas Break</u>	This is a new survey in 2023-24
6	CANDIDATE MID-YEAR SURVEY – Formative purpose, examines fidelity of implementation and Candidate morale. These results can be triangulated with those from the <i>Coach Mid-Year Survey</i> results, where appropriate <i>(10-min. response time).</i>	Opens in early November, <u>should be closed before Christmas Break</u>	This is a new survey in 2023-24
7	CTC COMPLETER SURVEY REPORT – DEEP DIVE ANALYSIS – SRG will take your Completer Report Data (accessed through your CTC Institutional Dashboard) and analyze it using statistical methods to determine whether the findings are statistically significantly different. In addition, the data is formatted to quickly assess results that require notes (either areas of strength or growth). <i>(CTC administers this survey to completers.)</i>	Once the CTC releases your report, download your data into an Excel file & send it to SRG to get this.	Instructions on downloading this data from the CTC website can be found here .
8	LEADERSHIP SURVEY – For Steering Committee, Advisory Board, and Leadership Team (can include Superintendents/Assistant Sups., Union Reps., IHE Rep., Senior Mentors, representative Candidate teachers, program completers, and Program Faculty). Often administered at an Advisory Board meeting and covers many of the concepts in the Common Standards, like collecting feedback from “all stakeholders.” <i>(5-min. response time).</i>	Opens in September	SRG can send this out. However, programs tend to choose to deploy this tool themselves
9	EMPLOYER SITE ADMINISTRATOR SURVEY – For Site Administrators with Candidates at their school sites but may not be named in an official “Coach” role. This survey can serve dual purposes: 1) to inform and advise Employers about program requirements and candidate needs, and 2) serve as a needs assessment for the program to provide the best support for Employers to help Candidates succeed. <i>(5-min. response time).</i>	Opens in September	SRG can send this out. However, programs tend to choose to deploy this tool themselves
10	COACH YEAR-END SURVEY – Formative and summative assessment of program effectiveness, impact on Coach practice, morale & retention. Results compared with <i>Year-End Candidate Survey</i> results, where appropriate. <i>(10-min. response time).</i>	Available in March	
11	CANDIDATE YEAR-END SURVEY – Formative and summative assessment of program effectiveness, impact on classroom practice, growth in skills aligned to the California Professional Standards for Education Leaders (CPSELs), retention and morale, needs assessment. Results compared with <i>Year-End Coach Survey</i> , where appropriate. <i>(18-min. response time).</i>	Available in March Data collected with Year-End Survey (#11 above)	



12	<p>CANDIDATE FEEDBACK ON COACH TRAINING & EFFECTIVENESS REPORT – Part of the 360-degree evaluation system. Can be triangulated with the Coach Self-Assessment report. Serves both as a needs assessment for the program and an evaluation for the coach as required by CTC (Raw data on coaches shared with the program director.) (<i>Response time included in “Candidate Year-End Survey” above</i>).</p>		
13	<p>CANDIDATE CPSEL PRE/POST-ASSESSMENT SURVEY – Before exiting the program, candidates meet with their Administrator Coaches to go over evidence from where they assessed their practice when they first assessed their practice in the program (90 days) and where they believe they are now. SRG will develop a report on program impact to demonstrate (1) Current Competence and (2) Growth Over Time in the candidates participating in the program (aligned to Common Standard 5). (<i>15-min. conversation & response time</i>).</p>	<p>Available in March, but should be given weeks apart from Year-End Surveys to avoid confusion</p>	<p>Ideally completed during or resulting from a documented conversation between Candidates and Coaches, where evidence of practice is used to determine assessments.</p>



Sinclair Research Group, Inc. • PO Box 5032 • Sacramento, CA 95817
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HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Kristina Baldwin

DATE: September 12, 2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2023

ITEM: Consider approval of a Memorandum of Understanding (MOU) with the Sinclair Research Group.

PURPOSE: The Sinclair Research Group will provide the HESD Induction Program a complete program evaluation of the General Education and Education Specialist Teacher Induction programs for the 2023-2024 academic year. All of the services provided support and align with the Commission on Teacher Credentialing (CTC) Accreditation process. The services include, but are not limited to, online surveys regarding program performance which are completed by Induction Candidates, Induction Mentors and Site Administrators. All of the tools used by the Sinclair Research Group are all aligned to the state Common Standards for Induction and the HESD Program Standards for Induction.

FISCAL IMPACT: \$12,606 to be paid from Title II
0100-4035-0-0000-2140-580009-005-0000

RECOMMENDATIONS: Approve



Sinclair Research Group
PO Box 5032 • Sacramento, CA 95817
916-767-3117 • sgc@sinclairgroup.org

In consideration of the mutual covenants and promises contained herein, this *Memorandum of Understanding* (MOU) is agreed between Sinclair Research Group, Inc. (hereafter called SRG), a legal non-profit corporation in the State of California (Tax Identification Number 86-3768863) and the following entity:

Hanford ESD Teacher Induction Program
 Hanford Elementary School District
 934 Katie Hammond Street
 Hanford, CA 93230

1. This MOU will commence on July 1, 2023, and will end on June 30, 2024, and outlines the current understanding of both parties.
2. Sinclair Research Group (SRG) will provide support for the *California Commission on Teacher Credentialing* accreditation process. In particular, SRG will implement a comprehensive program evaluation process for the program name above for the 2023-2024 academic year.
3. The program evaluation system is based on the formative program assessment process, the California Commission on Teacher Credentialing Accreditation Process, and the *CTC Pre-Conditions, Common Standards, and Program Standards*. Each evaluation question, all survey questions, their reporting, and all conclusions, commendations, and recommendations are aligned with the relevant Standards.
4. The program evaluation adheres to *Common Standard 4: Continuous Improvement (CTC 2015)*, which reads as follows:

The education *unit* develops and implements a comprehensive continuous improvement process at both the *unit* level and within each of its *programs* that identifies program and *unit* effectiveness and makes appropriate modifications based on findings.

- The education *unit* and its programs regularly assess their effectiveness in relation to the course of study offered, fieldwork and clinical practice, and *support* services for candidates.
- Both the *unit* and its *programs* regularly and systematically collect, analyze, and use candidate and *program completer* data as well as data reflecting the effectiveness of *unit* operations to improve *programs* and their *services*.
- The continuous improvement process includes multiple sources of data including 1) the extent to which candidates are prepared to enter professional practice, and 2) feedback from *key stakeholders* such as employers and community *partners* about the quality of the preparation.



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5. All SRG tools and processes are available to this program for the 2023-2024 academic year.¹²⁶ The program director (for the contracting entity) may choose any or all of the SRG tools it wishes to use for this academic year. These selections will be written into the Scope of Work and attached to this Memorandum of Understanding as Exhibit A and incorporated herein. During the time of this agreement, the program may use the tools and surveys copyrighted by SRG, as shown in the Scope of Work.
6. The program director for the contracting entity will have the opportunity to review survey questions with other program directors and suggest changes or additions. In addition, during the time of this agreement, if SRG develops additional tools that this program may wish to pilot test, they will be able to do so at no charge.
7. All survey data will be collected electronically by either program sharing SRG's survey link with participants or by SRG invitation (at the program's discretion). When SRG is instructed by the program director to "close" the survey, SRG will hand-clean all data and analyze the data, ensuring the reliability, validity, and accuracy of results. In-depth reports on each instrument will be returned to the program within one month (or less) of the survey closing date.
8. Reports will be sent electronically via email to the program director and stored in a cloud facility shared only between the program and SRG (either Dropbox or Google Drive). The reports will be in Microsoft Word format so that they may be changed and used by the program at its discretion. The program evaluation reports will be the property of the program once released by SRG. All reports will be stored for seven years or until the program ceases to be a client of SRG, whichever comes first.
9. The contracting entity agrees that all such evaluation tool material shall remain under the exclusive ownership of SRG. This includes all survey questions, data collection designs, and alignments. The contracting entity may not reproduce or in any way utilize survey questions, data collection designs, and standards alignments for competitive purposes or provide them to others, including the use of the materials to provide substantially similar evaluations within or outside of the contracting entity.
10. SRG has included the contracting entity as an additional insured party on its comprehensive General Liability Insurance Policy (P100-252-247-4). The policy covers all activities of SRG's personnel performing the obligations of this MOU with coverage of one million dollars (\$1,000,000) for any incident (\$2,000,000 aggregate). A copy of this policy has been sent to the program named above, naming it as an additional insured entity.
11. Employees of SRG do not, at any time, travel to or physically visit the students or staff in this program.

In consideration of Sinclair Research Group fulfilling this program evaluation work, the program shall pay Sinclair Research Group a total fee of \$12,606.00. This amount includes the additional cost for (1) disaggregation by General Education and (2) Education Specialist. The fee may be paid in full by September 1, 2023, or in three equal payments due September 1, 2023, January 1, 2024, and May 1, 2024.



Modifications to this Memorandum of Understanding may be made with the written consent of both parties.

The authorized signatures affixed and dated below indicate the consent to this Memorandum of Understanding.

By: W.B. Rolland Date: 7/20/23
William B. Rolland, Ph.D., Chief Executive Officer
Sinclair Research Group, Inc. (Tax Identification Number: 86-3768863)

By: _____ Date: _____

Printed Name: _____ Title _____

(The Scope of Work for services will be attached upon program selection and incorporated as "Exhibit A" below.)



HANFORD USD TEACHER INDUCTION PROGRAM SCOPE OF WORK FOR 2023-2024

	TOOL, REPORT, SURVEY & REPORT, or OTHER SUPPORT	DATES	NOTES & LINKS
1	ALIGNMENT MATRICES TOOL – Proprietary confidential alignments that show each question on every survey and the relevant Standards (Common or Program Standards) to which the question aligns. When paired with a survey report, directors can quickly and efficiently source evidence for Program or Common Standard Reviews, Site Visits, and Leadership Meetings.	Released Simultaneously with Summative Portfolio	This is a PDF containing tables that align survey items to Standards. It is the soul of what we do.
2	SUMMATIVE PORTFOLIO COMPARATIVE ANALYSIS REPORT – SRG will send you a document that contains your prior year's quantitative conclusions from all the reports generated or that were used. In this document, you'll see comparisons to the aggregate results for all of the programs with which SRG partners. Any statistically significant difference between your program's results and the aggregate will be highlighted. <i>This and the following tool (Trends-Over-Time) can be utilized in an advisory board or committee meeting to satisfy several important Standards. SRG has developed a lesson plan or "activity" to guide this process.</i>	Report released in Autumn	SRG has an activity plan that suggests a strategy for using this in a meeting.
3	TRENDS-OVER-TIME LONGITUDINAL ANALYSIS REPORT – Shows results for every tool for which there are at least three years of data. Analyzed and formatted to show statistically significant changes. Includes graphical trend lines to visualize the directionality of changes. Allows the programs to flag trends and plan modifications. <i>SRG has developed a lesson plan or "activity" to guide this conversation with leadership using this and the above report (Summative Portfolio).</i>	Report released in Autumn	SRG has an activity plan that suggests a strategy for using this in a meeting.
3	ADS DATA COLLECTION SURVEY TOOL – CTC requires demographic data to be collected from all candidates. While Human Resources may be collecting this data, data can be missed if they do not keep current with the CTC's evolving dashboard questions or if multiple consortium partners are housing the data. If you wish, we will collect this data and send you the results when you are ready to report it to the CTC in the fall (<i>Less than 5-min. response time</i>).	Survey opens in August & remains open to accommodate late hires.	Contact SRG to determine if/how you collect this data the CTC requires you to report by September 15 th of the following year. https://www.research.net/j/CTC-ADS23-24
4	MENTOR SELF-ASSESSMENT SURVEY & REPORT – Self-reflective survey to surface areas where the TIP Mentors may need more support or training. Often, this is done at an initial training session with the coaches. It can be paired with an associated <i>Coach Professional Growth Plan</i> (with lesson plan and rubric included) to give coaches a rare, protected time for their own growth intentions to be acknowledged. (<i>10-min. response time</i>).	Opens in August but can be used anytime	SRG created a <i>Mentor Professional Growth Plan</i> and lesson plan to use in tandem with this tool in a colloquium or orientation setting. https://www.research.net/j/TIP2324MSA
5	MENTOR MID-YEAR SURVEY & REPORT – Formative purpose, examines implementation fidelity, support for coaches, and program effectiveness. Results are compared with <i>Candidate Mid-Year Survey</i> results, where appropriate, to triangulate findings. (<i>10-min. response time</i>).	Should be closed before Christmas Break	



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6	CANDIDATE MID-YEAR SURVEY & REPORT – Formative purpose, examines fidelity of implementation and Candidate morale. These results can be triangulated with those from the <i>Mentor Mid-Year Survey</i> results, where appropriate (<i>10-min. response time</i>).	Should be closed before Christmas Break	
7	CTC COMPLETE SURVEY REPORT – DEEP DIVE ANALYSIS – SRG will take your Completer Report Data (accessed through your CTC Institutional Dashboard) and analyze it using statistical methods to determine whether the findings are statistically significantly different. In addition, the data is formatted in order to quickly assess results that require notes (either areas of strength or those of growth). (<i>CTC administers this survey to completers</i>)	Once the CTC releases your report, download your data into an Excel file & send it to SRG to get this.	Instructions on downloading this data from the CTC website can be found here.
8	LEADERSHIP SURVEY & REPORT – For Steering Committee, Advisory Board, and Leadership Team (can include Superintendents/Assistant Sups., Union Reps., IHE Rep., Senior Mentors, representative Candidate teachers, program completers, and Program Faculty). Often administered at an Advisory Board meeting and covers many of the concepts in the Common Standards, like collecting feedback from “all stakeholders.” (<i>5-min. response time</i>).	Opens in September	SRG can send this out. However, programs tend to choose to deploy this tool themselves
9	SITE ADMINISTRATOR SURVEY & REPORT – For Site Administrators with Candidates at their school sites. This survey can serve dual purposes: 1) to inform and advise Employers about program requirements and candidate needs, and 2) serve as a needs assessment for the program to provide the best support for Employers to help Candidates succeed. (<i>5-min. response time</i>).	Opens in September	SRG can send this out. However, programs tend to choose to deploy this tool themselves
10	MENTOR YEAR-END SURVEY & REPORT – Formative and summative assessment of program effectiveness, impact on Coach practice, morale & retention. Results compared with <i>Year-End Candidate Survey</i> results, where appropriate. (<i>10-min. response time</i>).	Available in March	
11	CANDIDATE YEAR-END SURVEY & REPORT – Formative and summative assessment of program effectiveness, impact on classroom practice, growth in skills aligned to the California Professional Standards for Education Leaders (CPSELs), retention and morale, needs assessment. Results compared with <i>Mentor Year-End Survey</i> , where appropriate. (<i>18-min. response time</i>).	Available in March	
12	CANDIDATE FEEDBACK ON MENTOR TRAINING & EFFECTIVENESS REPORT – Part of the 360-degree evaluation system. Can be triangulated with Mentor/Coach Self-Assessment. Serves both as a needs assessment for the program and an evaluation for the mentor/coach as required by CTC (Raw data on mentors/coach shared with the program director.) (<i>Response time included in “Candidate Year-End Survey” above</i>).	Data collected with Year-End Survey (#11 above)	



13	<p><u>CANDIDATE CSTP PRE/POST-ASSESSMENT SURVEY & REPORT</u> – Before exiting the program, candidates meet with their TIP Mentors to go over evidence from where they assessed their practice when they first assessed their practice in the program and where they believe they are now. SRG will develop a report on program impact to demonstrate (1) Current Competence and (2) Growth Over Time in the candidates participating in the program (aligned to Common Standard 5). <i>(15-min. conversation & response time).</i></p>	Available in March, but should be given weeks apart from Year-End Surveys to avoid confusion	Ideally completed during or resulting from a documented conversation between Candidates and Coaches, where evidence of practice is used to determine assessments.
14	<p><u>PROFESSIONAL LEARNING FEEDBACK SYSTEM</u> – Whatever PL sessions you have planned, SRG will work with program staff to create a feedback form/survey to be used consistently throughout the year. Once we have your session titles for respondents to select when using their feedback form, you will shortly have access to a real-time data Dashboard. SRG will create and maintain a Dashboard allowing you to ask questions and find answers within the data (down to a high resolution, like "What do 1st-year teacher candidates in the Education Specialist program say about this/particular PL session?") <i>Please send SRG each session title.</i></p>		



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HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Kristina Baldwin

DATE: September 14, 2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2023

ITEM: Consider approval of a Consultant Contract with the Merced County Office of Education North Valley Leadership.

PURPOSE: Dr. Ozzy DeLuna to provide 4 days of Cognitive Coaching for Instructional Coaches, Teacher Induction Coaches and Clear Administrative Services Credential (CASC) Coaches and Candidates.

FISCAL IMPACT: \$5,000 to be paid from Educator Effectiveness
0100-6266-0-0000-2140-580009-005-0000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: September 12, 2023

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 27, 2023

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

PURPOSE: Consultant from Tulare County Office of Education to work with teachers to improve their knowledge and skills with regards to science content and science pedagogy.

FISCAL IMPACT: \$14,500.00

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on August 28, 2023, between the Hanford Elementary School District and Tulare County Office of Education (Consultant).

Consultant agrees to perform the following services for the Hanford Elementary School District:

Consultant from Tulare County Office of Education to work with teachers to improve their knowledge and skills with regards to science content and science pedagogy.

The Consultant, and the agents and employees of the Consultant, in the performance of this agreement shall act in an independent capacity and not as officers or employees or agents of the Hanford Elementary School District.

Consultant agrees to indemnify, defend and save harmless the Hanford Elementary School District, its officers, agents and employees from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Consultant in the performance of this agreement.

The Hanford Elementary School District agrees to pay Tulare County Office of Education the sum of Fourteen thousand five hundred and no/100 Dollars (\$ 14,500.00) for such services.

Consultant Signature

Educational Resource Services, 7000 Doe Avenue, Suite A

Consultant's Address

Tulare County Office of Education

Consultant Name

Visalia, CA 93291

City

State

Zip Code

Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number:

0100-3150-0-1110-1000-580009-021-0000 \$14,500.00

Board Approved: 5/25/22

Original Copy: Fiscal Services
One Copy: Consultant
One Copy: School/Department

ADM-009
Revised 12/2007

DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / NO
(CIRCLE ONE)

WORK PLAN (CISC Region 7 - Not Tulare County)

JULY 1, 2023 - JUNE 30, 2024

8/28/23

INITIAL OR REVISION DATE

**TULARE COUNTY OFFICE OF EDUCATION
EDUCATIONAL RESOURCE SERVICES****Jefferson Academy/Hanford ESD**

DISTRICT / SCHOOL / AGENCY

Javier Espindola

CONTACT

jespindola@hanfordesd.org

CONTACT EMAIL

CONTACT MOBILE #

Jared Marr

TCOE LEAD(S)

Science

CONTENT AREA

Please email the signed work plan to:

olivia.velasquez @tcoe.org**PROFESSIONAL LEARNING GOAL(S)**

- 1) *Deepen teacher understanding of science pedagogy.*
- 2) *Implement pedagogically sound science teaching strategies, and collect student artifacts to measure effectiveness.*

#	DATE(S)	CONSULTANT ACTIVITY	DISTRICT RESPONSIBILITY	ON-SITE / VIRTUAL DAY(S)	PREP & FOLLOW-UP DAY(S)	SUBTOTAL DAY(S)
1	9/27/23	Working with teachers to improve their knowledge and skills with regards to science content and science pedagogy. Resources that will be incorporated this year will come from Orchestrating Discourse through the 5 Practices, Ambitious Science Teaching, and Building Thinking Classrooms.	Schedule substitute(s)	1.00	0.00	1.00
2	10/2/23		Schedule substitute(s)	1.00	0.00	1.00
3	10/4/23		Schedule substitute(s)	1.00	0.00	1.00
4	10/26/23		Schedule substitute(s)	1.00	0.00	1.00
5	11/8/23		Schedule substitute(s)	1.00	0.00	1.00
6	11/30/23		Schedule substitute(s)	1.00	0.00	1.00
7	1/17/24		Schedule substitute(s)	1.00	0.00	1.00
8	2/2/24		Schedule substitute(s)	1.00	0.00	1.00
9	2/21/24		Schedule substitute(s)	1.00	0.00	1.00
10	2/26/24		Schedule substitute(s)	1.00	0.00	1.00
TOTAL DAY(S)						10.00

CANCELLATION NOTICE: District must provide at least three (3) business days' notice to cancel or reschedule a scheduled service day or district may be charged for the day.

CISC REGION 7 RATE \$1,450.00

TOTAL FOR SERVICES **\$14,500.00****SERVICES & OTHER FEES GRAND TOTAL****\$14,500.00**

DISTRICT / SCHOOL / AGENCY SIGNATURE

DATE

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Bill Potter

DATE: September 21, 2023

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

FOR: () Information
(X) Action

Date you wish to have your item considered September 27, 2023

ITEM:

American Inc has rescinded their bid for Procurement of Equipment for the Kennedy HVAC replacement Project due to a clerical error.

PURPOSE:

Due to a clerical error there was an exclusion in required items that were to be included in the bid

FISCAL IMPACT

Cost of the project was \$294,705

RECOMMENDATION:

Rescind the bid to American Inc.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler
FROM: Bill Potter
DATE: September 21, 2023
FOR: ☒ Board Meeting
 ☐ Superintendent's Cabinet
FOR: ☐ Information
 ☒ Action

Date you wish to have your item considered September 27, 2023

ITEM:

On August 17, 2023 we held a bid opening for the Procurement of the equipment for the Kennedy HVAC replacement project. All eligible bids were tabulated. The low bidder has rescinded their bid and we would like to award the second lowest bidder the contract for the project.

PURPOSE:

Award Kings County Air the contract for procurement of HVAC equipment for the Kennedy HVAC replacement project

FISCAL IMPACT

Cost of the project is \$315,310

RECOMMENDATION:

Award Kings County Air contract for equipment procurement.

BID TABULATION

MANGINI ASSOCIATES INC.

PROJECT: HVAC Upgrade at JFK - Equipment Procurement
BID OPENING LOCATION: District Office
OWNER: Hanford Elementary School District

ISSUE DATE: August 18, 2023
BID DATE: August 17, 2023
MAI PROJECT NO.: 2233/23114

Bidders				Base Bid
	Bid Form Executed	Non-Collusion	Non Contract Sanctioned Cert	
American Inc. 7533 Avenue 304 Visalia, CA 93291	x	x	x	\$ 294,705.00
Kings County Air P.O. Box 8357 Armona, CA 93202	x	x	x	\$ 315,310.00

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: September 18, 2023

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

Date you wish to have your item considered: 09/27/23

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

AR 5113 - Absences and Excuses

PURPOSE: Regulation updated to reflect NEW LAW (SB 955, 2022) which includes, as another type of required excused absence, the absence of a middle school or high school student for the purpose of participating in a civic or political event, as defined, provided that the student notifies the school ahead of the absence, and NEW LAW (AB 181, 2022) which no longer requires the State Board of Education to update its illness verification regulations as necessary to account for including, as a personal illness excused absence, a student's absence for the benefit of the student's mental or behavioral health. Regulation also updated to clarify that absences for participation in religious exercise or to receive moral and religious instruction are excused, but that in order for districts to receive average daily attendance funding for such absences, the Governing Board is required to first adopt a resolution permitting an excused absence for such purposes.

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): consider for adoption.

Regulation 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: ~~05/16/2001~~11/01/2011 | Last Revised Date: 03/01/~~10/2018~~2023 | Last Reviewed Date: 03/01/~~10/2018~~2023

Excused Absences

A

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, which Code 48205)~~

4. 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)

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

The illness
~~6. Illness~~ or medical appointment of a child to whom the student is the custodial parent
6. . (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. ~~Observation~~Observance of a religious holiday or ceremony ~~of his/her religion~~
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference

- f. Attendance at an educational conference ~~offered by a nonprofit organization~~ 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)

~~To attend his/her~~ 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)~~ (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. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence per school year. (Education Code 48205)
- ~~11.13.~~ Participation in religious exercises or to receive moral and religious instruction in accordance with district policy, subject to the following conditions: at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination. (Education Code 46014)
 - ~~a.~~ The student's parent/guardian shall provide written consent for the absence.
 - ~~b.~~ The student shall attend 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.
 - ~~c.~~ The student shall be as specified in AR 6112 - School Day, and is not excused from school for this purpose on no more than four days per school month. (Education Code 46014)
14. 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)
15. 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)

16. 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

~~When~~

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

For other absences, the student shall, upon returning to school, ~~he/she shall~~ 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 ~~minor 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
 - 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~~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)
- ~~2-3.~~ Notify parents/guardians that a student shall not have ~~his/her~~ 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, ~~and~~ Such notice shall include the full text of Education Code 48205 ~~in the notice~~. (Education Code 48980)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 306	Explanation of absence
5 CCR 420-421	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance
Ed. Code 42238-42250.1	Apportionments
Ed. Code 46000	Attendance records

Ed. Code 46010-46015	Absences
Ed. Code 46110-46120	Attendance in kindergarten and elementary schools
Ed. Code 46140-46148	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48210-48216	Exclusions from attendance
Ed. Code 48225.5	Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48292	Filing complaint against parent
Ed. Code 48320-48324	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49067	Unexcused absences as cause of failing grade
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
Elec. Code 12302	Student participation on precinct boards
Fam. Code 6920-6930	Consent by minor for medical treatment
W&I Code 11253.5	Compulsory school attendance
W&I Code 601-601.5	Habitually truant minors
Management Resources	Description
Attorney General Opinion	66 Ops.Cal.Atty.Gen. 244 (1983)
Attorney General Opinion	87 Ops.Cal.Atty.Gen. 168 (2004)
Court Decision	American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307
CSBA Publication	Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010
Website	CSBA District and County Office of Education Legal Services
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan Comprehensive Safety Plan
0450	Comprehensive Safety Plan Comprehensive Safety Plan

0470	COVID-19 Mitigation Plan <u>COVID-19 Mitigation Plan</u>
3516	Emergencies And Disaster Preparedness Plan <u>Emergencies And Disaster Preparedness Plan</u>
3516	Emergencies And Disaster Preparedness Plan <u>Emergencies And Disaster Preparedness Plan</u>
4119.41	Employees With Infectious Disease <u>Employees With Infectious Disease</u>
4219.41	Employees With Infectious Disease <u>Employees With Infectious Disease</u>
4319.41	Employees With Infectious Disease <u>Employees With Infectious Disease</u>
5000	Concepts And Roles <u>Concepts And Roles</u>
5020	Parent Rights And Responsibilities <u>Parent Rights And Responsibilities</u>
5020	Parent Rights And Responsibilities <u>Parent Rights And Responsibilities</u>
5112.1	Exemptions From Attendance <u>Exemptions From Attendance</u>
5112.1	Exemptions From Attendance <u>Exemptions From Attendance</u>
5112.2	Exclusions From Attendance <u>Exclusions From Attendance</u>
5112.5	Open/Closed Campus <u>Open/Closed Campus</u>
5112.5	Open/Closed Campus <u>Open/Closed Campus</u>
5113.1	Chronic Absence And Truancy <u>Chronic Absence And Truancy</u>
5113.1	Chronic Absence And Truancy <u>Chronic Absence And Truancy</u>
5113.11	Attendance Supervision <u>Attendance Supervision</u>
5113.12	District School Attendance Review Board <u>District School Attendance Review Board</u>
5113.12	District School Attendance Review Board <u>District School Attendance Review Board</u>
5121	Grades/Evaluation Of Student Achievement <u>Grades/Evaluation Of Student Achievement</u>
5121	Grades/Evaluation Of Student Achievement <u>Grades/Evaluation Of Student Achievement</u>
5131	Conduct <u>Conduct</u>
5131.4	Student Disturbances <u>Student Disturbances</u>
5131.4	Student Disturbances <u>Student Disturbances</u>
5141.21	Administering Medication And Monitoring Health Conditions <u>Administering Medication And Monitoring Health Conditions</u>
5141.21	Administering Medication And Monitoring Health Conditions <u>Administering Medication And Monitoring Health Conditions</u>
5141.22	Infectious Diseases <u>Infectious Diseases</u>
5141.22	Infectious Diseases <u>Infectious Diseases</u>

5141.33	Head Lice
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications
5145.6-E PDF(1)	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
5147	Dropout Prevention
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
6111	School Calendar
6112	School Day
6112	School Day
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6145	Extracurricular And Cocurricular Activities
6154	Homework/Makeup Work
6158	Independent Study
6158	Independent Study
6164.2	Guidance/Counseling Services
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6177	Summer Learning Programs
6183	Home And Hospital Instruction
6185	Community Day School
6185	Community Day School
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5121	Grades/Evaluation Of Student Achievement

5121	<u>Grades/Evaluation Of Student Achievement</u>
5131	<u>Conduct</u>
5131.4	<u>Student Disturbances</u>
5131.4	<u>Student Disturbances</u>
5141.21	<u>Administering Medication And Monitoring Health Conditions</u>
5141.21	<u>Administering Medication And Monitoring Health Conditions</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>
5141.33	<u>Head Lice</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5145.6	<u>Parent/Guardian Notifications</u>
5145.6-E(1)	<u>Parent/Guardian Notifications</u>
5146	<u>Married/Pregnant/Parenting Students</u>
5147	<u>Dropout Prevention</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6111	<u>School Calendar</u>
6112	<u>School Day</u>
6112	<u>School Day</u>
6141.2	<u>Recognition Of Religious Beliefs And Customs</u>
6141.2	<u>Recognition Of Religious Beliefs And Customs</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6154	<u>Homework/Makeup Work</u>
6158	<u>Independent Study</u>
6158	<u>Independent Study</u>
6164.2	<u>Guidance/Counseling Services</u>
6173.2	<u>Education Of Children Of Military Families</u>
6173.2	<u>Education Of Children Of Military Families</u>
6176	<u>Weekend/Saturday Classes</u>
6177	<u>Summer Learning Programs</u>

<u>6183</u>	<u>Home And Hospital Instruction</u>
<u>6184</u>	<u>Continuation Education</u>
<u>6184</u>	<u>Continuation Education</u>
<u>6185</u>	<u>Community Day School</u>
<u>6185</u>	<u>Community Day School</u>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: September 18, 2023

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

Date you wish to have your item considered: 09/27/23

ITEM: Receive the following revised Administrative Regulation for information:

AR/BP 6173 - Education for Homeless Children

PURPOSE: Policy updated to reflect NEW LAW (AB 408, 2022) which (1) mandates that districts establish homeless education program policies and update those policies at least once every three years, and (2) requires the liaison for homeless students to offer annual training to district employees providing services to students experiencing homelessness and to inform such employees of the availability of training and the services provided by the liaison. Policy also updated to reflect NEW LAW (AB 2375, 2022) which requires districts, regardless of whether they received American Rescue Plan Act of 2021 funds, to annually administer a housing questionnaire for the purpose of identifying students experiencing homelessness, including unaccompanied minors, and annually report that number of students to the California Department of Education (CDE). Additionally, policy updated to reflect NEW LAW (SB 532, 2022) which requires districts to annually report to CDE the number of students experiencing homelessness who graduated with an exemption from district-established graduation requirements that are in addition to statewide coursework requirements. Policy updated throughout to change language from "homeless student" to "student experiencing homelessness."

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): consider for adoption.

Policy 6173: Education For Homeless Children

Status: ADOPTED

Original Adopted Date: ~~04/27/2016~~07/01/2005 | Last Revised Date: ~~09/13/2017~~03/01/2023 | Last Reviewed Date: ~~09/13/2017~~03/01/2023

The Governing Board believes that the identification of ~~homeless~~ students experiencing homelessness is critical to improving the educational outcomes of such students and ensuring that ~~homeless~~ students experiencing homelessness have access to the same free and appropriate public education provided to other students within the district. The district shall provide ~~homeless~~ students experiencing homelessness 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 experiencing homelessness 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)~~ improve student achievement and other outcomes of students experiencing homelessness. (Education Code 52052, 52060, 52064)

The Superintendent or designee shall ~~regularly~~ review district policies at least once every three years 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. (Education Code 48851.3, 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 experiencing homelessness to succeed in school, and as specified in Education Code 48851.3 related to trainings for district staff providing assistance to students experiencing homelessness.

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

To ensure easy identification of ~~homeless~~ students experiencing homelessness, the Superintendent or designee shall annually provide and 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~~ 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~~ 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 request of a ~~student's~~student's parent/guardian or an unaccompanied youth. (Education Code 48851)

The Superintendent or designee shall report to CDE the number of ~~students~~ experiencing homelessness, including unaccompanied youths, enrolled in the district as identified from the housing questionnaire described above. (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 experiencing homelessness are based on the student's best interest as defined in law and administrative regulation.

Each ~~homeless~~-student experiencing homelessness 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. ~~{(Education Code 48850; 42 USC 11432)}~~

~~Homeless students~~Students experiencing homelessness 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 experiencing homelessness 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~~their unique needs ~~of homeless students~~. (42 USC 11432, 11433)

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

Information about ~~a homeless student's~~the living situation of a student experiencing homelessness 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)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that ~~homeless children and youth~~students experiencing homelessness are promptly identified, ensure that ~~homeless~~ students experiencing homelessness 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~~students experiencing homelessness, 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 experiencing homelessness 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 experiencing homelessness. Such professional development and technical assistance shall include, but are not limited to, training on the district's homeless education program policies, definitions of terms related to homelessness, ~~the recognition of~~ signs ~~of that students are experiencing or are at risk of experiencing~~ homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect ~~homeless~~ students experiencing homelessness with appropriate housing and service providers. (Education Code 48851.3, 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 experiencing homelessness, 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 experiencing homelessness.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 39807.5	Payment of transportation costs by parents
Ed. Code 48850	Academic achievement of students in foster care and homeless children
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48851	Identification of homeless children and youths and unaccompanied youths; housing questionnaire
Ed. Code 48851.3	Homeless education program policies; liaison responsibilities

Ed. Code 48851.5	Local educational agency liaison for homeless children and youths
Ed. Code 48852.3	Monitoring for compliance with chapter
Ed. Code 48852.5	Notice of educational rights of homeless students
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48852.7	Education of homeless students; immediate enrollment
Ed. Code 48859	Definitions
Ed. Code 48915.5	Recommended expulsion; foster youth with disabilities
Ed. Code 48918.1	Notice of recommended expulsion
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51225.1-51225.3	Graduation requirements
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Federal	Description
20 USC 1087vv	Free Application for Federal Student Aid; definitions
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 6311	State plan
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12705	Cranston-Gonzalez National Affordable Housing Act; state and local strategies
Management Resources	Description
California Child Welfare Council Publication	Partial Credit Model Policy and Practice Recommendations, September 2013
California Department of Education Publication	Federal Program Monitoring Instrument
California Department of Education Publication	Homeless Education Dispute Resolution Process, March 2020
National Center for Homeless Education	Homeless Liaison Toolkit, 2020 Publication
U.S. Department of Education	Guidance Education for Homeless Children and Youths Program, NonRegulatory Guidance, August 2018
Website	CSBA District and County Office of Education Legal Services
Website	California State University
Website	University of California
Website	California Department of Education, Homeless Children and Youth Education
Website	National Center for Homeless Education at SERVE
Website	National Homelessness Law Center

Website	U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities
Website	California Community Colleges
Website	California Interscholastic Federation
Website	California Child Welfare Council

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities Nondiscrimination In District Programs And Activities
0415	Equity Equity
0460	Local Control And Accountability Plan Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
0500	Accountability
1113	District And School Websites
1113	District And School Websites
1312.3	Uniform Complaint Procedures
1400	Relations Between Other Governmental Agencies And The Schools
3260	Fees And Charges
3260	Fees And Charges
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3553-E PDF(2)	Free And Reduced Price Meals
4112.9	Employee Notifications
4112.9-E PDF(1)	Employee Notifications
4131	Staff Development
4212.9	Employee Notifications
4212.9-E PDF(1)	Employee Notifications

4231	Staff Development
4312.9	Employee Notifications
4312.9-E PDF(1)	Employee Notifications
4331	Staff Development
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1 E PDF(1)	Release Of Directory Information
5125.2	Withholding Grades, Diploma Or Transcripts
5132	Dress And Grooming
5132	Dress And Grooming
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.26	Tuberculosis Testing
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.6	School Health Services
5141.6	School Health Services
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.6	Parent/Guardian Notifications
5145.6 E PDF(1)	Parent/Guardian Notifications

5148.2	Before/After School Programs
5148.2	Before/After School Programs
6011	Academic Standards
6143	Courses Of Study
6143	Courses Of Study
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6164.2	Guidance/Counseling Services
6164.5	Student Success Teams
6164.5	Student Success Teams
6171	Title I Programs
6171	Title I Programs
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6174	Education For English Learners
6174	Education For English Learners
6177	Summer Learning Programs
6179	Supplemental Instruction
6190	Evaluation Of The Instructional Program
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
0500	Accountability

<u>1113</u>	<u>District And School Websites</u>
<u>1113</u>	<u>District And School Websites</u>
<u>1113-E(1)</u>	<u>District And School Websites</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(1)</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(2)</u>	<u>Uniform Complaint Procedures</u>
<u>1400</u>	<u>Relations Between Other Governmental Agencies And The Schools</u>
<u>3250</u>	<u>Transportation Fees</u>
<u>3250</u>	<u>Transportation Fees</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3515.4</u>	<u>Recovery For Property Loss Or Damage</u>
<u>3515.4</u>	<u>Recovery For Property Loss Or Damage</u>
<u>3541</u>	<u>Transportation Routes And Services</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>
<u>3553</u>	<u>Free And Reduced Price Meals</u>
<u>3553</u>	<u>Free And Reduced Price Meals</u>
<u>4112.9</u>	<u>Employee Notifications</u>
<u>4112.9-E(1)</u>	<u>Employee Notifications</u>
<u>4131</u>	<u>Staff Development</u>
<u>4212.9</u>	<u>Employee Notifications</u>
<u>4212.9-E(1)</u>	<u>Employee Notifications</u>
<u>4231</u>	<u>Staff Development</u>
<u>4312.9</u>	<u>Employee Notifications</u>
<u>4312.9-E(1)</u>	<u>Employee Notifications</u>
<u>4331</u>	<u>Staff Development</u>
<u>5111</u>	<u>Admission</u>
<u>5111</u>	<u>Admission</u>
<u>5111.1</u>	<u>District Residency</u>
<u>5111.1</u>	<u>District Residency</u>

<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5113.11</u>	<u>Attendance Supervision</u>
<u>5125</u>	<u>Student Records</u>
<u>5125</u>	<u>Student Records</u>
<u>5125.1</u>	<u>Release Of Directory Information</u>
<u>5125.1</u>	<u>Release Of Directory Information</u>
<u>5125.1-E(1)</u>	<u>Release Of Directory Information</u>
<u>5125.2</u>	<u>Withholding Grades, Diploma Or Transcripts</u>
<u>5132</u>	<u>Dress And Grooming</u>
<u>5132</u>	<u>Dress And Grooming</u>
<u>5141.22</u>	<u>Infectious Diseases</u>
<u>5141.22</u>	<u>Infectious Diseases</u>
<u>5141.26</u>	<u>Tuberculosis Testing</u>
<u>5141.31</u>	<u>Immunizations</u>
<u>5141.31</u>	<u>Immunizations</u>
<u>5141.32</u>	<u>Health Screening For School Entry</u>
<u>5141.6</u>	<u>School Health Services</u>
<u>5141.6</u>	<u>School Health Services</u>
<u>5144.1</u>	<u>Suspension And Expulsion/Due Process</u>
<u>5144.1</u>	<u>Suspension And Expulsion/Due Process</u>
<u>5144.2</u>	<u>Suspension And Expulsion/Due Process (Students With Disabilities)</u>
<u>5145.6</u>	<u>Parent/Guardian Notifications</u>
<u>5145.6-E(1)</u>	<u>Parent/Guardian Notifications</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>6011</u>	<u>Academic Standards</u>
<u>6120</u>	<u>Response To Instruction And Intervention</u>
<u>6143</u>	<u>Courses Of Study</u>
<u>6143</u>	<u>Courses Of Study</u>

<u>6145</u>	<u>Extracurricular And Cocurricular Activities</u>
<u>6145</u>	<u>Extracurricular And Cocurricular Activities</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6146.1</u>	<u>High School Graduation Requirements</u>
<u>6146.3</u>	<u>Reciprocity Of Academic Credit</u>
<u>6146.3</u>	<u>Reciprocity Of Academic Credit</u>
<u>6159</u>	<u>Individualized Education Program</u>
<u>6159</u>	<u>Individualized Education Program</u>
<u>6159.1</u>	<u>Procedural Safeguards And Complaints For Special Education</u>
<u>6159.1</u>	<u>Procedural Safeguards And Complaints For Special Education</u>
<u>6159.3</u>	<u>Appointment Of Surrogate Parent For Special Education Students</u>
<u>6159.3</u>	<u>Appointment Of Surrogate Parent For Special Education Students</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6164.2</u>	<u>Guidance/Counseling Services</u>
<u>6164.5</u>	<u>Student Success Teams</u>
<u>6164.5</u>	<u>Student Success Teams</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6174</u>	<u>Education For English Learners</u>
<u>6174</u>	<u>Education For English Learners</u>
<u>6177</u>	<u>Summer Learning Programs</u>
<u>6178</u>	<u>Career Technical Education</u>
<u>6178</u>	<u>Career Technical Education</u>
<u>6179</u>	<u>Supplemental Instruction</u>
<u>6190</u>	<u>Evaluation Of The Instructional Program</u>

Regulation 6173: Education For Homeless Children

Status: ADOPTED

Original Adopted Date: ~~04/27/2016~~12/01/2014 | Last Revised Date: ~~09/13/2017~~03/01/2023 | Last Reviewed Date: 03/01/2023

Definitions

Homeless students or students experiencing homelessness means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code ~~48852.74~~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
(~~cf. 6173.1—Education for Foster Youth~~)
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 ~~who are~~ not in the physical custody of a parent or guardian. (Education Code 48859; 42 USC 11434a)
(~~20 USC 11434a~~)

School of origin means the school that the ~~homeless~~ student experiencing homelessness attended when permanently housed or the school in which ~~he/she~~the student was last enrolled, including a preschool. If the school the ~~homeless~~ student experiencing homelessness attended when permanently housed is different from the school in which ~~he/she~~the student was last enrolled, or if there is some other school that ~~he/she~~the student attended within the preceding 15 months and with which ~~he/she~~the student is connected, the district liaison ~~shall determine for homeless students~~, in consultation with and with the agreement of the ~~homeless~~ student experiencing homelessness and the person holding the right to make educational decisions for the student, ~~and shall determine which school is~~, in the best interests of the ~~homeless~~ student, which school shall be experiencing homelessness, 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 experiencing homelessness, 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)

District Liaison

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

P.O. Box 1067
Hanford, Ca 93232

Jason Strickland

(title or position)

Assistant Superintendent of Student Services

(address)

P.O. Box 1067 Hanford, Ca 93232

(email address)

jstrickland@hanfordesd.org

(phone number)

559-585-3642

The district's liaison for homeless students shall: (Education Code 48851.3, 48851.5, 48852.5; 42 USC 11432)

1. Ensure that ~~homeless~~ students experiencing homelessness are identified by school personnel through outreach and coordination activities with other entities and agencies
(~~cf. 1400—Relations Between Other Governmental Agencies and the Schools~~)
(~~cf. 3553—Free and Reduced-Price Meals~~)
2. Ensure that ~~homeless~~ students experiencing homelessness are enrolled in, and have a full and equal opportunity to succeed in, district schools
3. Ensure that ~~homeless~~ families and ~~children and youth~~ students experiencing homelessness 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 ~~3-~~ Individuals with Disabilities Education Act, and other preschool programs administered by the district
(~~cf. 5148.3—Preschool/Early Childhood Education~~)
4. Ensure that ~~homeless~~ families and students experiencing homelessness receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
(~~cf. 5141.6—School Health 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
(~~cf. 5145.6—Parental Notifications~~)
6. Disseminate public notice of the educational rights of ~~homeless~~ students experiencing homelessness in locations frequented by parents/guardians of ~~homeless children and youth~~ students experiencing homelessness and by unaccompanied youth, including schools, ~~family~~ 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.
7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment ~~7-~~ Disputes" below
8. Fully inform parents/guardians of ~~homeless~~ students experiencing homelessness 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
(~~cf. 3541—Transportation Routes and Services~~)
9. ~~Ensure that school personnel providing services to homeless students receive professional development and other support (cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

9. Offer annual training related to the district's homeless education program policies to school personnel who provide services to students experiencing homelessness, including principals and other school leaders, attendance officers, teachers, enrollment personnel, and specialized instructional support personnel, to ensure that such employees are informed of available training, professional development, and other support, and the services provided by the district liaison for homeless students
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 ~~10-~~ 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 experiencing homelessness, 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 ~~or school-site liaison~~ shall assist, facilitate, or represent a ~~homeless~~-student experiencing homelessness who is undergoing a disciplinary proceeding that could result in ~~his/her~~the student's expulsion. When notified pursuant to Education Code 48915.5, the district liaison ~~or school-site 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.

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

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

~~(cf. 6159—Individualized Education Program)~~

The Superintendent or designee shall inform ~~homeless children and youth~~students experiencing homelessness, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. ~~He/she~~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 ~~the~~-CDE's web site. (42 USC 11432)

Enrollment

The district shall make placement decisions for ~~homeless~~-students experiencing homelessness based on the student's best interest. ~~(Education Code 48850; 42 USC 11432)~~

In determining ~~the student's~~ best interest ~~of the~~, a student experiencing homelessness 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)

When determining the best interest of any student experiencing homelessness, the district shall consider give priority to the request of the student's parent/guardian, or in the case of an unaccompanied youth, the request of the student. The student's educational stability and opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress and other student-centered factors related to the student's best interest, including factors related to the impact of mobility on the student's 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) shall also be considered. (Education Code 48850; 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 experiencing homelessness lives with ~~his/her~~ 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 ~~his/her~~ the right to appeal rights. (42 USC 11432)

~~In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her 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 ~~he/she~~ the student: (Education Code ~~48852.7;~~ 42 USC 11432)
48850, 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended ~~(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)~~
2. Does not have clothing normally required by the school, such as school uniforms ~~(cf. 5132 – Dress and Grooming)~~
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 ~~(cf. 5111 – Admission)~~
~~(cf. 5111.1 – District Residency)~~
~~(cf. 5125 – Student Records)~~
~~(cf. 5141.26 – Tuberculosis Testing)~~
~~(cf. 5141.31 – Immunizations)~~
~~(cf. 5141.32 – Health Screening for School Entry)~~
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 ~~he/she~~ 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 ~~his/her~~ the school of origin or the school requested by ~~his/her~~ 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)

The

At the point of any change or subsequent change in the residence of a student experiencing homelessness, the student may continue attending his/her 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 experiencing homelessness has the benefit of matriculating with his/her 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, he/she the student shall be allowed to continue in the same attendance area-
~~1-~~
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she the student shall be allowed to continue to the school designated for matriculation in that district-

If the student's housing status changes before the end of the school year so that he/she the student is no longer ~~homeless, he/she~~ experiencing homelessness, 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 he/she the student is in grades K-8
2. Through graduation if he/she 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)

Placement Decision

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.

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~~ the student's parents/guardians or unaccompanied youth that written and/or oral documentation to support their position may be provided
- 1-
2. Inform ~~them~~ the student's parents/guardians or unaccompanied youth 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. 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, ~~he/she may appeal~~ 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 ~~liaison~~ 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)

Transportation

The district shall provide transportation for a ~~homeless~~ student experiencing homelessness to and from ~~his/her~~ 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 ~~his/her~~ 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)

~~(cf. 3250—Transportation Fees)~~

~~(cf. 3541—Transportation Routes and Services)~~

Any fees that the district charges for home-to-school transportation and other transportation as expressly provided by law shall be waived for students experiencing homelessness. (Education Code 39807.5)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they ~~cease to be homeless~~secure permanent housing, unless the formerly homeless student has an ~~individualized education program~~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 experiencing homelessness transfers into a district school, the district will receive an official transcript from the transferring school or district which reflects full and partial credits and grades earned by the student and includes: (Education Code 51225.2)

1. A determination of the days of enrollment and/or seat time, if applicable, for all full and partial credits earned based on any measure of full or partial coursework being satisfactorily completed

Partial coursework satisfactorily completed includes any portion of an individual course, even if the student did not complete the entire course

2. Separate listings for credits and grades earned at each school and local educational agency so it is clear where credits and grades were earned

3. A complete record of the student's seat time, including both period attendance and days of enrollment

The district shall transfer the credits and grades from the transferring school's transcript onto an official district transcript in the same manner as described in Item #2, above. (Education Code 51225.2)

If the Principal or designee has knowledge that the transcript from the transferring school may not include certain credits or grades, the Principal or designee shall contact the prior school within two business days to request that the full or partial credits be issued, which shall then be issued and provided by the prior school within two business days of the request. (Education Code 51225.2)

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 or agency and shall not require the student to retake the course. (Education Code 51225.2)

If the ~~homeless student did not complete the~~ entire course, ~~he/she was completed~~, the district shall not require the student to retake the course. (Education Code 51225.2)

If the entire course was not completed at the previous school, the student shall be issued partial credit for the coursework completed and shall be required to take the uncompleted portion of the course ~~that he/she did not complete at his/her 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, ~~he/she~~the student shall be enrolled in the same or equivalent course, if applicable, so that ~~he/she~~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 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 experiencing homelessness 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)

~~(cf. 6143—Courses)~~

Eligibility for Extracurricular Activities

A ~~homeless~~ student experiencing homelessness who enrolls in any district school shall ~~be immediately deemed have access to meet~~ extracurricular and enrichment activities that are available to all residency requirements for participation students in the school, including but not limited to, interscholastic sports ~~or other extracurricular activities-~~ administered by the California Interscholastic Federation. (Education Code 48850)

~~(cf. 6145—Extracurricular and Cocurricular Activities)~~

~~(cf. 6145.2—Athletic Competition)~~

Notification~~and~~, Complaints, and Posting Requirements

Information regarding the educational rights of ~~homeless~~ students experiencing homelessness, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint 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 experiencing homelessness, 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. ~~(cf. 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 students 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)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Description

State

Description

5 CCR 4600-4670

Uniform complaint procedures

Ed. Code 39807.5

Payment of transportation costs by ~~parents~~ parents

Ed. Code 48850

Academic achievement of students in foster care and homeless children

Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48851	Identification of homeless children and youths and unaccompanied youths;; housing questionnaire housing questionnaire
Ed. Code 48851.3	Homeless education program policies; liaison responsibilities
Ed. Code 48851.5	Local educational agency liaison for homeless children and youths
Ed. Code 48852.3	Monitoring for compliance with chapter
Ed. Code 48852.5	Notice of educational rights of homeless students
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48852.7	Education of homeless students; immediate enrollment
Ed. Code 48859	Definitions
Ed. Code 48915.5	Recommended expulsion; foster youth with disabilities
Ed. Code 48918.1	Notice of recommended expulsion
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51225.1-51225.3	Graduation requirements
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan

Federal

20 USC 1087vv	Free Application for Federal Student Aid; definitions
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 6311	State plan
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12705	Cranston-Gonzalez National Affordable Housing Act; state and local strategies

Management Resources

California Child Welfare Council Publication	Description Partial Credit Model Policy and Practice Recommendations, September 2013
California Department of Education Publication	Federal Program Monitoring Instrument
California Department of Education Publication	Homeless Education Dispute Resolution Process, March 2020
National Center for Homeless Education	Homeless Liaison Toolkit, 2020 Publication
U.S. Department of Education	Guidance Education for Homeless Children and Youths Program, NonRegulatory Guidance, August 2018
Website	CSBA District and County Office of Education Legal Services
Website	California State University

Website	University of California
Website	California Department of Education, Homeless Children and Youth Education
Website	National Center for Homeless Education at SERVE
Website	National Homelessness Law Center
Website	U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities
Website	California Community Colleges
Website	California Interscholastic Federation
Website	California Child Welfare Council

Cross References

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0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
0500	Accountability
1113	District And School Websites
1113	District And School Websites
1312.3	Uniform Complaint Procedures
1400	Relations Between Other Governmental Agencies And The Schools
3260	Fees And Charges
3260	Fees And Charges
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3553-E PDF(2)	Free And Reduced Price Meals
4112.9	Employee Notifications

4112.9-E PDF(1)	Employee Notifications
4131	Staff Development
4212.9	Employee Notifications
4212.9-E PDF(1)	Employee Notifications
4231	Staff Development
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4331	Staff Development
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
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5125	Student Records
5125.1	Release Of Directory Information
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5125.2	Withholding Grades, Diploma Or Transcripts
5132	Dress And Grooming
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5141.22	Infectious Diseases
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5144.1	<u>Suspension And Expulsion/Due Process</u>
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5145.6	<u>Parent/Guardian Notifications</u>
5145.6 E PDF(1)	<u>Parent/Guardian Notifications</u>
5148.2	<u>Before/After School Programs</u>
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6011	<u>Academic Standards</u>
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6174	<u>Education For English Learners</u>
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6179 Supplemental Instruction

6190 Evaluation Of The Instructional Program

Code **Description**

0410 Nondiscrimination In District Programs And Activities

0415 Equity

0460 Local Control And Accountability Plan

0460 Local Control And Accountability Plan

0470 COVID-19 Mitigation Plan

0500 Accountability

1113 District And School Websites

1113 District And School Websites

1113-E(1) District And School Websites

1312.3 Uniform Complaint Procedures

1312.3 Uniform Complaint Procedures

1312.3-E(1) Uniform Complaint Procedures

1312.3-E(2) Uniform Complaint Procedures

1400 Relations Between Other Governmental Agencies And The Schools

3250 Transportation Fees

3250 Transportation Fees

3260 Fees And Charges

3260 Fees And Charges

3515.4 Recovery For Property Loss Or Damage

3515.4 Recovery For Property Loss Or Damage

3541 Transportation Routes And Services

3550 Food Service/Child Nutrition Program

3550 Food Service/Child Nutrition Program

3553 Free And Reduced Price Meals

3553 Free And Reduced Price Meals

4112.9 Employee Notifications

4112.9-E(1) Employee Notifications

4131 Staff Development

4212.9 Employee Notifications

<u>4212.9-E(1)</u>	<u>Employee Notifications</u>
<u>4231</u>	<u>Staff Development</u>
<u>4312.9</u>	<u>Employee Notifications</u>
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<u>5111</u>	<u>Admission</u>
<u>5111.1</u>	<u>District Residency</u>
<u>5111.1</u>	<u>District Residency</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5113.11</u>	<u>Attendance Supervision</u>
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<u>5125</u>	<u>Student Records</u>
<u>5125.1</u>	<u>Release Of Directory Information</u>
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<u>5125.2</u>	<u>Withholding Grades, Diploma Or Transcripts</u>
<u>5132</u>	<u>Dress And Grooming</u>
<u>5132</u>	<u>Dress And Grooming</u>
<u>5141.22</u>	<u>Infectious Diseases</u>
<u>5141.22</u>	<u>Infectious Diseases</u>
<u>5141.26</u>	<u>Tuberculosis Testing</u>
<u>5141.31</u>	<u>Immunizations</u>
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<u>5141.32</u>	<u>Health Screening For School Entry</u>
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<u>5144.2</u>	<u>Suspension And Expulsion/Due Process (Students With Disabilities)</u>
<u>5145.6</u>	<u>Parent/Guardian Notifications</u>

<u>5145.6-E(1)</u>	<u>Parent/Guardian Notifications</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
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<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>6011</u>	<u>Academic Standards</u>
<u>6120</u>	<u>Response To Instruction And Intervention</u>
<u>6143</u>	<u>Courses Of Study</u>
<u>6143</u>	<u>Courses Of Study</u>
<u>6145</u>	<u>Extracurricular And Cocurricular Activities</u>
<u>6145</u>	<u>Extracurricular And Cocurricular Activities</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6146.1</u>	<u>High School Graduation Requirements</u>
<u>6146.3</u>	<u>Reciprocity Of Academic Credit</u>
<u>6146.3</u>	<u>Reciprocity Of Academic Credit</u>
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<u>6159.3</u>	<u>Appointment Of Surrogate Parent For Special Education Students</u>
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<u>6172</u>	<u>Gifted And Talented Student Program</u>

<u>6173.1</u>	<u>Education For Foster Youth</u>
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<u>6179</u>	<u>Supplemental Instruction</u>
<u>6190</u>	<u>Evaluation Of The Instructional Program</u>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler
 FROM: Jason Strickland
 DATE: September 18, 2023

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

Date you wish to have your item considered: 09/27/23

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

AR/BP 6173.1 - Education for Foster Youth

PURPOSE: Policy updated to move material regarding a safe learning environment toward the beginning of the policy as it is philosophical in nature and has general implications, and reflect NEW LAW (SB 532, 2022) which requires districts to annually report to the California Department of Education regarding the number of foster youth who, for the prior school year, graduated with an exemption from district established graduation requirements that are in addition to statewide coursework requirements

FISCAL IMPACT (if any): None

RECOMMENDATION (if any): consider for adoption.

Policy 6173.1: Education For Foster Youth

Status: ADOPTED

Original Adopted Date: ~~06/23/2004~~03/01/2008 | Last Revised Date: ~~10/08/2014~~03/01/2023 | Last Reviewed Date: 03/01/2023

The Governing Board ~~of Trustees~~ recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. ~~To enable such students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP). that may be addressed with the provision of a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement.~~

The ~~(cf. 0460—Local Control and Accountability Plan)~~

~~(cf. 3100—Budget)~~

~~(cf. 5131.6—Alcohol and Other Drugs)~~

~~(cf. 5147—Dropout Prevention)~~

~~(cf. 5149—At Risk Students)~~

~~(cf. 6011—Academic Standards)~~

~~(cf. 6145—Extracurricular and Cocurricular Activities)~~

~~(cf. 6145.2—Athletic Competition)~~

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

~~(cf. 6173—Education for Homeless Children)~~

~~(cf. 6179—Supplemental Instruction)~~ Superintendent or designee shall provide foster youth with full access to the district's educational program and implement strategies necessary for the improvement of the academic achievement of foster youth as identified in the district's local control and accountability plan (LCAP). The Superintendent or designee shall also develop strategies to build a foster youth's feeling of connectedness with school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and as specified in the accompanying administrative regulation. To that end, ~~he/she~~ the Superintendent or designee shall designate a staff person as the district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth.

The Superintendent or designee and district liaison shall ensure that all appropriate staff, including, but not limited to, each principal, school registrar, and attendance clerk, receive training on the enrollment, placement, and transfer of foster youth and other related rights.

~~(cf. 4131—Staff Development)~~

~~{cf. 4231—Staff Development}~~

~~{cf. 4331—Staff Development}~~

~~The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement. The Superintendent or designee shall develop strategies to build a foster youth's feeling of connectedness with his/her school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.~~

~~{cf. 0410—Nondiscrimination in District Programs and Activities}~~

~~{cf. 0450—Comprehensive Safety Plan}~~

~~{cf. 5131—Conduct}~~

~~{cf. 5131.2—Bullying}~~

~~{cf. 5137—Positive School Climate}~~

~~{cf. 5138—Conflict Resolution/Peer Mediation}~~

~~{cf. 5145.3—Nondiscrimination/Harassment}~~

~~{cf. 5145.9—Hate-Motivated Behavior}~~

~~{cf. 6020—Parent Involvement}~~

To address the needs of foster youth and help ensure the maximum utilization of available funds, the Superintendent or designee shall collaborate with local agencies and officials including, but not limited to, the county placing agency, social services, probation officers, and juvenile court officers. The Superintendent or designee shall explore the feasibility of entering into agreements with these groups to coordinate services and protect the rights of foster youth.

~~{cf. 1020—Youth Services}~~

At least annually and in accordance with the established timelines, the Superintendent or designee shall report to the Board on the outcomes for foster youth regarding the goals and specific actions identified in the LCAP, including, but not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, and suspension/expulsion rates. As necessary, evaluation data shall be used to determine and recommend revisions to the LCAP for improving or increasing services for foster youth.

~~{cf. 0500—Accountability}~~

~~{cf. 5123—Promotion/Acceleration/Retention}~~

~~{cf. 5144.1—Suspension and Expulsion/Due Process}~~

~~{cf. 5144.2—Suspension and Expulsion/Due Process (Students with Disabilities)}~~

~~{cf. 6162.51—State Academic Achievement Tests}~~

~~{cf. 6162.52—High School Exit Examination}~~

Annually, the Superintendent or designee shall report to the California Department of Education, in accordance with Education Code 51225.1, the number of foster youth graduating from the fourth or fifth year

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 39807.5	<u>Payment of transportation costs by parents/guardians; parents/guardians; waiver for foster youth</u>
Ed. Code 42238.01-42238.07	<u>Local control funding formula</u>
Ed. Code 42920-42926	<u>Foster children educational services</u>
Ed. Code 48645-48647	<u>Juvenile court schools</u>
Ed. Code 48850-48859	<u>Education of foster youth and homeless students</u>
Ed. Code 48915.5	<u>Recommended expulsion; foster youth with disabilities</u>
Ed. Code 48918.1	<u>Notice of recommended expulsion</u>
Ed. Code 49061	<u>Definitions; directory information</u>
Ed. Code 49069.5	<u>Students in foster care; grades and credits</u>
Ed. Code 49076	<u>Access to student records</u>
Ed. Code 51225.1	<u>Exemption from district graduation requirements</u>
Ed. Code 51225.2	<u>Course credits</u>
Ed. Code 51225.3	<u>High school graduation requirements</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 56055	<u>Rights of foster parents pertaining to foster youth's education</u>
H&S Code 120341	<u>Foster youth; school placement and immunization records</u>
H&S Code 1522.41	<u>Training and certification of group home administrators</u>
W&I Code 16000-16014	<u>Foster care placement</u>
W&I Code 300	<u>Minors subject to jurisdiction</u>
W&I Code 309	<u>Investigation and release of child</u>
W&I Code 317	<u>Appointment of legal counsel</u>
W&I Code 361	<u>Limitations on parental control</u>
W&I Code 366.27	<u>Educational decision by relative providing living arrangements</u>
W&I Code 602	<u>Minors violating law; ward of court</u>

W&I Code 726

[Limitations on parental control](#)

W&I Code 727

[Order of care; ward of court](#)**Federal****Description**

20 USC 1415

Procedural safeguards

20 USC 6311

State plan

29 USC 794

Rehabilitation Act of 1973; Section 504

42 USC 11431-11435

McKinney-Vento Homeless Assistance Act

42 USC 670-679b

Federal assistance for foster care programs

Management Resources**Description**

Alliance for Children's Rights Publication Foster Youth Education Toolkit, December 2016

California Child Welfare Council
PublicationPartial Credit Model Policy and Practice Recommendations,
September 2013California Foster Youth Education Task
Force PubCalifornia Foster Youth Education Law Fact Sheets, January
2021Cities, Counties and Schools Partnership Our Children: Emancipating Foster Youth, A Community
Pub. Action Guide

CSBA Publication

Our Foster Youth: What School Boards Can Do, May 2016

CSBA Publication

Foster Youth: Supports for Success, Governance Brief, May
2016

U.S. Department of Education Publication

Ensuring Educational Stability for Children in Foster Care, Non-
Regulatory Guidance, June 2016

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[Alliance for Children's Rights](#)

Website

[Foster Ed](#)

Website

[National Center for Youth Law](#)

Website

[California Department of Education, Foster Youth Services](#)

Website

[California Department of Social Services, Foster Youth
Ombudsman Office](#)

Website

[California Foster Youth Education Task Force](#)

Website

[California Youth Connection](#)

Website

[Cities Counties and Schools Partnership](#)

Website

[CSBA](#)

Website

[California Child Welfare Council](#)**Cross References****Code****Description**

0200

[Goals For The School District-Goals For The School District](#)

0410	<u>Nondiscrimination In District Programs And Activities</u>
	<u>Nondiscrimination In District Programs And Activities</u>
0415	<u>Equity</u>
0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
0460	<u>Local Control And Accountability Plan</u>
0460	<u>Local Control And Accountability Plan</u>
0470	<u>COVID-19 Mitigation Plan</u>
0500	<u>Accountability</u>
1312.3	<u>Uniform Complaint Procedures</u>
1400	<u>Relations Between Other Governmental Agencies And The Schools</u>
3100	<u>Budget</u>
3100	<u>Budget</u>
3260	<u>Fees And Charges</u>
3260	<u>Fees And Charges</u>
3515.4	<u>Recovery For Property Loss Or Damage</u>
3515.4	<u>Recovery For Property Loss Or Damage</u>
3540	<u>Transportation</u>
3540	<u>Transportation</u>
3541	<u>Transportation Routes And Services</u>
3553	<u>Free And Reduced Price Meals</u>
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3553-E PDF(2)	<u>Free And Reduced Price Meals</u>
4131	<u>Staff Development</u>
4231	<u>Staff Development</u>
4331	<u>Staff Development</u>
5111	<u>Admission</u>
5111	<u>Admission</u>
5111.1	<u>District Residency</u>
5111.1	<u>District Residency</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.1	<u>Chronic Absence And Truancy</u>

5113.11	Attendance Supervision
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5123-E PDF(1)	Promotion/Acceleration/Retention – Promotion Acceleration Retention
5125	Student Records
5125	Student Records
5125.2	Withholding Grades, Diploma Or Transcripts
5131	Conduct
5131.2	Bullying
5131.2	Bullying
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5132	Dress And Grooming
5132	Dress And Grooming
5137	Positive School Climate
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.26	Tuberculosis Testing
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.6	School Health Services
5141.6	School Health Services
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process

5144.2	<u>Suspension And Expulsion/Due Process (Students With Disabilities)</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5145.6	<u>Parent/Guardian Notifications</u>
5145.6-E PDF(1)	<u>Parent/Guardian Notifications</u>
5145.9	<u>Hate-Motivated Behavior</u>
5147	<u>Dropout Prevention</u>
5148.2	<u>Before/After School Programs</u>
5148.2	<u>Before/After School Programs</u>
6000 Concepts And Roles 6011	<u>Academic Standards</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145.2	<u>Athletic Competition</u>
6145.2	<u>Athletic Competition</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6159.2	<u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u>
6159.2	<u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u>
6159.3	<u>Appointment Of Surrogate Parent For Special Education Students</u>
6159.3	<u>Appointment Of Surrogate Parent For Special Education Students</u>
6159.4	<u>Behavioral Interventions For Special Education Students</u>
6162.51	<u>State Academic Achievement Tests</u>
6162.51	<u>State Academic Achievement Tests</u>
6164.2	<u>Guidance/Counseling Services</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>

6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
6173	Education For Homeless Children
6173	Education For Homeless Children
6174	Education For English Learners
6174	Education For English Learners
6177	Summer Learning Programs
6179	Supplemental Instruction
6190	Evaluation Of The Instructional Program
9320	Meetings And Notices
0415	Equity
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
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1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
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3100	Budget
3100	Budget
3250	Transportation Fees
3250	Transportation Fees
3260	Fees And Charges
3260	Fees And Charges
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3540	Transportation

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<u>3553</u>	<u>Free And Reduced Price Meals</u>
<u>4131</u>	<u>Staff Development</u>
<u>4231</u>	<u>Staff Development</u>
<u>4331</u>	<u>Staff Development</u>
<u>5111</u>	<u>Admission</u>
<u>5111</u>	<u>Admission</u>
<u>5111.1</u>	<u>District Residency</u>
<u>5111.1</u>	<u>District Residency</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5113.11</u>	<u>Attendance Supervision</u>
<u>5116.1</u>	<u>Intradistrict Open Enrollment</u>
<u>5116.1</u>	<u>Intradistrict Open Enrollment</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5121</u>	<u>Grades/Evaluation Of Student Achievement</u>
<u>5121</u>	<u>Grades/Evaluation Of Student Achievement</u>
<u>5123</u>	<u>Promotion/Acceleration/Retention</u>
<u>5123</u>	<u>Promotion/Acceleration/Retention</u>
<u>5125</u>	<u>Student Records</u>
<u>5125</u>	<u>Student Records</u>
<u>5125.2</u>	<u>Withholding Grades, Diploma Or Transcripts</u>
<u>5131</u>	<u>Conduct</u>
<u>5131.2</u>	<u>Bullying</u>
<u>5131.2</u>	<u>Bullying</u>
<u>5131.6</u>	<u>Alcohol And Other Drugs</u>
<u>5131.6</u>	<u>Alcohol And Other Drugs</u>
<u>5132</u>	<u>Dress And Grooming</u>
<u>5132</u>	<u>Dress And Grooming</u>
<u>5137</u>	<u>Positive School Climate</u>

<u>5138</u>	<u>Conflict Resolution/Peer Mediation</u>
<u>5141.22</u>	<u>Infectious Diseases</u>
<u>5141.22</u>	<u>Infectious Diseases</u>
<u>5141.26</u>	<u>Tuberculosis Testing</u>
<u>5141.31</u>	<u>Immunizations</u>
<u>5141.31</u>	<u>Immunizations</u>
<u>5141.32</u>	<u>Health Screening For School Entry</u>
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<u>5141.6</u>	<u>School Health Services</u>
<u>5144.1</u>	<u>Suspension And Expulsion/Due Process</u>
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<u>5144.2</u>	<u>Suspension And Expulsion/Due Process (Students With Disabilities)</u>
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5145.6</u>	<u>Parent/Guardian Notifications</u>
<u>5145.6-E(1)</u>	<u>Parent/Guardian Notifications</u>
<u>5145.9</u>	<u>Hate-Motivated Behavior</u>
<u>5147</u>	<u>Dropout Prevention</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>6000</u>	<u>Concepts And Roles 6011 Academic Standards</u>
<u>6020</u>	<u>Parent Involvement</u>
<u>6020</u>	<u>Parent Involvement</u>
<u>6145</u>	<u>Extracurricular And Cocurricular Activities</u>
<u>6145</u>	<u>Extracurricular And Cocurricular Activities</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6146.1</u>	<u>High School Graduation Requirements</u>
<u>6146.3</u>	<u>Reciprocity Of Academic Credit</u>

<u>6146.3</u>	<u>Reciprocity Of Academic Credit</u>
<u>6159</u>	<u>Individualized Education Program</u>
<u>6159</u>	<u>Individualized Education Program</u>
<u>6159.2</u>	<u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u>
<u>6159.2</u>	<u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u>
<u>6159.3</u>	<u>Appointment Of Surrogate Parent For Special Education Students</u>
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<u>6159.4</u>	<u>Behavioral Interventions For Special Education Students</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6164.2</u>	<u>Guidance/Counseling Services</u>
<u>6164.4</u>	<u>Identification And Evaluation Of Individuals For Special Education</u>
<u>6164.4</u>	<u>Identification And Evaluation Of Individuals For Special Education</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6164.6</u>	<u>Identification And Education Under Section 504</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6173</u>	<u>Education For Homeless Children</u>
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<u>6174</u>	<u>Education For English Learners</u>
<u>6174</u>	<u>Education For English Learners</u>
<u>6177</u>	<u>Summer Learning Programs</u>
<u>6179</u>	<u>Supplemental Instruction</u>
<u>6184</u>	<u>Continuation Education</u>
<u>6184</u>	<u>Continuation Education</u>
<u>6190</u>	<u>Evaluation Of The Instructional Program</u>

Regulation 6173.1: Education For Foster Youth

Status: ADOPTED

Original Adopted Date: ~~04/27/2016~~ 12/01/2013 | Last Revised Date: 03/~~13/2019~~ 01/2023 | Last Reviewed Date: 03/01/2023

Definitions

Foster youth, foster child, or student in foster care means any of the following: (Education Code 42238.01, 48853.5)

1. A child who is the subject of a petition filed pursuant to Welfare and Institutions Code 300, whether or not the child has been removed from his/her the child's home by the juvenile court pursuant to Welfare and Institutions Code 319 or 361
~~Institutions Code 309,~~
2. A child who is the subject of a petition filed underpursuant to Welfare and Institutions Code 300 or 602, whether or not the child has been removed from his/her the child's home and
3. A child who is the subject of a petition filed underpursuant to Welfare and Institutions Code 300 or 602 or is a, has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 727, and is in foster care as defined by Welfare and Institutions Code 727.4(d)
4. A nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01.~~(Education~~
5. A child who has been removed from the youth's home pursuant to Welfare and Institutions Code 42238.01, 48853.5~~309~~
6. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court pursuant to the court's jurisdiction in accordance with the tribe's law
7. A child who is the subject of a voluntary placement agreement, as defined in Welfare and Institutions Code 11400(p)

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when permanently housed or the school in which ~~he/she the foster youth~~ was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which ~~he/she the foster youth~~ was last enrolled, or if there is another school that the foster youth attended with which the foster youth is connected and that the foster youth attended within the preceding 15 months ~~and with which the youth is connected~~, the district liaison ~~for foster youth shall determine which school is the school of origin. This determination shall be made,~~ in consultation with, and with the agreement of, the foster youth and the person holding the right to make educational decisions for the foster youth, ~~and shall be based on~~ determine, in the best interests of the foster youth, the school that shall be deemed the school of origin. (Education Code 48853.5)

Best ~~interest~~interests of a foster youth means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the proximity to the school at the time of placement, appropriateness of the educational setting, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 20 USC 6311) ~~District Liaison~~

District Liaison

The Superintendent designates the following position as the district's liaison for foster youth:
(Education Code 48853.5)

~~Jason Strickland~~

~~Office of Child Welfare and Attendance~~

~~P.O. Box 1067~~

~~Hanford, CA 93232~~

~~(559) 585-3642~~

~~(cf. 6173—Education for Homeless Children)~~

Jason Strickland

(position or title)

Assistant Superintendent of Student Services

(address)

714 N. White Street Hanford, Ca 93232

(phone number)

559-585-

3642

(email)

jstrickland@hanfordesd.org

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

~~1.~~

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact within two business days of the student's request for enrollment, the school last attended by the student to obtain ~~within two business days~~, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

~~(cf. 5125—Student Records)~~

~~(cf. 6146.3—Reciprocity of Academic Credit)~~

Notify a

3. ~~When required by law, notify the~~ foster youth's educational rights holder, attorney, and ~~the representative of the appropriate county child welfare agency~~ social worker when ~~the~~ foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination for a foster youth who is a student with a disability, prior to a change in the foster

youth's placement ~~when he/she is a student with a disability.~~ (Education Code 48853.5, 48911, 48915.5, 48918.1)

~~{cf. 5144.1—Suspension and Expulsion/Due Process}~~

~~{cf. 5144.2—Suspension and Expulsion/Due Process (Students with Disabilities)}~~

~~{cf. 6159.4—Behavioral Interventions for Special Education Students}~~

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

~~{cf. 6164.4—Identification and Evaluation of Individuals for Special Education}~~

~~{cf. 6164.6—Identification and Education Under Section 504}~~

5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

~~{cf. 5141.6—School Health Services}~~

~~{cf. 5148.2—Before/After School Programs}~~

~~{cf. 6164.2—Guidance/Counseling Services}~~

~~{cf. 6172—Gifted and Talented Student Program}~~

~~{cf. 6174—Education for English Learners}~~

~~{cf. 6177—Summer Learning Programs}~~

~~{cf. 6179—Supplemental Instruction}~~

6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

~~{cf. 4131—Staff Development}~~

~~{cf. 4231—Staff Development}~~

~~{cf. 4331—Staff Development}~~

7. Collaborate with the county office of education, county placing agency, county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate instruction, counseling, tutoring, mentoring vocational training, and other related services for the district's foster youth

~~{cf. 1020—Youth Services}~~

~~{cf. 5113.1—Chronic Absence}~~

8. Monitor the educational progress of foster youth and ~~Truancy~~ provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan

The Superintendent or designee shall regularly monitor the liaison's caseload ~~of the liaison~~, as well as ~~his/her~~ additional duties outside of the foster youth program, to ~~determine whether~~ ensure that adequate time and resources are ~~available~~ provided to meet the needs of foster youth in the district.

Enrollment

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

~~{cf. 6159—Individualized Education Program}~~

~~{cf. 6159.2—Nonpublic, Nonsectarian School and Agency Services for Special Education}~~

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best ~~interest~~interests of the student to be placed in another education program and submits a written statement to the district indicating that determination and ~~that he/she is aware~~an awareness of the following:

- a. The student has a right to attend a regular public school in the least restrictive environment.
~~a.~~
 - b. The alternate education program is a special education program, if applicable.
~~b.~~
 - c. The decision to unilaterally remove the student from the district school and to place ~~him/her~~the student in an alternate education program may not be financed by the district.
~~c.~~
 - d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.
(cf. 5116.1—Intradistrict Open Enrollment)
(cf. 5117—Interdistrict Attendance)
(cf. 6159.3—Appointment of Surrogate Parent for Special Education Students)
- ~~3.~~

3. At the initial placement or any subsequent change in placement, the student exercises ~~his/her~~the right to continue in ~~his/her~~the school of origin, as defined above. In any such circumstance, the following shall apply:

- a. The student may continue in the school of origin for the duration of the court's jurisdiction.
~~a.~~
- b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in ~~his/her~~the school of origin for the remainder of ~~the school year.~~
the school year
- c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in the school of origin through graduation
- ~~c.d.~~ If the student is transitioning between school grade levels, ~~he/she~~the student shall be allowed to continue in the district ~~of origin~~ in the same attendance area to provide ~~him/her~~the student the benefit of matriculating with ~~his/her~~the student's peers in accordance with the established feeder patterns of school ~~districts~~in the district. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the foster youth, recommend that the foster youth's right to attend the school of origin be waived and ~~he/she~~the foster youth be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from ~~his/her~~the school of origin, the liaison shall provide the foster youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

~~The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)~~

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the foster youth would be served by ~~his/her~~a transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. ~~The, regardless of whether the~~ foster youth ~~shall be immediately enrolled even if he/she::~~ (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended ~~(cf. 5125.2 Withholding Grades, Diploma or Transcripts)~~
2. Does not have clothing normally required by the school, such as school uniforms ~~(cf. 5132 Dress and Grooming)~~
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

~~(cf. 5111.1 District Residency)~~

~~(cf. 5141.26 Tuberculosis Testing)~~

~~(cf. 5141.31 Immunizations)~~

~~(cf. 5141.32 Health Screening for School Entry)~~

If the foster youth or a person holding the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, ~~he/she may~~an appeal ~~to~~may be filed with the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the ~~parent/guardian or foster youth or the person holding the right to make educational decisions for the~~ foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

~~(cf. 9320 Meetings and Notices)~~

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the foster youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

The Superintendent or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable a foster youth to remain in ~~their~~the school of origin, for the duration of ~~their~~the time spent in foster care, when it is in ~~their~~the foster youth's best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both. (20 USC 6312)

~~(cf. 3540 Transportation)~~

~~(cf. 3541 Transportation Routes and Services)~~

Any fees that the district charges for home-to-school transportation and other transportation as expressly provided by law shall be waived for foster youth. (Education Code 39807.5)

Effect of Absences on Grades

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the ~~student's~~ grades shall be calculated as of the date ~~he/she~~the student left school
2. A verified court appearance or related court-ordered activity

Transfer of Coursework and Credits

~~When (cf. 5121—Grades/Evaluation of Student Achievement)~~

~~a foster youth transfers into a district school, the district will receive an official transcript from the transferring school or district which reflects full and partial credits and grades earned by the foster youth and includes: (Education Code 51225.2)~~

1. ~~A determination of the days of enrollment and/or seat time, if applicable for all full and partial credits earned based on any measure of full or partial coursework being satisfactorily completed~~

~~*Partial coursework satisfactorily completed* includes any portion of an individual course, even if the student did not complete the entire course~~

2. ~~Separate listings for credits and grades earned at each school and local educational agency so it is clear where credits and grades were earned~~
3. ~~A complete record of the student's seat time, including both period attendance and days of enrollment~~

~~The district shall transfer the credits and grades from the transferring school's transcript onto an official district transcript in the same manner as described in Item #2, above. (Education Code 51225.2)~~

Eligibility for Extracurricular Activities

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

~~(cf. 6145—Extracurricular and Cocurricular Activities)~~

~~(cf. 6145.2—Athletic Competition)~~

Notification and Complaints

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
~~(cf. 5145.6—Parental Notifications)~~

Any complaint alleging that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If ~~the~~ CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

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

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 39807.5	Payment of transportation costs by parents/guardians; parents/guardians; waiver for foster youth
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 42920-42926	Foster children educational services
Ed. Code 48645-48647	Juvenile court schools
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48915.5	Recommended expulsion; foster youth with disabilities
Ed. Code 48918.1	Notice of recommended expulsion
Ed. Code 49061	Definitions; directory information
Ed. Code 49069.5	Students in foster care; grades and credits
Ed. Code 49076	Access to student records
Ed. Code 51225.1	Exemption from district graduation requirements
Ed. Code 51225.2	Course credits
Ed. Code 51225.3	High school graduation requirements
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 56055	Rights of foster parents pertaining to foster youth's education
H&S Code 120341	Foster youth; school placement and immunization records
H&S Code 1522.41	Training and certification of group home administrators
W&I Code 16000-16014	Foster care placement
W&I Code 300	Minors subject to jurisdiction
W&I Code 309	Investigation and release of child
W&I Code 317	Appointment of legal counsel
W&I Code 361	Limitations on parental control
W&I Code 366.27	Educational decision by relative providing living arrangements
W&I Code 602	Minors violating law; ward of court

W&I Code 726

[Limitations on parental control](#)

W&I Code 727

[Order of care; ward of court](#)**Federal****Description**

20 USC 1415

Procedural safeguards

20 USC 6311

State plan

29 USC 794

Rehabilitation Act of 1973; Section 504

42 USC 11431-11435

McKinney-Vento Homeless Assistance Act

42 USC 670-679b

Federal assistance for foster care programs

Management Resources**Description**~~Alliance for Children's Rights Publication Foster Youth Education Toolkit, December 2016~~~~California Child Welfare Council Publication Partial Credit Model Policy and Practice Recommendations, September 2013~~~~California Foster Youth Education Task Force Pub California Foster Youth Education Law Fact Sheets, January 2021~~~~Cities, Counties and Schools Partnership Our Children: Emancipating Foster Youth, A Community Pub. Action Guide~~~~CSBA Publication Our Foster Youth: What School Boards Can Do, May 2016~~~~CSBA Publication Foster Youth: Supports for Success, Governance Brief, May 2016~~~~U.S. Department of Education Publication Ensuring Educational Stability for Children in Foster Care, Non-Regulatory Guidance, June 2016~~~~Website CSBA District and County Office of Education Legal Services~~~~Website Alliance for Children's Rights~~~~Alliance for Children's Rights Publication Foster Youth Education Toolkit, December 2016~~~~California Child Welfare Council Publication Partial Credit Model Policy and Practice Recommendations, September 2013~~~~California Foster Youth Education Task Force Pub California Foster Youth Education Law Fact Sheets, January 2021~~~~Cities, Counties and Schools Partnership Our Children: Emancipating Foster Youth, A Community Pub. Action Guide~~~~CSBA Publication Our Foster Youth: What School Boards Can Do, May 2016~~~~CSBA Publication Foster Youth: Supports for Success, Governance Brief, May 2016~~~~U.S. Department of Education Publication Ensuring Educational Stability for Children in Foster Care, Non-Regulatory Guidance, June 2016~~~~Website CSBA District and County Office of Education Legal Services~~~~Website Alliance for Children's Rights~~

Website

[Foster Ed](#)

Website	National Center for Youth Law
Website	California Department of Education, Foster Youth Services
Website	California Department of Social Services, Foster Youth Ombudsman Office
Website	California Foster Youth Education Task Force
Website	California Youth Connection
Website	Cities Counties and Schools Partnership
Website	CSBA
Website	California Child Welfare Council

Cross References

Code	Description
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
0500	Accountability
1312.3	Uniform Complaint Procedures
1400	Relations Between Other Governmental Agencies And The Schools
3100	Budget
3100	Budget
3260	Fees And Charges
3260	Fees And Charges
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3540	Transportation
3540	Transportation
3541	Transportation Routes And Services
3553	Free And Reduced Price Meals

3553	Free And Reduced Price Meals
3553-E PDF(2)	Free And Reduced Price Meals
4131	Staff Development
4231	Staff Development
4331	Staff Development
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5123-E PDF(1)	Promotion/Acceleration/Retention – Promotion Acceleration Retention
5125	Student Records
5125	Student Records
5125.2	Withholding Grades, Diploma Or Transcripts
5131	Conduct
5131.2	Bullying
5131.2	Bullying
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5132	Dress And Grooming
5132	Dress And Grooming
5137	Positive School Climate

5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.26	Tuberculosis Testing
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.6	School Health Services
5141.6	School Health Services
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5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E PDF(1)	Parent/Guardian Notifications
5145.9	Hate-Motivated Behavior
5147	Dropout Prevention
5148.2	Before/After School Programs
5148.2	Before/After School Programs
6000	Concepts And Roles 6011
6000	Academic Standards
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6020	Parent Involvement
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition
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6159	Individualized Education Program
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students

6159.3	<u>Appointment Of Surrogate Parent For Special Education Students</u>
6159.4	<u>Behavioral Interventions For Special Education Students</u>
6162.51	<u>State Academic Achievement Tests</u>
6162.51	<u>State Academic Achievement Tests</u>
6164.2	<u>Guidance/Counseling Services</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>
6164.6	<u>Identification And Education Under Section 504</u>
6164.6	<u>Identification And Education Under Section 504</u>
6173	<u>Education For Homeless Children</u>
6173	<u>Education For Homeless Children</u>
6174	<u>Education For English Learners</u>
6174	<u>Education For English Learners</u>
6177	<u>Summer Learning Programs</u>
6179	<u>Supplemental Instruction</u>
6190	<u>Evaluation Of The Instructional Program</u>
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0200	<u>Goals For The School District</u>
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0460	<u>Local Control And Accountability Plan</u>
0460	<u>Local Control And Accountability Plan</u>
0470	<u>COVID-19 Mitigation Plan</u>
0500	<u>Accountability</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>
1312.3-E(2)	<u>Uniform Complaint Procedures</u>
1400	<u>Relations Between Other Governmental Agencies And The</u>

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<u>3100</u>	<u>Budget</u>
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<u>3250</u>	<u>Transportation Fees</u>
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<u>3260</u>	<u>Fees And Charges</u>
<u>3515.4</u>	<u>Recovery For Property Loss Or Damage</u>
<u>3515.4</u>	<u>Recovery For Property Loss Or Damage</u>
<u>3540</u>	<u>Transportation</u>
<u>3541</u>	<u>Transportation Routes And Services</u>
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<u>3553</u>	<u>Free And Reduced Price Meals</u>
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<u>4231</u>	<u>Staff Development</u>
<u>4331</u>	<u>Staff Development</u>
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<u>5111</u>	<u>Admission</u>
<u>5111.1</u>	<u>District Residency</u>
<u>5111.1</u>	<u>District Residency</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
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<u>5123</u>	<u>Promotion/Acceleration/Retention</u>
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<u>5125</u>	<u>Student Records</u>
<u>5125.2</u>	<u>Withholding Grades, Diploma Or Transcripts</u>
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<u>5131.2</u>	<u>Bullying</u>
<u>5131.2</u>	<u>Bullying</u>
<u>5131.6</u>	<u>Alcohol And Other Drugs</u>
<u>5131.6</u>	<u>Alcohol And Other Drugs</u>
<u>5132</u>	<u>Dress And Grooming</u>
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<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>

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6020		Parent Involvement
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6145		Extracurricular And Cocurricular Activities
6145.2		Athletic Competition
6145.2		Athletic Competition
6146.1		High School Graduation Requirements
6146.3		Reciprocity Of Academic Credit
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6164.6		Identification And Education Under Section 504
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6172		Gifted And Talented Student Program
6173		Education For Homeless Children
6173		Education For Homeless Children

<u>6173-E(1)</u>	<u>Education For Homeless Children</u>
<u>6173-E(2)</u>	<u>Education For Homeless Children</u>
<u>6174</u>	<u>Education For English Learners</u>
<u>6174</u>	<u>Education For English Learners</u>
<u>6177</u>	<u>Summer Learning Programs</u>
<u>6179</u>	<u>Supplemental Instruction</u>
<u>6184</u>	<u>Continuation Education</u>
<u>6184</u>	<u>Continuation Education</u>
<u>6190</u>	<u>Evaluation Of The Instructional Program</u>
<u>9320</u>	<u>Meetings And Notices</u>

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: 9/18/23

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 9/27/23

ITEM: Revised Board Policy: 4030 - Nondiscrimination in Employment

PURPOSE: Policy updated to reflect NEW LAW (SB 523, 2022) which adds reproductive health decisionmaking as a form of prohibited discrimination, and prohibits an employer from requiring an applicant or employee to disclose information relating to an employee's reproductive health decisionmaking.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve.

Policy 4030: Nondiscrimination In Employment

Status: ADOPTED

Original Adopted Date: 12/16/1992 | **Last Revised Date:** 08/28/2019

The Governing Board ~~of Trustees~~ is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

~~(cf. 1240 – Volunteer Assistance)~~

~~(cf. 3312 – Contracts)~~

~~(cf. 3600 – Consultants)~~

~~(cf. 4111/4211/4311 – Recruitment and Selection)~~

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military ~~and veteran~~ status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

~~(cf. 0410 – Nondiscrimination in District Programs and Activities)~~

Employers are also prohibited from discrimination against employees or job applicants on the basis of reproductive health decisionmaking, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health. (Government Code 12926, 12940)

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that ~~the district~~ is ~~necessary~~required to do so in order to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. ~~1. Discrimination in hiring~~Hiring, compensation, terms, conditions, and other privileges of employment

~~(cf. 4151/4251/4351 – Employee Compensation)~~

~~(cf. 4154/4254/4354 – Health and Welfare Benefits)~~

2. ~~2.~~ Taking of ~~an~~ adverse employment ~~action~~actions such as termination or ~~the~~ denial of employment, promotion, job assignment, or training

3. ~~3.~~ Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the ~~individual's~~employee's work performance or creating an intimidating, hostile, or offensive work environment

4. ~~4.~~ Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

- a. ~~a.~~ Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status.

~~(cf. 4033 – Lactation Accommodation)~~

~~(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)~~

- b. ~~b.~~ Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, ~~observance~~, or practice which conflicts with an employment requirement

~~(cf. 4119.22/4219.22/4319.22 – Dress and Grooming)~~

- c. ~~c.~~ ~~Requirement for a~~Requiring medical or psychological examination of a job applicant, or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

~~(cf. 4119.41/4219.41/4319.41—Employees with Infectious Disease)~~

- ~~d.~~ d. Failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, ~~if any, to be provided to the employee.~~

~~(cf. 4032—Reasonable Accommodation)~~

- e. Requiring an applicant or employee to disclose information relating to the employee's reproductive health decisionmaking

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. ~~(Government Code 12940; 2CCR2 CCR 11028).~~

)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign ~~any document that releases a~~ release of the employee's claim or right to file a claim against the district or ~~to disclose a~~ nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful ~~employment practices; acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful.~~ (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. ~~The district shall protect any employee who reports such incidents from retaliation.~~

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other ~~related~~prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Civil Rights Department, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

~~(cf. 4118 – Dismissal/Suspension/Disciplinary Action)~~

~~(cf. 4218 – Dismissal/Suspension/Disciplinary Action)~~

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11006-11086	Discrimination in employment
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11024	Required training and education on harassment based on sex, gender identity and expression, and sexual orientation
2 CCR 11027-11028	National origin and ancestry discrimination
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
CA Constitution Article 1, Section 1	Inalienable rights

Civ. Code 51.7

[Freedom from violence or intimidation](#)

Ed. Code 200-262.4

[Prohibition of discrimination](#)

Gov. Code 11135

[Prohibition of discrimination](#)

Gov. Code 12900-12996

[Fair Employment and Housing Act](#)

Gov. Code 12940-12952

[Unlawful employment practices](#)

Gov. Code 12960-12976

[Unlawful employment practices; complaints](#)

Pen. Code 422.56

[Definitions; hate crimes](#)

Federal

Description

20 USC 1681-1688

Title IX of the Education Amendments of 1972; discrimination based on sex

28 CFR 35.101-35.190

Americans with Disabilities Act

29 USC 621-634

Age Discrimination in Employment Act

29 USC 794

Rehabilitation Act of 1973; Section 504

34 CFR 100.6

Title VI; Compliance information

34 CFR 104.7

Section 504; Designation of responsible employee and adoption of grievances procedures

34 CFR 104.8

Notice of Nondiscrimination on the Basis of Handicap

34 CFR 106.8

Designation of coordinator; dissemination of policy, and adoption of grievance procedures

34 CFR 110.1-110.39

Nondiscrimination on the basis of age

42 USC 12101-12213

Americans with Disabilities Act

42 USC 2000d-2000d-7

Title VI, Civil Rights Act of 1964

42 USC 2000e-2000e-17

Title VII, Civil Rights Act of 1964, as amended

42 USC 2000ff-2000ff-11

Genetic Information Nondiscrimination Act of 2008

42 USC 2000h-2-2000h-6

Title IX of the Civil Rights Act of 1964

42 USC 6101-6107

Age discrimination in federally assisted programs

Executive Order 11246

[“Know Your Rights: Workplace Discrimination is Illegal” poster](#)

U.S. Constitution

[Amendment 1; Free exercise, free speech, and establishment clauses](#)

Management Resources

Description

CA Civil Rights Department Publication

Family Care and Medical Leave and Pregnancy Disability Leave

CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment
CA Civil Rights Department Publication	Transgender Rights in the Workplace
CA Civil Rights Department Publication	Harassment Prevention Guide for California Employers
CA Civil Rights Department Publication	Your Rights and Obligations as a Pregnant Employee
Court Decision	Kennedy v. Bremerton (2022) 142 S.Ct. 2407
Court Decision	Shephard v. Loyola Marymount, (2002) 102 Cal.App. 4th 837
Court Decision	Thomson v. North American Stainless LP (2011) 62 U.S. 170
U.S. DOE Office for Civil Rights Publication	Notice of Non-Discrimination, August 2010
U.S. Equal Employment Opportunity Comm Publication	Know Your Rights: Workplace Discrimination is Illegal, October 2022
U.S. Equal Employment Opportunity Comm Publication	Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999
U.S. Equal Employment Opportunity Comm Publication	EEOC Compliance Manual
Website	U.S. Department of Labor, Office of Federal Contract Compliance Program
Website	CSBA District and County Office of Education Legal Services
Website	California Civil Rights Department
Website	U.S. Department of Education, Office for Civil Rights
Website	U.S. Equal Employment Opportunity Commission

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities Nondiscrimination In District Programs And Activities
0470	COVID-19 Mitigation Plan COVID-19 Mitigation Plan
1113	District And School Websites District And School Websites
1113	District And School Websites District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media

1240	<u>Volunteer Assistance</u> <u>Volunteer Assistance</u>
1240	<u>Volunteer Assistance</u> <u>Volunteer Assistance</u>
1312.1	<u>Complaints Concerning District Employees</u> <u>Complaints Concerning District Employees</u>
1312.1	<u>Complaints Concerning District Employees</u> <u>Complaints Concerning District Employees</u>
1312.3	<u>Uniform Complaint Procedures</u> <u>Uniform Complaint Procedures</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(1)</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(2)</u>	<u>Uniform Complaint Procedures</u>
<u>1313</u>	<u>Civility</u>
3312	<u>Contracts</u> <u>Contracts</u>
3530	<u>Risk Management/Insurance</u> <u>Risk Management/Insurance</u>
3530	<u>Risk Management/Insurance</u> <u>Risk Management/Insurance</u>
3580	<u>District Records</u> <u>District Records</u>
3580	<u>District Records</u> <u>District Records</u>
3600	<u>Consultants</u> <u>Consultants</u>
<u>3600</u>	<u>Consultants</u>
4000	<u>Concepts And Roles</u> <u>Concepts And Roles</u>
4032	<u>Reasonable Accommodation</u> <u>Reasonable Accommodation</u>
4033	<u>Lactation Accommodation</u> <u>Lactation Accommodation</u>
4111	<u>Recruitment And Selection</u> <u>Recruitment And Selection</u>
4111.2	<u>Legal Status Requirement</u> <u>Legal Status Requirement</u>
4111.2	<u>Legal Status Requirement</u> <u>Legal Status Requirement</u>
4112.4	<u>Health Examinations</u> <u>Health Examinations</u>
4112. <u>441</u>	<u>Health Examinations</u> <u>Employee Drug Testing</u>
<u>4112.41</u>	<u>Employee Drug Testing</u>
4112.6	<u>Personnel Files</u> <u>Personnel Files</u>
4112.8	<u>Employment Of Relatives</u> <u>Employment Of Relatives</u>
4112.9	<u>Employee Notifications</u> <u>Employee Notifications</u>
4112.9-E- <u>PDF</u> (1)	<u>Employee Notifications</u> <u>Employee Notifications</u>

<u>4113.5</u>	<u>Working Remotely</u>
4114	<u>TransfersTransfers</u>
4118	<u>Dismissal/Suspension/Disciplinary</u> <u>ActionDismissal/Suspension/Disciplinary Action</u>
4118	<u>Dismissal/Suspension/Disciplinary</u> <u>ActionDismissal/Suspension/Disciplinary Action</u>
4119.1	<u>Civil And Legal RightsCivil And Legal Rights</u>
4119.11	<u>Sexual HarassmentSexual Harassment</u>
4119.11	<u>Sexual HarassmentSexual Harassment</u>
4119. 22 <u>12</u>	<u>Dress And GroomingTitle IX Sexual Harassment Complaint</u> <u>Procedures</u>
<u>4119.12-E(1)</u>	<u>Title IX Sexual Harassment Complaint Procedures</u>
4119.22	<u>Dress And GroomingDress And Grooming</u>
4119.23	<u>Unauthorized Release Of Confidential/Privileged</u> <u>InformationUnauthorized Release Of Confidential/Privileged</u> <u>Information</u>
4119.41	<u>Employees With Infectious DiseaseEmployees With Infectious</u> <u>Disease</u>
4131	<u>Staff DevelopmentStaff Development</u>
4144	<u>ComplaintsComplaints</u>
4144	<u>ComplaintsComplaints</u>
4151	<u>Employee CompensationEmployee Compensation</u>
4154	<u>Health And Welfare BenefitsHealth And Welfare Benefits</u>
4154	<u>Health And Welfare BenefitsHealth And Welfare Benefits</u>
4161.5	<u>Military LeaveMilitary Leave</u>
4161.8	<u>Family Care And Medical LeaveFamily Care And Medical</u> <u>Leave</u>
4161.8	<u>Family Care And Medical Leave</u>
4161.8-E PDF(1)	<u>Family Care And Medical Leave</u>
4211	<u>Recruitment And SelectionRecruitment And Selection</u>
4211.2	<u>Legal Status RequirementLegal Status Requirement</u>
4211.2	<u>Legal Status RequirementLegal Status Requirement</u>
4212.4	<u>Health ExaminationsHealth Examinations</u>

4212. 441	<u>Health ExaminationsEmployee Drug Testing</u>
<u>4212.41</u>	<u>Employee Drug Testing</u>
4212.6	<u>Personnel FilesPersonnel Files</u>
4212.8	<u>Employment Of RelativesEmployment Of Relatives</u>
4212.9	<u>Employee NotificationsEmployee Notifications</u>
4212.9-E-PDF(1)	<u>Employee NotificationsEmployee Notifications</u>
<u>4213.5</u>	<u>Working Remotely</u>
4218	<u>Dismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary Action</u>
4218	<u>Dismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary Action</u>
<u>4218.1</u>	<u>Dismissal/Suspension/Disciplinary Action (Merit System)</u>
4219.1	<u>Civil And Legal RightsCivil And Legal Rights</u>
4219.11	<u>Sexual HarassmentSexual Harassment</u>
4219.11	<u>Sexual HarassmentSexual Harassment</u>
4219. 22 12	<u>Dress And GroomingTitle IX Sexual Harassment Complaint Procedures</u>
<u>4219.12-E(1)</u>	<u>Title IX Sexual Harassment Complaint Procedures</u>
4219.22	<u>Dress And GroomingDress And Grooming</u>
4219.23	<u>Unauthorized Release Of Confidential/Privileged InformationUnauthorized Release Of Confidential/Privileged Information</u>
4219.41	<u>Employees With Infectious DiseaseEmployees With Infectious Disease</u>
4231	<u>Staff DevelopmentStaff Development</u>
4244	<u>ComplaintsComplaints</u>
4244	<u>ComplaintsComplaints</u>
4251	<u>Employee CompensationEmployee Compensation</u>
4254	<u>Health And Welfare BenefitsHealth And Welfare Benefits</u>
4254	<u>Health And Welfare BenefitsHealth And Welfare Benefits</u>
4261.5	<u>Military LeaveMilitary Leave</u>
4261.8	<u>Family Care And Medical LeaveFamily Care And Medical Leave</u>

4261.8	Family Care And Medical Leave
4261.8-E PDF(1)	Family Care And Medical Leave
4311	Recruitment And Selection Recruitment And Selection
4311.2	Legal Status Requirement Legal Status Requirement
4311.2	Legal Status Requirement Legal Status Requirement
4312.4	Health Examinations Health Examinations
4312. 441	Health Examinations Employee Drug Testing
4312.41	Employee Drug Testing
4312.6	Personnel Files Personnel Files
4312.8	Employment Of Relatives Employment Of Relatives
4312.9	Employee Notifications Employee Notifications
4312.9-E- PDF (1)	Employee Notifications Employee Notifications
4313.5	Working Remotely
4319.1	Civil And Legal Rights Civil And Legal Rights
4319.11	Sexual Harassment Sexual Harassment
4319.11	Sexual Harassment Sexual Harassment
4319. 2212	Dress And Grooming Title IX Sexual Harassment Complaint Procedures
4319.12-E(1)	Title IX Sexual Harassment Complaint Procedures
4319.22	Dress And Grooming Dress And Grooming
4319.23	Unauthorized Release Of Confidential/Privileged Information Unauthorized Release Of Confidential/Privileged Information
4319.41	Employees With Infectious Disease Employees With Infectious Disease
4331	Staff Development Staff Development
4344	Complaints Complaints
4344	Complaints Complaints
4351	Employee Compensation Employee Compensation
4354	Health And Welfare Benefits Health And Welfare Benefits
4354	Health And Welfare Benefits Health And Welfare Benefits
4361.5	Military Leave Military Leave

4361.8

Family Care And Medical LeaveFamily Care And Medical Leave~~4361.8~~9000Family Care And Medical LeaveRole Of The Board9321Closed Session~~4361.8~~9321-E-PDF(1)Family Care And Medical LeaveClosed Session~~9000~~Role Of The Board9321-E(2)Closed SessionClosed Session

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: 9/18/23

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 9/27/23

ITEM: Revised Board Policy: 4112.2 - Certification

PURPOSE: Policy updated to reference that the Commission on Teacher Credentialing (CTC) has adopted regulations to implement statutory changes to the subject matter competence requirements, add, to the first philosophical paragraph, demonstration of competency in the subject matter to be taught to the attributes of certificated staff, provide that the Governing Board is required to adopt an annual resolution that it has made reasonable efforts to recruit a fully prepared teacher before hiring, in accordance with a specified hiring hierarchy, a candidate who is not fully credentialed, clarify that the Board's obligation to take action to approve a notice of intent to employ a provisional internship permit does not require that the item be an action item, and add that the Declaration of Need specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve.

Policy 4112.2: Certification

Status: ADOPTED

Original Adopted Date: 12/16/1992 | **Last Revised Date:** 08/23/2017

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and competency in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

~~(cf. 4111/4211/4311—Recruitment and Selection)~~

~~(cf. 4112.21—Interns)~~

~~(cf. 4112.22—Staff Teaching English Learners)~~

~~(cf. 4112.23—Special Education Staff)~~

~~(cf. 4112.5/4212.5/4312.5—Criminal Record Check)~~

~~(cf. 4113—Assignment)~~

~~(cf. 4121—Temporary/Substitute Personnel)~~

~~(cf. 5148—Child Care and Development)~~

~~(cf. 6178—Career Technical Education)~~

~~(cf. 6200—Adult Education)~~

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

~~(cf. 4131—Staff Development)~~

~~(cf. 4131.1—Teacher Support and Guidance)~~

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment; or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, and the Board adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. ~~1.~~ A candidate who enrolls in an approved ~~intern~~ internship program in the region of the district and possesses an intern credential
2. ~~2.~~ A candidate who is scheduled to complete preliminary credential requirements within six months and who ~~holds~~ is granted a provisional internship permit (PIP) or short-term staff permit issued by CTC

The Board shall take action to approve, at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1) ~~the CTC~~

~~The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)~~

3. ~~3.~~ An individual who ~~holds an emergency permit or for whom~~ has been granted a credential waiver ~~has been granted~~ by CTC

Annually, the CTC

~~Prior~~ Board shall, prior to requesting that ~~the~~ CTC issue an emergency permit ~~pursuant to item #3 above or a~~ or limited assignment permit ~~which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually,~~ approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public open Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated

persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in ~~items~~Items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits and limited assigned permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. It shall also specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily complete the requirements for the advanced certification awarded by the National Board for Professional Teaching Standards.

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with the collective bargaining agreement and the district budget, the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program.

(cf. 4161.3 - Professional Leaves)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. ~~1.~~ Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. ~~2.~~ Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. ~~3.~~ Is teaching in the field of discipline of ~~his/her~~the teacher's certification

(cf. ~~5145.6—Parental Notifications~~)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC ~~6312~~6312)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 80001-80674.6	Commission on Teacher Credentialing
5 CCR 80001-80694	Commission on Teacher Credentialing
Ed. Code 32340-32341	Unlawful issuance of a credential
Ed. Code 35186	Complaints regarding teacher vacancy or misassignment
Ed. Code 44066	Limitations on certification requirements
Ed. Code 44200-44418	Teacher credentialing
Ed. Code 44250-44277	Credentials and assignment of teachers
Ed. Code 44300-44302	Emergency permit
Ed. Code 44325-44328	District interns
Ed. Code 44330-44355	Certificates and credentials
Ed. Code 44395	National Board for Professional Teaching Standards Certification Incentive Program
Ed. Code 44420-44440	Revocation and suspension of credentials
Ed. Code 44450-44468	University internship program
Ed. Code 44830-44929	Employment of certificated persons; requirement of proficiency in basic skills
Ed. Code 56060-56063	Substitute teachers in special education
Ed. Code 8295-8305	Child development program; personnel qualifications
Federal	Description
20 USC 6312	Title I local educational agency plans; notifications regarding teacher qualifications
34 CFR 200.61	Parent notification regarding teacher qualifications
Management Resources	Description
Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competency, Coded Correspondence 22-06, October 21, 2022

Commission on Teacher Credentialing Publication	Proposed Amendments and Additions to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competence, Coded Correspondence 21-06, September 20, 2021
Commission on Teacher Credentialing Publication	Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022
Commission on Teacher Credentialing Publication	Waiver Requests Guidebook, 2015
Commission on Teacher Credentialing Publication	Subject Matter Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	Supplementary Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Commission on Teacher Credentialing Publication	Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016
Commission on Teacher Credentialing Publication	California Standards for the Teaching Profession (CSTP), October 2009
Commission on Teacher Credentialing Publication	CL-667 Basic Skills Requirement
Commission on Teacher Credentialing Publication	CL-856 Provisional Internship Permit
Commission on Teacher Credentialing Publication	CL-858 Short-Term Staff Permit
Court Decision	Association of Mexican-American Educators (AMAE) et al. v. State of California and the Commission on Teacher Credentialing (2000) 231 F.3d 572
Nat'l Board for Prof. Teaching Std's. Publication	Using Federal Funds for National Board Activities: An Action-Planning Guide
Nat'l Board for Prof. Teaching Std's. Publication	Considerations for Using Federal Funds to Support National Board Certification
Website	Office of Administrative Law
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, CA NBPTS Certification Incentive Program 2021-26
Website	National Board Resource Center

Website	National Board for Professional Teaching Standards
Website	Commission on Teacher Credentialing
Website	Commission on Teacher Credentialing, Credential Information Guide (for employers' use only)
Website	CSBA
Website	U.S. Department of Education

Cross References

Code	Description
0460	Local Control And Accountability Plan Local Control And Accountability Plan
0460	Local Control And Accountability Plan Local Control And Accountability Plan
1312.4	Williams Uniform Complaint Procedures Williams Uniform Complaint Procedures
1312.4-E-PDF(1)	Williams Uniform Complaint Procedures Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
3580	District Records District Records
3580	District Records District Records
4111	Recruitment And Selection Recruitment And Selection
4112	Appointment And Conditions Of Employment Appointment And Conditions Of Employment
4112.21	Interns Interns
4112.21	Interns Interns
4112.22	Staff Teaching English Learners Staff Teaching English Learners
4112.5	Criminal Record Check Criminal Record Check
4112.5	Criminal Record Check
4112.5-E-PDF(1)	Criminal Record Check -- Maintenance Of Criminal Offender Records Criminal Record Check
4112.6	Personnel Files Personnel Files
4113	Assignment Assignment
4113	Assignment Assignment

4114	Transfers Transfers
4117.14	Postretirement Employment Postretirement Employment
4117.3	Personnel Reduction Personnel Reduction
4117.3	Personnel Reduction
4119.21	Professional Standards Professional Standards
4119.21-E PDF (1)	Professional Standards Professional Standards
4121	Temporary/Substitute Personnel Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel Temporary/Substitute Personnel
4131	Staff Development Staff Development
4131.1	Teacher Support And Guidance Teacher Support And Guidance
4161 4131.1	Personal Illness/Injury Leave Teacher Support And Guidance
4161. 411	Industrial Accident/Illness Leave Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave Industrial Accident/Illness Leave
4161.3	Professional Leaves Professional Leaves
4161.8	Family Care And Medical Leave Family Care And Medical Leave
4161.8	Family Care And Medical Leave
4161.8-E PDF (1)	Family Care And Medical Leave
4211	Recruitment And Selection Recruitment And Selection
4212.5	Criminal Record Check Criminal Record Check
4212.5	Criminal Record Check
4212.5-E PDF (1)	Criminal Record Check - Maintenance Of Criminal Offender Records Criminal Record Check
4212.6	Personnel Files Personnel Files
4219.21	Professional Standards Professional Standards
4219.21-E PDF (1)	Professional Standards Professional Standards
4222	Teacher Aides/Paraprofessionals Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals Teacher

Aides/Paraprofessionals

4261.11	<u>Industrial Accident/Illness Leave</u> <u>Industrial Accident/Illness Leave</u>
4261.11	<u>Industrial Accident/Illness Leave</u>
4261.8	<u>Family Care And Medical Leave</u> <u>Family Care And Medical Leave</u>
4261.8	<u>Family Care And Medical Leave</u>
4261.8-E PDF(1)	<u>Family Care And Medical Leave</u>
4311	<u>Recruitment And Selection</u> <u>Recruitment And Selection</u>
4312.5	<u>Criminal Record Check</u> <u>Criminal Record Check</u>
4312.5	<u>Criminal Record Check</u>
4312.5-E PDF(1)	<u>Criminal Record Check – Maintenance Of Criminal Offender Records</u> <u>Criminal Record Check</u>
4312.6	<u>Personnel Files</u> <u>Personnel Files</u>
4317.14	<u>Postretirement Employment</u> <u>Postretirement Employment</u>
4319.21	<u>Professional Standards</u> <u>Professional Standards</u>
4319.21-E PDF(1)	<u>Professional Standards</u> <u>Professional Standards</u>
4361.1	<u>Personal Illness/Injury Leave</u> <u>Personal Illness/Injury Leave</u>
4361.11	<u>Industrial Accident/Illness Leave</u> <u>Industrial Accident/Illness Leave</u>
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5145.6-E PDF(1)	<u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u>
5148	<u>Child Care And Development</u> <u>Child Care And Development</u>
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6142.7	<u>Physical Education And Activity</u> <u>Physical Education And Activity</u>
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<u>6146.1</u>	<u>High School Graduation Requirements</u>
<u>6146.2</u>	<u>Certificate Of Proficiency/High School Equivalency</u>
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6158	<u>Independent Study</u> Independent Study
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HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: 9/18/23

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 9/27/23

ITEM: Revised Administrative Regulation: 4112.2 - Certification

PURPOSE: Regulation updated to include administrative leave related to dismissal and suspension proceedings and military leave as types of leaves for which the Superintendent or designee may request the Commission on Teacher Credentialing (CTC) to issue a Teaching Permit for Statutory Leave, and add a new section "Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit" (ETK) which reflects NEW LAW (AB 210, 2022) authorizing the district to request a one-year early childhood education emergency specialist permit which allows the teaching of all subjects in a self-contained transitional kindergarten general education classroom. Regulation also updated to reference NEW LAW (SB 1397, 2022) which requires CTC, until July 1, 2024, to waive the basic skills proficiency requirement for the issuance of an emergency 30-day substitute permit and NEW LAW (AB 1876, 2022) which requires CTC to accept an alternative verification of substitute teaching as part of the requirements for initial issuance of an emergency career substitute teaching permit..

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve.

Regulation 4112.2: Certification

Status: ADOPTED

Original Adopted Date: 01/14/2004 | **Last Revised Date:** 12/10/2014

~~A-Verification of Credentials~~

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. ~~(Education Code 44857)~~

~~(cf. 4112.21 – Interns)~~

~~(cf. 4112.22 – Staff Teaching English Language Learners)~~

~~(cf. 4112.23 – Special Education Staff)~~

~~(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)~~

~~(cf. 4121 – Temporary/Substitute Personnel)~~

~~(cf. 5148 – Child Care and Development)~~

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

~~(cf. 6200 – Adult Education)~~

~~(Education Code 44857)~~

The Superintendent or designee shall verify that any person who is employed by the district while CTC is processing the application for certification possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

~~(cf. 3580 – District Records)~~

~~(cf. 4112.6/4212.6/4312.6 – Personnel Files)~~

B.

Basic Skills Proficiency ~~Test~~

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

A person may demonstrate basic skills proficiency in reading, writing, and mathematics by:

1. Passage of the California Basic Educational Skills Test (CBEST) (Education Code 44252.5)
-
2. Passage of the California Subject Examinations for Teachers: Multiple Subjects plus Writing Skills Examination
-
3. Passage of the California State University (CSU) Early Assessment Program or the CSU Placement Examinations (Education Code 44252)
-
4. Achieving a qualifying score on the Scholastic Aptitude Test or the American College Test (Education Code 44252)
-
5. Achieving a qualifying score on College Board Advanced Placement Examinations
-
6. Passage of a basic skills examination from another state
-
7. Qualifying coursework (Education Code 44252)
-
8. Qualifying coursework and exams (Education Code 44252)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if ~~he/she~~the employee has not yet been afforded the opportunity to take the test, provided that ~~he/she~~the employee takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of ~~his/her~~the test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law.(Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

Short-Term Staff Permit

The district may request that CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

~~(cf. 6146.1 – High School Graduation Requirements)~~

~~(cf. 6146.2 – Certificate of Proficiency)~~

~~(cf. 6162.5 – High School Exit Examination)~~

~~C. Out-of-State Credentials~~

~~The district may employ an out-of-state applicant who has met the requirements for a preliminary or professional clear credential from the Commission on Teacher Credentialing (CTC) pursuant to Education Code 44252, 44274.2, and 44275.4.~~

~~(cf. 4112.5/4312.5 – Criminal Record Check)~~

~~D. Short-Term Staff Permit~~

~~The district may request that the CTC issue a short-term staff permit (STSP) to an applicant who meets the qualifications specified in 5 CCR 80021 whenever there is a need to immediately fill a classroom based on an acute staffing need, including, but not limited to, the following circumstances: (5 CCR 80021)~~

- ~~1. 1. Enrollment adjustments ~~require~~requiring the addition of another teacher.~~
- ~~2. 2. The ~~Inability of the~~ teacher of record ~~is unable~~ to finish the school year due to approved leave or illness.~~
- ~~3. 3. The ~~applicant needs~~applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program.~~

~~(cf. 4112.21 – Interns)~~

- ~~4. 4. The ~~Inability of the~~ applicant ~~is unable~~ to enroll in an approved internship program due to timelines or lack of space in the program.~~
- ~~5. 5. A ~~Unavailability of a~~ third-year extension of an internship program ~~is unavailable~~ or the ~~applicant has withdrawn~~applicant's withdrawal from an internship program.~~

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. ~~(5 CCR 80021)~~ (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to CTC: (5 CCR 80021)

~~When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC: (5 CCR 80021)~~

- ~~1. 1-~~ Verification that the district has conducted a local recruitment for the permit being requested;
- ~~2. 2-~~ Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit;
- ~~-~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4131.1—Teacher Support and Guidance)~~

- ~~3. 3-~~ ~~The Board adopted Declaration of Need~~ Written justification for the permit signed by the Superintendent or designee;

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

~~E.~~

Provisional Internship Permit

Before requesting that ~~the~~ CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not ~~be~~ limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

~~(cf. 4111/4211/4311—Recruitment and Selection)~~

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that ~~the~~ CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. ~~4.~~ A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.

~~2.~~ Orientation, guidance, and assistance ~~shall~~will be provided to the permit holder as specified in 5 CCR 80026.5.

2. ~~3.~~ The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district shall employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience.

3. The district will assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.

4. ~~4.~~ The district ~~shall~~will assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.

~~5.~~ A notice of intent to employ the applicant in the identified position has been made public.

5. The district shall submit a copy of the agenda item presented at ~~a public~~an open Governing Board of Trustees meeting which ~~shall state~~states the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that ~~he/she~~the applicant will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. ~~6.~~ The candidate has been apprised of steps to earn a credential and enroll in an ~~intern~~internship program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. ~~(5 CCR 80021.4)~~ (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, administrative leave related to dismissal and suspension proceedings, military leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as

the interim teacher of record. Prior to submitting an application to CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to CTC that it will provide the interim teacher: (5 CCR 80022)

F. Long-Term Emergency Permits

1. As necessary, the Superintendent or designee may request that the
assignment before or during the first month of service in the statutory leave assignment
-
2. An average of two hours of mentoring, support, and/or coaching per week through a
system of support coordinated and/or provided by a mentor who possesses a valid life or
clear credential that would also authorize service in the statutory leave assignment
-
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in
the development of curriculum, lesson planning, and individualized education programs

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022 and annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with Items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, (CLAD), or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before ~~he/she~~ begins/beginning a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be

limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or ~~county office of education and who has completed at least three years of full-time classroom teaching experience.~~ (5 CCR 80026.5) COE and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit (ETK)

If, after conducting a diligent search, the district has been unable to recruit a sufficient number of certificated teachers, including teacher candidates pursuing full certification through internship, district internship, or other alternative routes established by CTC, the Superintendent or designee may request CTC to issue a one-year early childhood education (ECE) emergency specialist permit that authorizes the teacher to teach all subjects in a self-contained transitional kindergarten (TK) general education classroom. (Education Code 44300)

The request to CTC shall include the following justifications for the need for the ECE emergency specialist permit: (Education Code 44300)

(cf. 4117.14/4317.14 – Postretirement Employment)

1. ~~G. Emergency Annual~~ documentation that the district has adopted in policy and practice a process for conducting a diligent search as defined in Education Code 44300
-
2. A Declaration of Need for Fully Qualified Educators based on the documentation set forth in Item #1, and adopted by the Board at a regularly scheduled Board meeting
-
3. Verification that the district will provide the required orientation, mentoring, and support
-
4. The Board's receipt, at a regularly scheduled Board meeting, of a report on the orientation, mentoring, and support described in Item #3

The district may request CTC to renew the ECE emergency specialist permit for one additional year provided the following occurs: (Education Code 44300)

1. The applicant verifies current enrollment in a commission-approved teacher preparation program that will result in a credential authorizing teaching TK
-
2. The district submits a Declaration of Need for Fully Qualified Educators in the same manner as described in Item #2, above
-
3. The district verifies that the applicant continues to successfully serve in the assignment on the basis of the ECE emergency specialist permit
-
4. The district verifies continued orientation, mentoring, and support, with reporting to the Board in the same manner as described in Item #3, above

The district may employ ~~for day-to-day a person whose credential or permit authorizes~~ substitute teaching, ~~at any grade level, a person with an emergency substitute permit issued by the CTC with the following restrictions: services, provided that:~~

- ~~1.~~ 1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the California Basic Educational Skills Test (CBEST), shall not serve as a substitute for more than 30 days for any one teacher during the school year. ~~He/she shall not serve or~~ as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
- ~~2.~~ 2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
- ~~3.~~ 3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
- ~~4.~~ 4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to ~~item~~Item #1 or #4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 80001-80674.6

5 CCR 80001-80694

Ed. Code 32340-32341

Description

Commission on Teacher Credentialing

Commission on Teacher Credentialing

[Unlawful issuance of a credential](#)

Ed. Code 35186	Complaints regarding teacher vacancy or misassignment
Ed. Code 44066	Limitations on certification requirements
Ed. Code 44200-44418	Teacher credentialing
Ed. Code 44250-44277	Credentials and assignment of teachers
Ed. Code 44300-44302	Emergency permit
Ed. Code 44325-44328	District interns
Ed. Code 44330-44355	Certificates and credentials
Ed. Code 44395	National Board for Professional Teaching Standards Certification Incentive Program
Ed. Code 44420-44440	Revocation and suspension of credentials
Ed. Code 44450-44468	University internship program
Ed. Code 44830-44929	Employment of certificated persons; requirement of proficiency in basic skills
Ed. Code 56060-56063	Substitute teachers in special education
Ed. Code 8295-8305	Child development program; personnel qualifications
Federal	Description
20 USC 6312	Title I local educational agency plans; notifications regarding teacher qualifications
34 CFR 200.61	Parent notification regarding teacher qualifications
Management Resources	Description
Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competency, Coded Correspondence 22-06, October 21, 2022
Commission on Teacher Credentialing Publication	Proposed Amendments and Additions to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competence, Coded Correspondence 21-06, September 20, 2021
Commission on Teacher Credentialing Publication	Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022
Commission on Teacher Credentialing Publication	Waiver Requests Guidebook, 2015
Commission on Teacher Credentialing Publication	Subject Matter Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	Supplementary Authorization Guideline Book, December 2019

Commission on Teacher Credentialing Publication	Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Commission on Teacher Credentialing Publication	Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016
Commission on Teacher Credentialing Publication	California Standards for the Teaching Profession (CSTP), October 2009
Commission on Teacher Credentialing Publication	CL-667 Basic Skills Requirement
Commission on Teacher Credentialing Publication	CL-856 Provisional Internship Permit
Commission on Teacher Credentialing Publication	CL-858 Short-Term Staff Permit
Court Decision	Association of Mexican-American Educators (AMAE) et al. v. State of California and the Commission on Teacher Credentialing (2000) 231 F.3d 572
Nat'l Board for Prof. Teaching Stds. Publication	Using Federal Funds for National Board Activities: An Action-Planning Guide
Nat'l Board for Prof. Teaching Stds. Publication	Considerations for Using Federal Funds to Support National Board Certification
Website	Office of Administrative Law
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, CA NBPTS Certification Incentive Program 2021-26
Website	National Board Resource Center
Website	National Board for Professional Teaching Standards
Website	Commission on Teacher Credentialing
Website	Commission on Teacher Credentialing, Credential Information Guide (for employers' use only)
Website	CSBA
Website	U.S. Department of Education

Cross References

Code	Description
0460	Local Control And Accountability Plan Local Control And Accountability Plan

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1312.4	Williams Uniform Complaint Procedures Williams Uniform Complaint Procedures
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HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: 9/18/23

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 9/27/23

ITEM: Revised Exhibit: 4112.9/4212.9/4312.9 - Employee Notifications

PURPOSE: Exhibit updated to add employee notifications related to (1) homeless liaison services and training, (2) transfer of coursework and credits for highly mobile students, and (3) training of volunteers in regard to the administration of emergency anti-seizure medication. Exhibit also updated to clarify that the notice regarding (1) disability insurance rights and benefits be given upon employment and when the employee goes on leave for pregnancy or non-occupational sickness or injury, and (2) employees assigned to a work area where hazardous chemicals are present, within 15 days after receiving a monitoring result related to an employee exposure determination, specified notices. Exhibit additionally updated for conforming changes.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve.

Exhibit 4112.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 06/01/2023 | Last Reviewed Date: 06/01/2023

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment

Education or Other Legal Code: Education Code 231.5, Government Code 12950, ~~2 CCR 11024~~

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually to all employees and 72 hours before pesticide application

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: AR 3514.2

Subject: Use of pesticide ~~product~~products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: To all employees, prior to implementing year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: BP 6117

Subject: Public hearing on ~~year-round~~ implementing year-round program schedule

When/Whom to Notify: To all employees, prior to implementing alternative schedule

Education or Other Legal Code: Education Code 46162

Board Policy/Administrative Regulation #: ~~ARB~~BP 6112

Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: To all employees annually

Education or Other Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260

Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

~~When/Whom to Notify: To all employees~~

When to Notify: Annually

Education or Other Legal Code: Education Code 49069.5, 51225.1

Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175

Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, migrant students, and students participating in a newcomer program.

When/Whom to Notify: Annually

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per year

Education or Other Legal Code: Education Code 49414.3

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

~~When/Whom~~

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: To be included in AR 5141.21

Subject: Request for volunteers to Notify: To all employees be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

~~When/Whom to Notify: Prior to beginning employment~~

~~Education or Other Legal Code: Government Code 3102~~

~~Board Policy/Administrative Regulation #: AR 4112.3/4212.3/4312.3~~

~~Subject: Oath or affirmation of allegiance required of disaster service workers~~

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: ~~To all employees, if~~ the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

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

When/Whom to Notify: Annually ~~to all employees~~, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: ~~ARB~~ 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

~~When/Whom to Notify: To all employees, with~~

When/Whom to Notify: To new employees upon hire and other employees upon request, in districts with 25 or more employees

Education or Other Legal Code: Labor Code 230.1

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor ~~Code 2800~~ Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account

Education or Other Legal Code: Labor Code 2810.7

Board Policy/Administrative Regulation #: None

Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Education or Other Legal Code: Labor Code 3551

Board Policy/Administrative Regulation #: BPAR 4157.1/4257.1/4357.1

Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor.

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law.

When/Whom to Notify: Upon employment; and when ~~employee goes on leave for specified reasons~~ leaving work due to pregnancy or nonoccupational sickness or injury

Education or Other Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses

Education or Other Legal Code: Welfare and Institutions Code 827

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants

Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, ~~BP~~AR 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

~~When/Whom to Notify: Annually to all employees~~

When/Whom to Notify: To all employees

Education or Other Legal Code: 8 CCR 3203

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees

Education or Other Legal Code: 34 CFR 106.8

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually

Education or Other Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

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

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Education or Other Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Education or Other Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees

Education or Other Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated

Education or Other Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee

Education or Other Legal Code: Education Code 44664

Board Policy/Administrative Regulation #: AR 4115

Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Education or Other Legal Code: Education Code 44842

Board Policy/Administrative Regulation #: AR 4112.1

Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and ~~to nonpermanent employees in every~~ July ~~of each school year~~ thereafter

Education or Other Legal Code: Education Code 44916

Board Policy/Administrative Regulation #: AR 4112.1, AR 4121

Subject: Employment status and salary

When/Whom to Notify: To probationary ~~employees in district with ADA of 250 or more employees,~~ by March 15 ~~of employee's second consecutive year of employment~~

Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5

Board Policy/Administrative Regulation #: ~~AR 4117.6~~ BP 4116

Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year

Education or Other Legal Code: Education Code 44934, 44934.1, 44936

Board Policy/Administrative Regulation #: BP 4118; AR 4118

Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education or Other Legal Code: Education Code 44938

Board Policy/Administrative Regulation #: BP 4118

Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education or Other Legal Code: Education Code 44938

Board Policy/Administrative Regulation #: BP 4118

Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education or Other Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4118

Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary ~~employees~~employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary ~~employees~~ employee

Education or Other Legal Code: Education Code 44948.3

Board Policy/Administrative Regulation #: AR 4118

Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Education or Other Legal Code: Education Code 44949, 44955

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: ~~On or before June 30, Before the end of the school year~~ to temporary employee who served 75 percent of school year but will be released

Education or Other Legal Code: Education Code 44954

Board Policy/Administrative Regulation #: BP 4121

Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

~~When/Whom to Notify: To classified employee charged with mandatory leave of absence offense, in~~

~~merit system district~~

~~Education or Other Legal Code: Education Code 44940.5~~

~~Board Policy/Administrative Regulation #: AR 4218~~

~~Subject: Notice of intent to dismiss in 30 days~~

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, ~~procedures, and employee rights~~
right to hearing, timeline for requesting hearing

When/Whom to Notify: ~~To classified employees at least 60 days prior to layoff, By March 15, when laid off due to lack of work or lack of funds, with final notice by April 29 if specially funded program that expires at end of school year May 15~~

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: ~~To classified employees upon~~Upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To ~~classified~~ permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR ~~4261.1, AR 4261.1, AR 4261.11~~

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: BPAR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy
; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus
Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the ~~release or~~ reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

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

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

~~When/Whom to Notify: To employees~~

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline
Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.~~23~~/~~4219.23~~/~~4319~~4219.23
/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: When document identifying employee who is victim of domestic violence is disclosed

Education or Other Legal Code: Labor Code 230

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of domestic violence

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: ~~BPAR~~ 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204,~~5193~~

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous ~~chemical~~chemicals are present, upon initial assignment and upon new exposure situation within 15 working days after receiving a monitoring result related to an employee exposure determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: ~~Location~~Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: ~~Any~~Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee

Education or Other Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness

Education or Other Legal Code: Education Code 48851.3, 42 USC 11432

Board Policy/Administrative Regulation #: AR 6173

Subject: Duties of district liaison for homeless students and availability of training and services

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

13 CCR 1234

13 CCR 2480

2 CCR 11023

2 CCR 11035-11051

Description

Reports regarding school buses and bus drivers

Vehicle idling; limitations

Harassment and discrimination prevention and correction

Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions

[2 CCR 11087-11098](#)

[5 CCR 4622](#)

[5 CCR 80303](#)

[8 CCR 3204](#)

[8 CCR 5191](#)

[8 CCR 5194](#)

[Civ. Code 1798.29](#)

[Ed. Code 17612](#)

[Ed. Code 22455.5](#)

[Ed. Code 22461](#)

[Ed. Code 231.5](#)

[Ed. Code 35031](#)

[Ed. Code 35171](#)

[Ed. Code 37616](#)

[Ed. Code 44663-44664](#)

[Ed. Code 44842](#)

[Ed. Code 44896](#)

[Ed. Code 44916](#)

[Ed. Code 44929.21](#)

[Ed. Code 44929.23](#)

[Ed. Code 44934](#)

[Ed. Code 44938](#)

[Ed. Code 44940.5-44941](#)

[Ed. Code 44948.3-44948.5](#)

[Ed. Code 44948.5](#)

[Ed. Code 44949](#)

[Ed. Code 44951](#)

[Ed. Code 44954](#)

[Ed. Code 44955](#)

[Ed. Code 44955.5](#)

[California Family Rights Act](#)

[Uniform complaint procedures](#)

[Reports of change in employment status; alleged misconduct](#)

[Access to employee exposure and medical records](#)

[Chemical hygiene plan](#)

[Hazard communication](#)

[District records; breach of security](#)

[Notification of pesticide use](#)

[STRS information to potential members](#)

[Postretirement compensation limitation](#)

[Sexual harassment policy](#)

[Term of employment](#)

[Availability of rules and regulations for evaluation of performance](#)

[Consultation regarding year-round schedule](#)

[Evaluation of certificated employees](#)

[Reemployment notices; certificated employees](#)

[Transfer of administrator or supervisor to teaching position](#)

[Written statement of employment status](#)

[Notice of reelection decision; districts with 250 ADA or more](#)

[Districts with less than 250 ADA](#)

[Notice of disciplinary action for cause](#)

[Notice of unprofessional conduct and opportunity to correct](#)

[Notification of suspension and intent to dismiss](#)

[Dismissal of probationary employees](#)

[Nonreelection procedures; districts under 250 ADA](#)

[Dismissal of probationary employees](#)

[Continuation in position unless notified; administrative or supervisory personnel](#)

[Nonreelection of temporary employees](#)

[Reduction in number of permanent employees](#)

[Decrease in number of permanent employees during](#)

	<u>specified time period upon determination related to local control funding formula per unit of average daily attendance</u>
<u>Ed. Code 45113</u>	<u>Notification of charges; classified employees</u>
<u>Ed. Code 45117</u>	<u>Notice of layoff; classified employees</u>
<u>Ed. Code 45169</u>	<u>Employee salary data; classified employees</u>
<u>Ed. Code 45192</u>	<u>Industrial accident and illness leave for classified employees</u>
<u>Ed. Code 45195</u>	<u>Additional leave</u>
<u>Ed. Code 46162</u>	<u>Alternative schedule for junior high and high school; public hearing with notice</u>
<u>Ed. Code 48201</u>	<u>Transfer student's record for acts that resulted in suspension or expulsion</u>
<u>Ed. Code 48851.3</u>	<u>Education of students in foster care and students who are homeless</u>
<u>Ed. Code 49013</u>	<u>Complaints regarding student fees</u>
<u>Ed. Code 49079</u>	<u>Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</u>
<u>Ed. Code 49414</u>	<u>Epinephrine auto-injectors</u>
<u>Ed. Code 49414.3</u>	<u>Administration of opioid antagonist</u>
<u>Gov. Code 1126</u>	<u>Incompatible activities of employees</u>
<u>Gov. Code 12950</u>	<u>Sexual harassment</u>
<u>Gov. Code 21029</u>	<u>Retirement credit for period of military service</u>
<u>Gov. Code 54957</u>	<u>Complaints against employees; right to open session</u>
<u>Gov. Code 54963</u>	<u>Unauthorized disclosure of confidential information</u>
<u>Gov. Code 8355</u>	<u>Certification of drug-free workplace, including notification</u>
<u>H&S Code 104420</u>	<u>Tobacco-free schools</u>
<u>H&S Code 120875</u>	<u>Information on AIDS, AIDS-related conditions, and hepatitis B</u>
<u>H&S Code 120880</u>	<u>Notification to employees re AIDS, AIDS-related conditions, and hepatitis B</u>
<u>H&S Code 1797.196</u>	<u>Automated external defibrillators; notification of use and locations</u>
<u>Lab. Code 230</u>	<u>Accommodations and leave for victims of domestic violence</u>
<u>Lab. Code 2800.2</u>	<u>Notification of availability of continuation health coverage</u>

[Lab. Code 3550-3553](#)

[Notifications re: workers' compensation benefits](#)

[Lab. Code 5401](#)

[Workers' compensation; claim form and notice of potential eligibility](#)

[Pen. Code 11165.7](#)

[Child Abuse and Neglect Reporting Act; notification requirement](#)

[Pen. Code 11166.5](#)

[Employment; statement of knowledge of duty to report child abuse or neglect](#)

[Unemp. Ins. Code 2613](#)

[Disability insurance; notice of rights and benefits](#)

[W&I Code 827](#)

[Limited exception to juvenile court record](#)

Federal

Description

[20 USC 2354](#)

[Local application for career and technical education programs](#)

[29 CFR 825.300](#)

[Family and Medical Leave Act; notice requirement](#)

[34 CFR 100](#)

[Nondiscrimination under programs receiving federal assistance](#)

[34 CFR 104.8](#)

[Nondiscrimination](#)

[34 CFR 106.9](#)

[Severability](#)

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[Drug-free workplace statement](#)

[38 USC 4334](#)

[Uniformed Services Employment and Reemployment Rights Act; notice requirement](#)

[40 CFR 763.84](#)

[Asbestos inspections, response actions and post-response actions](#)

[40 CFR 763.93](#)

[Asbestos management plans](#)

[41 USC 8101-8106](#)

[Drug-Free Workplace Act](#)

[42 USC 11431-11435](#)

[McKinney-Vento Homeless Assistance Act](#)

[49 CFR 382.113](#)

[Controlled substance and alcohol use and testing notifications](#)

[49 CFR 382.303](#)

[Post-accident information, procedures, and instructions](#)

[49 CFR 382.601](#)

[Controlled substance and alcohol use and testing notification](#)

Management Resources

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[Website](#)

[CSBA District and County Office of Education Legal Services](#)

Cross References

Code

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<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(1)</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(2)</u>	<u>Uniform Complaint Procedures</u>
<u>2121</u>	<u>Superintendent's Contract</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3513.3</u>	<u>Tobacco-Free Schools</u>
<u>3513.3</u>	<u>Tobacco-Free Schools</u>
<u>3514</u>	<u>Environmental Safety</u>
<u>3514</u>	<u>Environmental Safety</u>
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<u>3514.1</u>	<u>Hazardous Substances</u>
<u>3514.2</u>	<u>Integrated Pest Management</u>
<u>3515.3</u>	<u>District Police/Security Department</u>
<u>3515.3</u>	<u>District Police/Security Department</u>
<u>3542</u>	<u>School Bus Drivers</u>
<u>3580</u>	<u>District Records</u>
<u>3580</u>	<u>District Records</u>
<u>4020</u>	<u>Drug And Alcohol-Free Workplace</u>
<u>4030</u>	<u>Nondiscrimination In Employment</u>
<u>4030</u>	<u>Nondiscrimination In Employment</u>
<u>4033</u>	<u>Lactation Accommodation</u>
<u>4112.42</u>	<u>Drug And Alcohol Testing For School Bus Drivers</u>
<u>4112.42</u>	<u>Drug And Alcohol Testing For School Bus Drivers</u>
<u>4112.5</u>	<u>Criminal Record Check</u>
<u>4112.5-E(1)</u>	<u>Criminal Record Check</u>
<u>4112.6</u>	<u>Personnel Files</u>
<u>4115</u>	<u>Evaluation/Supervision</u>
<u>4115</u>	<u>Evaluation/Supervision</u>
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<u>4118</u>	<u>Dismissal/Suspension/Disciplinary Action</u>
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<u>4119.11</u>	<u>Sexual Harassment</u>
<u>4119.43</u>	<u>Universal Precautions</u>
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<u>4121</u>	<u>Temporary/Substitute Personnel</u>
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<u>4212.42</u>	<u>Drug And Alcohol Testing For School Bus Drivers</u>
<u>4212.5</u>	<u>Criminal Record Check</u>
<u>4212.5-E(1)</u>	<u>Criminal Record Check</u>
<u>4212.6</u>	<u>Personnel Files</u>

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<u>4261.1</u>	<u>Personal Illness/Injury Leave</u>
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<u>4312.1</u>	<u>Contracts</u>
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<u>4312.42</u>	<u>Drug And Alcohol Testing For School Bus Drivers</u>
<u>4312.5</u>	<u>Criminal Record Check</u>
<u>4312.5-E(1)</u>	<u>Criminal Record Check</u>
<u>4312.6</u>	<u>Personnel Files</u>
<u>4315</u>	<u>Evaluation/Supervision</u>
<u>4317.14</u>	<u>Postretirement Employment</u>
<u>4317.7</u>	<u>Employment Status Reports</u>
<u>4319.11</u>	<u>Sexual Harassment</u>
<u>4319.11</u>	<u>Sexual Harassment</u>
<u>4319.43</u>	<u>Universal Precautions</u>

<u>4319.43</u>	<u>Universal Precautions</u>
<u>4336</u>	<u>Nonschool Employment</u>
<u>4354</u>	<u>Health And Welfare Benefits</u>
<u>4354</u>	<u>Health And Welfare Benefits</u>
<u>4357</u>	<u>Employee Safety</u>
<u>4357</u>	<u>Employee Safety</u>
<u>4357.1</u>	<u>Work-Related Injuries</u>
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<u>4358</u>	<u>Employee Security</u>
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<u>5141.4</u>	<u>Child Abuse Prevention And Reporting</u>
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HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: 9/18/23

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 9/27/23

ITEM: Revised Administrative Regulation: 4161.8/4261.8/4361.8 - Family Care and Medical Leave

PURPOSE: Regulation updated to reflect NEW LAW (AB 1041, 2022) which expands the definition of a family member for whom an eligible employee may take leave to care for to include a "designated person," provide that an employee may identify the designated person at the time of the employee's request for leave, and include that the district may limit an employee's use of CFRA leave to care for one designated person per 12-month period.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve.

Regulation 4161.8: Family Care And Medical Leave

Status: ADOPTED

Original Adopted Date: 01/05/1999 | **Last Revised Date:** 12/12/2018

The district shall not deny any eligible employee the right to family care, ~~or medical, or pregnancy disability~~ leave ~~(PDL)~~ pursuant to the Family and Medical Leave Act (FMLA), ~~or the California Family Rights Act (CFRA), or the Fair Employment and Housing Act (FEHA) nor restrain or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not~~ interfere with, ~~restrain, or deny~~ the employee's exercise of an employee's right to any such right. In addition, leave, nor shall the district ~~shall not discharge an employee or~~ discriminate against or retaliate against ~~him/her an employee~~ for taking such leave ~~or for his/her opposition to, opposing or challenge of any challenging an~~ unlawful district employment practice in relation to any of these laws, ~~or for his/her involvement being involved~~ in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

~~(cf. 4030 – Nondiscrimination in Employment)~~

~~(cf. 4032 – Reasonable Accommodation)~~

~~(cf. 4033 – Lactation Accommodation)~~

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child ~~(son or daughter)~~ means a biological, adopted, or foster child; a stepchild; a legal ward; or a child person to whom the employee stands in loco parentis, ~~as long as the. For purposes of CFRA leave, child also includes a child is under 18 years of age or an adult dependent child of a registered domestic partner.~~ (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Designated person, for CFRA purposes, means any individual related by blood, or whose association with the employee is the equivalent of a family relationship. (Government Code 12945.2)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the ~~previous 12-month period~~, months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. ~~4.~~ Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. ~~2.~~ Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. ~~Parent~~ However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or ~~his/her child, parent, an eligible family member of the employee that involves either inpatient care~~ or ~~spouse~~ continuing treatment, including, ~~but not limited to,~~ treatment for substance abuse, ~~that involves either of the following:~~ as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

~~1.~~ Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

.

A person is considered an inpatient when formally admitted to a health care facility ~~formally admits the individual to the facility~~ with the expectation ~~that the individual will remain of~~ remaining overnight and ~~occupy~~ occupying a bed, even if it later develops that the person

can be discharged or transferred to another facility and does not actually remain overnight.

1.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. ~~2.~~ Continuing treatment or continuing supervision by a health care provider, including one or more of the following:

- ~~a.~~ a. A period of incapacity of more than three consecutive full days
- ~~b.~~ b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
- ~~c.~~ c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
- ~~d.~~ d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective.
- ~~e.~~ e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage, ~~or. For purposes of CFRA leave, spouse also includes~~ a registered domestic partner within the meaning of Family Code 297-297.5, (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

~~The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)~~

~~Eligibility~~

~~The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)~~

- 1. ~~1.~~ The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
- 2. ~~2. To~~ The care ~~for the employee's child, parent, or spouse of an eligible family member~~ with a serious health condition
- 3. ~~3.~~ The employee's own serious health condition that makes ~~him/her~~ the employee unable to perform ~~one or more essential~~ the job functions of ~~his/her~~ the position

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4. ~~4. Any~~ A qualifying exigency arising out of the fact that the employee's spouse, child, ~~or parent~~ parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)

5. ~~5. To~~ The care ~~for~~ of a covered servicemember with a serious injury or illness ~~if~~ when the covered servicemember ~~employee~~ is the employee's spouse, child, parent, or next of kin, ~~as defined of the covered servicemember~~

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

~~This~~ The 12-month period shall be a rolling period measured backward from the date an employee uses any family care and medical leave, as defined in 29 CFR 825.200. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of ~~a child~~ a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month

period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

~~If both parents of a child~~

~~Each eligible employee shall be granted up to 12 work weeks for the district, their family care and medical leave related to the birth or placement of the child shall be limited to a combined total of 12 work weeks. This restriction shall apply regardless of the legal status of both parents' relationship. (Government Code 12945.2, 12945.6; 2 CCR 11088; 29 USC 2612)~~

~~a child, regardless of whether both parents of the child work for the district.~~

Use/Substitution of Paid Leave

During the ~~During any otherwise unpaid~~ period of PDL or any FMLA or CFRA leave, the employee may elect to use ~~his/her~~ accrued vacation ~~leave, accrued~~ leave, or any other paid time off negotiated with the district. ~~For PDL, CFRA, or FMLA that the employee is eligible to use. If the leave due to an is for the~~ employee's own serious health condition ~~or PDL~~, the employee shall use accrued sick leave ~~and may use accrued vacation during the period of leave and other paid time off at his/her option.~~ (Government Code 12945, 12945.2; 2 CCR 11044; 11092; 29 USC 2612)

~~The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092; 29 USC 2612)~~

~~(cf.)~~

~~4141/4241 -- Collective Bargaining Agreement)~~

~~(cf. 4161/4261/4361 -- Leaves)~~

~~(cf. 4161.1/4361.1 -- Personal Illness/Injury Leave)~~

~~(cf. 4261.1 -- Personal Illness/Injury Leave)~~

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or ~~his/her child, parent, or spouse~~ eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. ~~_(2 CCR 11090; 29 USC 2612)~~

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: ~~_(2 CCR 11041, 11090; 29 USC 2612)~~

- ~~1. 4-~~The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
- ~~2. 2-~~A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.
- ~~3. 3-~~The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. ~~_(2 CCR 11041, 11090; 29 USC 2612)~~

~~(cf. 4113.4/4213.4/4313.4—Temporary Modified/Light-Duty Assignment)~~

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. ~~_(2 CCR 11050, 11091)~~

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the

Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 ~~days~~^{days} notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

An eligible employee may request CFRA leave to care for a designated person with a serious health condition. The employee may identify the designated person at the time of the employee's request for the leave. The district may limit an employee to using CFRA leave to care for one designated person per 12-month period. (Government Code 12945.2; Labor Code 245.5)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for ~~his/her own~~^{the serious health condition of the employee} or ~~his/her child's, parent's or spouse's serious health condition~~^{an eligible family member}, the Superintendent or designee shall request that the

employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

~~The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)~~

- ~~1.~~ 1. The date on which the serious health condition began
- ~~2.~~ 2. The probable duration of the condition
- ~~3.~~ 3. If the employee is requesting leave to care for ~~a child, parent, or spouse,~~an eligible family member with a serious health condition, both of the following:
 - ~~a.~~ a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the ~~child, parent, or spouse~~eligible family member during a period of the treatment or supervision
 - ~~b.~~ b. Estimated amount of time the health care provider believes the employee needs to care for the ~~child, parent, or spouse~~eligible family member
- ~~4.~~ 4. If the employee is requesting leave because of ~~his/her~~the employee's own serious health condition, a statement that due to the serious health condition, ~~individual~~the employee is unable to work at all or is unable to perform one or more essential job functions of ~~his/her job~~the position
- ~~5.~~ 5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee ~~doubts~~has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the ~~employee~~Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

~~For~~

Certification for PDL,~~the~~

The Superintendent or designee shall request that ~~the~~an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 ~~days~~days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

~~The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011.~~

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for ~~his/her~~the employee's own serious health condition, the employee shall present certification from the health care provider ~~that~~of the employee is ableemployee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of ~~their job.~~

~~(cf. 4112.4/4212.4/4312.4 – Health Examinations)~~

the position.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall agreeguarantee to reinstate the employee in the same or a comparable position when the leave ends. ~~.(Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)~~

~~However, the~~

The district may~~refuse to reinstate an employee returning from FMLA or CFRA leave to the same or a comparable position if all of the following apply: (Government Code 12945.2; 2 CCR 11089; 29 USC 2614)~~

- ~~1. The employee is a salaried "key employee" who is among the highest paid 10 percent of district employees who are employed within 75 miles of the employee's worksite.~~
- ~~2. The refusal is necessary to prevent substantial and grievous economic injury to district operations.~~
- ~~3. The district informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service.~~

~~(cf. 4117.3 – Personnel Reduction)~~

~~(cf. 4217.3 – Layoff/Rehire)~~

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~~The district may also~~ refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain ~~the~~employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee is responsible to continue paying their employee portion of the insurance premiums (if applicable) to maintain such benefits and shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond ~~his/her~~the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

~~(cf. 4154/4254/4354 – Health and Welfare Benefits)~~

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/~~CFRA~~ leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while ~~his/her~~the employee's child, parent, ~~or~~ spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. ~~§ (Government Code 12945.2;~~ 29 USC 2612; 29 CFR 825.126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign county includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

~~Qualifying exigencies include time needed to: (29 CFR 825.126)~~

- ~~1.~~ 1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
- ~~2.~~ 2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
- ~~3.~~ 3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
- ~~4.~~ 4. Make or update financial and legal arrangements to address a military member's absence
- ~~5.~~ 5. Attend counseling provided by someone other than a health care provider
- ~~6.~~ 6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
- ~~7.~~ 7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
- ~~8.~~ 8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty

~~9. 9.~~ Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of ~~his/her~~ accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, ~~son, daughter~~ child, parent, or next of kin of the covered servicemember. This 26-week period is ~~not in addition to, but rather is~~ inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

~~Covered servicemember may be: (29 CFR 825.127)~~

~~1. 1.~~ A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury

2. ~~2.~~ A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

~~Son or daughter~~ Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or ~~a child of any age~~ for whom the covered servicemember stood in loco parentis, ~~and who is of any age.~~ (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents-in-law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, ~~or as other than the spouse, parent, or child, unless~~ designated in writing by the covered servicemember. (29 USC 2611, 2612)

; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

~~Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)~~

1. ~~1.~~ For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating
2. ~~2.~~ For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. ~~a.~~ A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered ~~him/her~~ the servicemember unable to perform the duties of ~~his/her~~ the servicemember's office, grade, rank, or rating

- b. ~~b.~~ A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
- c. ~~c.~~ A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to his/her the servicemember's military service or that would do so but for treatment received by the veteran
- d. ~~d.~~ An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of ~~his/her~~ accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. ~~4.~~ General Notice: Information explaining the provisions of the ~~FEHA~~Fair Employment and Housing Act/PDL and FMLA/CFRA and ~~employeeemployees'~~ rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. ~~.(2 CCR 11049, 11095; 29 USC 2619)~~

2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 ~~days~~days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. ~~.(2 CCR 11049, 11050, 11091)~~

~~(cf. 4112.9/4212.9/4312.9—Employee Notifications)~~

3. ~~2.~~ Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of ~~his/her~~ eligibility to take such leave. ~~.(2 CCR 11049, 11091; 29 CFR 825.300)~~

4. ~~3.~~ Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: ~~.(29 CFR 825.300)~~

a. ~~a.~~ A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying

b. ~~b.~~ Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification

c. ~~c.~~ The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave

d. ~~d.~~ Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis

~~e. The employee's status as a "key employee" if applicable, potential consequence that restoration may be denied following the FMLA leave, and explanation of the conditions required for such denial~~

e. ~~f.~~ The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave

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~~g.~~ The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

f. ~~Any leave~~ Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of ~~his/her~~ receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

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~~4.~~ Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

5.

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

6.

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use

of ~~family care and medical~~FMLA or CFRA leave or PDL in accordance with law. ²⁸⁴ (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

~~Legal Reference~~

~~EDUCATION CODE~~

~~44965 Granting of leaves of absence for pregnancy and childbirth~~

~~FAMILY CODE~~

~~297-297.5 Rights, protections and benefits under law; registered domestic partners~~

~~300 Validity of marriage~~

~~GOVERNMENT CODE~~

~~12926 Fair employment and housing act, definitions~~

~~12940 Unlawful employment practices~~

~~12945 Pregnancy; childbirth or related medical condition; unlawful practice~~

~~12945.1-12945.2 California Family Rights Act~~

~~12945.6 Parental leave~~

~~12946 Fair Employment and Housing Act: discrimination prohibited~~

~~CODE OF REGULATIONS, TITLE 2~~

~~11035-11051 Sex discrimination: pregnancy, childbirth and related medical conditions~~

~~11087-11098 California Family Rights Act~~

~~UNITED STATES CODE, TITLE 1~~

~~7 Definition of marriage~~

~~UNITED STATES CODE, TITLE 29~~

~~2601-2654 Family and Medical Leave Act of 1993, as amended~~

~~UNITED STATES CODE, TITLE 42~~

~~2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008~~

~~CODE OF FEDERAL REGULATIONS, TITLE 29~~

~~UNITED STATES CODE, TITLE 42~~

~~2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008~~

~~CODE OF FEDERAL REGULATIONS, TITLE 29~~

~~825.100-825.702 Family and Medical Leave Act of 1993~~

~~COURT DECISIONS~~

~~United States v. Windsor, (2013) 699 F.3d 169~~

~~Faust v. California Portland Cement Company, (2007) 150 Cal.App. 4th 864~~

~~Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045~~

~~Management Resources:~~

~~U.S. DEPARTMENT OF LABOR PUBLICATIONS~~

~~Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers~~

~~WEB SITES~~

~~California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>~~

~~U.S. Department of Labor, FMLA: <http://www.dol.gov/esa/whd/fmla>~~

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

2 CCR 11035-11051

Description

[Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions](#)

2 CCR 11087-11098

[California Family Rights Act](#)

Ed. Code 44965

[Granting of leaves of absence for pregnancy and childbirth](#)

Fam. Code 297-297.5

[Rights, protections, benefits under the law; registered domestic partners](#)

Fam. Code 300

[Definition of marriage](#)

Gov. Code 12926

[Definitions](#)

Gov. Code 12940

[Unlawful discriminatory employment practices](#)

Gov. Code 12945

[Unlawful discrimination based on pregnancy, childbirth, or related medical conditions](#)

Gov. Code 12945.1-12945.2

[California Family Rights Act](#)

Gov. Code 12945.6

Parental leave

Gov. Code 12946

[Fair Employment and Housing Act: discrimination prohibited](#)**Federal****Description**

1 USC 7

[Definition of marriage and spouse](#)

29 CFR 825.100-825.702

Family and Medical Leave Act of 1993

29 USC 2601-2654

Family Care and Medical Leave Act

42 USC 2000ff-2000ff-11

Genetic Information Nondiscrimination Act of 2008

Management Resources**Description**

Court Decision

Faust v. California Portland Cement Company (2007) 150 Cal.App.4th 864

Court Decision

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

Court Decision

United States v. Windsor (2013) 699 F.3d 169

U.S. Department of Labor Publication

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[U.S. Department of Labor, FMLA](#)

Website

[California Civil Rights Department](#)**Cross References****Code****Description**

0410

[Nondiscrimination In District Programs And Activities](#)
[Nondiscrimination In District Programs And Activities](#)

0470

[COVID-19 Mitigation Plan](#)
[COVID-19 Mitigation Plan](#)

1113

[District And School Websites](#)
[District And School Websites](#)

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[District And School Websites](#)
[District And School Websites](#)[1113-E\(1\)](#)[District And School Websites](#)

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[Superintendent's Contract](#)
[Superintendent's Contract](#)

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[Nondiscrimination In Employment](#)
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[Nondiscrimination In Employment](#)

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[Reasonable Accommodation](#)
[Reasonable Accommodation](#)

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[Lactation Accommodation](#)
[Lactation Accommodation](#)

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4112.2	Certification Certification
4112.4	Health Examinations Health Examinations
4112.4	Health Examinations
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4112.42	Drug And Alcohol Testing For School Bus Drivers Drug And Alcohol Testing For School Bus Drivers
4112.9	Employee Notifications Employee Notifications
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4113.4	Temporary Modified/Light-Duty Assignment Temporary Modified/Light-Duty Assignment
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4212.4	Health Examinations Health Examinations
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4217.3	Layoff/Rehire Layoff/Rehire

<u>4241</u>	<u>Collective Bargaining Agreement</u>
4254	Health And Welfare Benefits <u>Health And Welfare Benefits</u>
4254	Health And Welfare Benefits <u>Health And Welfare Benefits</u>
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4261	Leaves <u>Leaves</u>
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4312.4	Health Examinations <u>Health Examinations</u>
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HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: September 19, 2023

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 27, 2023**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Citlaly Cisneros, READY Program Tutor – 4.5 hrs., Richmond, effective 9/12/2023
- Madison Hood, Special Education Aide – 5.0 hrs., Monroe, effective 9/18/23
- Kendra Nolen, Alternative Education Program Aide – 5.5 hrs., Community Day School, effective 9/5/23
- Maricruz Pacheco-Barajas, READY Program Tutor – 4.5 hrs., Richmond, effective 9/12/23

Classified Temps/Subs

- Hannah Barajas, Substitute Licensed Vocational Nurse, effective 9/14/23
- Luis Botello, Substitute Yard Supervisor, effective 9/13/23
- Anthony Diaz, Substitute Custodian II, effective 9/14/23
- Fernando Martinez, Substitute READY Program Tutor, effective 9/11/23
- Jose Rojas, Athletic Coach, effective 8/31/23
- Sara Rubio-Dreading, Substitute Paraprofessional (TK/K) and Yard Supervisor, effective 9/12/23

More Hours/Days

- Ruby Hernandez, from Food Service Worker I – 3.0 hrs., King, to Food Service Worker I – 3.25 hrs., Washington, effective 9/18/23

Voluntary Transfer

- Raquel Ramirez, from Special Education Aide – 5.0 hrs., Monroe to Special Education Aide – 5.0 hrs., Lincoln, effective 9/18/23

Short Term Classified

- Aracelia Mendez, Short-Term Yard Supervisor – 3.25 hrs., Simas, effective 9/5/23-10/27/23
- Amber McRoberts, Short-Term Yard Supervisor – 1.75 hrs., Monroe, effective 9/5/23-10/27/23
- Abigail Olguin-Serna, Short-Term Substitute Telephone Clerk – 8.0 hrs., Human Resources, effective 9/5/23-12/15/23

Temporary Out of Class Assignment

- Jarrod King, from Special Education Aide – 5.0 hrs., Wilson to Student Specialist – 8.0 hrs., Simas, effective 8/22/23-10/27/23

Employment and Certification of Temporary Athletic Team Coaches pursuant to Title 5 CCR 5594

- Luis Botello, Boys 4-6th Football, Roosevelt, effective 8/28/23-11/4/23
UPDATED
- Eric Gonzales, Girls 6-8th Volleyball, Jefferson, effective 8/21/23-10/13/23
- Jose Rojas, Boys 4-6th Football, Monroe, effective 8/31/23-11/4/23
- Kelvin Shepherd, Boys 8th Football, Wilson, effective 8/21/23-10/25/23

b. Resignations

Classified

- Juliana Evans, READY Program Tutor – 4.5 hrs., Hamilton, effective 9/15/23
- Emily Lerma, Yard Supervisor – 2.5 hrs., Hamilton, effective 9/12/23
- Jessica Strown, Substitute Clerk Typist I, effective 8/14/23

c. Volunteers

Name	School
Emily Barragan	District Office
Reyna Bribiesca-Ruiz	Hamilton/Richmond/Lincoln
Abigail Quintero	Hamilton
Juana Aguilar (HESD Employee)	Jefferson
Christina Gonzales (HESD Employee)	Jefferson
Roman Gonzales (HESD Employee)	Jefferson
Sara Rubio-Dreading (HESD Employee)	Jefferson
Norma Rodriguez Lopez	Kennedy
Rosa Avila	King
Yesenia Gomez	King
Mayra Osornio	King
Klarissa Perez	King

Alexa Ruiz-Ibarra	Lincoln/Simas
Stephanie Medrano	Lincoln
Joselin Delgado	Monroe
Marlin Villanueva	Monroe
Jessicca Maris	Richmond
Megan Martinez	Richmond
Sintia Salgado Becerra	Richmond
Jessica Silva	Richmond
Griselda Delgado Mosquedsa	Roosevelt
Elizabeth Martinez	Roosevelt
Claudia Reyes	Roosevelt
Patricia (Trish) Sozinho	Roosevelt
Brooke Adams	Simas
Amber McRoberts (HESD Employee)	Simas/Wilson
Maya Mendez	Simas
Carey Mendez	Simas
Diane Ronquillo	Simas
Stephanie Harrah	Washington
Amanda Smith (HESD Employee)	Washington
Guadalupe Valdez	Washington

RECOMMENDATION: Approve.