

Title: Updating Policy Numbers

Item Type: Information

Background/Summary:

Our district subscribes to GAMUT Policy Plus – a service provided by CSBA to help us update and maintain current school board policies. The program gives us access to 700 sample policies, regulations, bylaws and exhibits that are updated by CSBA on a regular quarterly basis. We also receive ongoing consulting services and a customized district website to host and manage our own district policies. CSBA has updated the program with a new technology platform has a built-in translation feature, and uses a uniform codification system (e.g., policy numbering system) that allows us to search across CSBA’s sample policies and the adopted policies of more than 600 other districts in California, and enables CSBA to push updates directly to our site as drafts whenever updates are released. There is no additional cost for the new program and features.

As part of the transition to the new platform CSBA identified some policies that are unique to our district and need new policy numbers assigned to them so they are consistent with the codification system in GAMUT. Policy numbers are a way of indexing the policies and are not part of the policies themselves. Therefore, renumbering policies does not require board action. This information item is to provide notice of the new numbers that have been assigned to the policies in the attachment to this item.

1020.02

Policy 1020: ^Youth Services

Status: ADOPTED

Original Adopted Date: 11/08/2016 | **Last Reviewed Date:** 11/08/2016

The Board of Trustees desires to help all district students achieve to their highest potential regardless of their social, health, or economic circumstances and recognizes that schools alone cannot meet all the complex needs of children. The district may provide support services for children and families to the extent possible and shall work with other local governments, businesses, foundations, and community-based organizations, as appropriate, to improve the health, safety, and well-being of the community's youth.

The Board may initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources.

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Policy 3513.14: ^Cellular Phone Acceptable Use Policy

Status: ADOPTED

Original Adopted Date: 11/13/2008 | Last Reviewed Date: 11/13/2008

The purpose of this policy is to establish a district policy regarding the procurement, use and possession of district provided cellular phones; to ensure the use of cellular phones for district business is authorized and monitored; and to ensure the district is reimbursed for occasional incidental or emergency personal use.

User Qualifications

District employees may qualify for a cellular phone to be provided by the district if:

1. The responsibility of the position requires the employee to be mobile.
2. The district has determined that a cellular phone is required for the performance of employee duties.
3. The position consistently requires timely and business critical two-way communication.
4. The safety and security of the work place is enhanced.

Equipment and Service

Cellular equipment and service shall be purchased in accordance with the following:

1. Only cellular equipment and service plans provided through the Purchasing Department in coordination with the requesting supervisor may be used. The Purchasing Department has the central coordinating responsibility for all cellular phone related transactions.
2. The cellular phone model and service plan selected shall satisfy the basic needs of the position, as well as being cost effective.

Cellular Phone Business Usage

Employee use of cellular phones is as follows:

1. Only by the individual to whom the phone is issued.
2. Responsible for safekeeping, care and custody of the phone assigned to them.
3. Use of district provided phones for private, commercial or consulting purposes is not permitted.
4. Use of cell phones in an illegal, illicit or offensive manner is not permitted.
5. When a cellular phone is no longer required because of termination of employment or change in job status, the supervisor of the employee shall ensure that the equipment is returned to the Purchasing Department so that the service can be terminated and the phone recycled as applicable.

Invoice Approval

The Accounting department shall forward a copy of the monthly invoice to the supervisor of the cellular phone user if a discrepancy arises on the bill. It is the responsibility of the supervisor to review the invoice, resolve any discrepancies, coordinate employee reimbursement and advise the Finance department.

Cellular Phone Operation While Operating a Vehicle

District provided cell phones shall not be used while driving at anytime unless the employee uses a hands-free device such as an earpiece, headset, speaker phone, or Bluetooth device, and except for emergency calls to law enforcement and public safety agencies.

Disciplinary Action

Violation of this policy will subject the employee to disciplinary action.

Cellular Phone Personal Usage

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Reimbursement for reasonable personal use will be handled in accordance with the following:

1. Employee elects to pay an annual charge (deducted monthly) for reasonable personal usage; or
2. Employee is responsible for any additional services and features at his/her own expense; or
3. Employee elects not to use cellular phone for personal use.

The supervisor is responsible for monitoring employee personal use.

Policy 4122.1 Student Teachers/University Interns

Status: ADOPTED

Original Adopted Date: 03/02/1999 | **Last Reviewed Date:** 03/02/1999

Student teachers and university interns are not district interns as defined in BP 4112.21.

The Board of Trustees is legitimately interested in the quality of teacher training programs and encourages the use of student teachers/university interns in the district. Such use shall support the instructional needs of the district and may enable future teachers to fulfill state requirements, learn how to teach, and receive valuable feedback which can enhance their competence.

The Superintendent or designee may enter into agreements with accredited colleges and universities to allow student teachers/university interns to have supervised teaching experiences and/or observations within the district. The Superintendent or designee may collaborate with the program administrators of teacher preparation institutions to jointly develop, supervise and evaluate practical programs which provide training, support and evaluation for the student teacher/university intern.

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Policy 4133.1: Travel Expenses

Status: ADOPTED

Original Adopted Date: 03/02/1999 | Last Reviewed Date: 03/02/1999

The Board of Trustees shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. The Superintendent or designee may authorize an advance of funds to cover necessary expenses.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel must have Board approval. Travel expenses not previously budgeted also must be approved on an individual basis by the Board.

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Policy 4250.1: Employee Benefits

Status: ADOPTED

Original Adopted Date: 03/08/2016 | Last Reviewed Date: 03/08/2016

Benefit Eligible is defined as being employed for a total of 34 hours per week or more

12 Month Employees

1. Ten paid holidays per year plus four local as stipulated by law. Holiday pay will be based upon number of hours the employee averages per day during regular school week.
2. One-day paid sick leave per month as stipulated by law. Unused sick leave is accumulative from year to year. An absence for more than three days may require verification by a physician's certification of illness.
3. The district shall contribute to each eligible unit member the agreed upon amount from the San Pasqual Elementary Teacher Association bargaining contract for health and welfare benefit contribution. In addition, the district will provide to its member an optional Section 125 account. . Benefits shall be offered as follows:
 - a. Medical - Full medical coverage is offered to eligible unit member and their eligible dependents.
 - b. Dental/Vision - Full coverage is offered for each eligible unit member. The unit member, if desired, can purchase dependent coverage at member cost.
 - c. Life - Life insurance in the amount of \$50,000 is provided to each full time unit member.
4. Other benefits apply as stipulated by law.

11 Month Employees

1. Nine paid holidays per year as stipulated by law. Holiday pay will be based upon number of hours the employee averages per day during regular school week.
2. One-day paid sick leave per month as stipulated by law. Unused sick leave is accumulative from year to year. An absence for more than three days may require verification by a physician's certification of illness.
3. The district shall contribute to each eligible unit member the agreed upon amount from the San Pasqual Elementary Teacher Association bargaining contract for health and welfare benefit contribution. In addition, the district will provide to its member an optional Section 125 account. . Benefits shall be offered as follows:
 - a. Medical - Full medical coverage is offered to eligible unit member and their eligible dependents.
 - b. Dental/Vision - Full coverage is offered for each eligible unit member. The unit member, if desired, can purchase dependent coverage at member cost.
 - c. Life - Life insurance in the amount of \$50,000 is provided to each full time unit member.
4. Other benefits apply as stipulated by law.

10 - Month Employees

1. Nine paid holidays per year as stipulated by law. Holiday pay will be based upon the number of hours the employee averages per day during a regular school week.
2. One-day paid sick leave per month as stipulated by law. Unused sick leave is cumulative from year to year. An absence for more than three days may require verification by a physician's certification of illness.
3. The district shall contribute to each eligible unit member 80% of the agreed upon amount from the San Pasqual Elementary Teacher Association bargaining contract for health and welfare benefit contribution. In addition, the district will provide to its member an optional Section 125 account. Benefits shall be offered as follows:
 - a. Medical - Full medical coverage is offered to eligible unit member and their eligible dependents.

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b. Dental/Vision - Full coverage is offered for each eligible unit member. The unit member, if desired, can purchase dependent coverage at member cost.

c. Life - Life insurance in the amount of \$50,000 is provided to each full time unit member.

4. Other benefits apply as stipulated by law.

Paid Vacation: Employees shall receive a monthly rate of vacation, according to years of service, for each month they are in a paid status for more than one-half of the working days of the month. The employee's anniversary date shall be the basis for the computation of earned vacation for longevity in service. Part-time employees averaging 20 hours per week or more, earn vacation based upon the number of hours the employee works per day during a regular school week.

12-Month Employee 11-Month Employee 10-Month Employee

1 through 5 year(s) 10 days 9 days 8 days

6 through 9 years 15 days 14 days 13 days

10 or more years 20 days 18 days 17 days

Vacation Pay Upon Termination: The termination date will be the employee's last day of service, and any unused vacation to be paid will be computed to that date

Vacation Carry-Over: If for any reason a classified employee is not permitted to take all or any part of their annual vacation the amount not taken shall be accumulated for use in the following year. Employees may only accumulate up to one year of vacation from year to year. Any unused vacation time (beyond one year) will be lost at the end of the fiscal year. All vacation time is based upon the District's fiscal year.

Holidays: When a paid holiday falls during the scheduled vacation of an employee, such paid holiday shall not be counted as a vacation day. 10 and 11-month employees are expected to use vacation time any time the school is closed for holidays, (i.e. Thanksgiving Break, Winter Break, Spring Break, etc).

Vacation Scheduling: Vacations shall be scheduled by the District at times requested by employees consistent with the best interests of the District and within the District's work requirements.

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Policy 6142.6: Visual And Performing Arts Education

Status: ADOPTED

Original Adopted Date: 12/11/2001 | **Last Reviewed Date:** 12/11/2001

By June of 2004 the district will be graduating students who have been provided learning experiences that inspire intellectual curiosity in the fine arts; will have been instilled with a comprehension and appreciation of all of the four dimensions of art (artistic perception, creative expression, historical and cultural context, and aesthetic valuing); have basic knowledge, language, and skills in dance, music, theatre, and the visual arts; and will have been given the opportunity to develop personal expertise and advanced knowledge, language, and skill in at least one art form.

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Regulation 5123.11: Promotion/Retention For Junior High Students

Status: ADOPTED

Original Adopted Date: 02/05/2002 | Last Reviewed Date: 02/05/2002

Students in grade eight must meet the following criteria to be promoted to high school:

1. A "C" grade point average (1.75) cumulative overall.
2. A minimum score of 3 out of 4 on the San Diego County Office of Education Writing Assessment prompts.
3. 33% or better on the SDCOE Standards-Based Assessment in Mathematics (SAM) test.
4. 33% or better on the SDCOE Standards-Based Assessment in Language Learning and Instruction (SALLI) test.
5. Fourth stanine or better on a standardized test in mathematics.
6. Fourth stanine or better on a standardized test in language arts.

If a student fails to meet the above criteria, that student shall not be given a diploma of graduation nor be allowed to participate in the graduation exercises. That student will be given a certificate of completion that explains the student's academic performance as it relates to the criteria for graduation.

Students entering eighth grade will be considered at risk of being retained if their seventh grade scores are at or below the following criteria:

1. A "C" grade point average (1.75) cumulative overall.
2. A minimum score of 3 out of 4 on the San Diego County Office of Education (SDCOE) Writing Assessment prompts.
3. A minimum score of 3 out of 6 on the 7th grade California Writing Standards test.
4. 33% or better on the SDCOE Standards-Based Assessment in Mathematics (SAM) test.
5. 33% or better on the SDCOE Standards-Based Assessment in Language Learning and Instruction (SALLI) test.
6. Fourth stanine or better on a standardized test in mathematics.
7. Fourth stanine or better on a standardized test in language arts.

If a student fails to meet the above criteria, that student shall be required to attend summer school or another approved form of remediation at the parent or guardian's expense. The student will begin the next year as an "at risk" student with letters, progress reports, and report cards all reflecting this designation. The student will not be eligible for any extracurricular activities at the school.

Students entering seventh grade will be considered at risk of being retained if their sixth grade scores are at or below the following criteria:

1. A "C" grade point average (1.75) cumulative overall.
2. A minimum score of 3 out of 4 on the San Diego County Office of Education Writing Assessment prompts.
3. A minimum score of 3 out of 6 on the 4th grade California Writing Standards test.
4. 33% or better on the SDCOE Standards-Based Assessment in Mathematics (SAM) test.
5. 33% or better on the SDCOE Standards-Based Assessment in Language Learning and Instruction (SALLI) test.
6. Fourth stanine or better on a standardized test in mathematics.
7. Fourth stanine or better on a standardized test in language arts.

If a student fails to meet the above criteria, that student shall be required to attend summer school or another approved form of remediation at the parent or guardian's expense. The student will begin the next year as an "at risk"

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student with letters, progress reports, and report cards all reflecting this designation. The student will not be eligible for any extracurricular activities at the school.

Eligibility for Supplementary Instruction Based on Retention or Academic Deficiencies

Students in grades 6 through 8 who have been retained or recommended for retention shall be eligible for supplementary instruction under the following circumstances:

1. With parental consent, the Superintendent or designee may require a student who has been retained to participate in the supplemental instructional program.
2. For the purposes of identifying students as eligible for supplemental instruction, a student shall be considered to be enrolled in a grade immediately upon completion of the preceding grade.
3. Students who were enrolled in grades 6 - 8 during the prior school year who have been retained or recommended for retention, shall be eligible for summer school instruction.
4. Students who do not possess sufficient English language skills to be assessed shall be considered students who do not demonstrate sufficient progress towards passing the exit examination and shall receive supplementary instruction designed to help them succeed on the exit examination.

Supplementary instruction could include study hall before and after school, Saturday school, outside tutors funded by the parent/guardian with parent/guardian consent, or parent/ guardian participation in the classroom. To the extent that the district provides supplemental instruction to students in grades 6 through 8 who are at risk of retention or have deficiencies in mathematics, reading or written expression, those students also shall be subject to the provisions set forth in items #2 and #3 above.

The Superintendent or designee shall seek the active involvement of parents/guardians and classroom teachers in the development and implementation of supplemental instructional programs. An intensive remedial program in reading or written expression shall, as needed, include instruction in phoneme awareness, systematic explicit phonics and decoding, work attack skills, spelling and vocabulary, reading comprehension, writing, and study skills.

The curriculum of the supplemental instruction program shall reflect state academic content standards to the extent that the district curriculum is aligned with those state standards, and shall be designed to assist students to succeed.

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Replace 5123.1)

Regulation 5123: Promotion/Acceleration/Retention

Status: ADOPTED

Original Adopted Date: 03/01/2000 | Last Revised Date: 12/01/2013 | Last Reviewed Date: 12/01/2013

Acceleration from Kindergarten to First Grade

Any student who meets the age eligibility requirement and has completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Superintendent or designee agree that the student shall continue in kindergarten. (Education Code 48010, 48011)

A student who does not meet the age eligibility requirement may be admitted to first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian upon determination that the student is ready for first-grade work, subject to the following minimum criteria: (Education Code 48011; 5 CCR 200)

1. The student is at least five years of age.
2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the district approving the placement in first grade.

Continuation in Kindergarten

Whenever the Superintendent or designee and the parents/guardians agree that a student shall continue in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300, 48011)

The Superintendent or designee shall not approve a student's continuation in kindergarten until the student has been enrolled in kindergarten for close to one school year.

Retention at Other Grade Levels

Addⁿ Promotion to High School
~~Students in grade eight must maintain~~ *(see attached)*

If a student is identified as performing below the minimum standard for promotion to the next grade level based on the indicators specified in Board policy, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5)

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code 48070.5)

When a student is identified as being at risk of retention, the Superintendent or designee shall so notify the student's parent/guardian as early in the school year as practicable. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student. (Education

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Code 48070.5)

The Superintendent or designee shall also provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that their child is at risk of retention.

Appeal Process

Whenever a student's parent/guardian appeals the teacher's decision to promote or retain a student, the burden shall be on the parent/guardian to show why the teacher's decision should be overruled. (Education Code 48070.5)

To appeal a teacher's decision, the parent/guardian shall submit a written request to the Superintendent or designee specifying the reasons that the teacher's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the teacher's decision. Prior to making this determination, the Superintendent or designee may meet with the parent/guardian and the teacher. If the Superintendent or designee determines that the parent/guardian has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the teacher's decision.

The Superintendent or designee's determination may be appealed by submitting a written appeal to the Governing Board within 15 school days. Within 30 days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board, the Board may also meet with the parent/guardian, the teacher, and the Superintendent or designee to decide the appeal. The decision of the Board shall be final.

If the final decision is unfavorable to the parent/guardian, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

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Promotion to High School

Students in grade 8 must maintain an overall cumulative grade point average (GPA) of 1.76 or higher to be promoted to high school. If a student fails to meet the criteria, that student shall not be given a diploma of promotion nor be permitted to participate in promotion exercises. The student will be given a certification of completion that explains the student's academic performance as it relates to the criteria for promotion.