

BOARD OF EDUCATION AGENDA

SPECIAL MEETING
April 18, 2024 - 4:00 PM

Board Policy Subcommittee Meeting

Marina Conference Room - 2060 Challenger Drive - Alameda, CA 94501

Adjournment will be no later than 10:30 PM for all regular and special meetings, unless extended by a majority vote of the Board. Writings relating to a board meeting agenda item that are distributed to at least a majority of the Board members less than 72 hours before the noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 2060 Challenger Drive, Alameda, CA. Such writings may also be available on the District's website. (Govt Code 54957.5b).

Individuals who require special accommodations (American Sign Language interpreter, accessible seating, documentation in accessible format, etc.) should contact Kerri Lonergan, Assistant to the Superintendent, at 337-7101 as soon as possible preceding the meeting.

IF YOU WISH TO ADDRESS THE BOARD OF EDUCATION

Please submit a "Request to Address the Board" slip to Kerri Lonergan, Assistant to the Superintendent, prior to the introduction of the item. For meeting facilitation, please submit the slip at your earliest possible convenience. Upon recognition by the President of the Board, please come to the podium and identify yourself prior to speaking. The Board of Education reserves the right to limit speaking time to three (3) minutes or fewer per individual. Speakers are permitted to yield their time to one other speaker, however no one speaker shall have more than four (4) minutes. The public may comment on each item listed as the item is taken up. The Board reserves the right to limit public comment on agenda items to ten (10) minutes per item. The Board may, with the consent of persons representing both sides of an issue, allocate a block of time to each side to present their issue.

A. CALL TO ORDER

1. Call to Order - 4:00pm - Marina Conference Room, Niel Tam Educational Center
2. Introduction of Board Members and Staff

B. MODIFICATION(S) OF THE AGENDA - The Board may change the order of business including, but not limited to, an announcement that an agenda item will be considered out of order, withdrawn, postponed, or rescheduled.

C. BUSINESS – Informational reports and action items are presented under this section.

1. Approval of CSBA Recommended Policy Updates Reflecting Changes Made to Legislative Laws (20 Mins/Action)
2. Continued Review of Board Policy/Administrative Regulation 6115: Ceremonies and Observances (10 Mins/Action)
3. Review of Board Policies and Administrative Regulations Related to Visitors, Outsiders, and Disruptions (10 Mins/Action)
4. Agenda Planning and Calendaring of Board Policy Meetings for 2024 (10 Mins/Information)

D. ADJOURNMENT

ALAMEDA UNIFIED SCHOOL DISTRICT
SPECIAL AGENDA ITEM

Item Title: Approval of CSBA Recommended Policy Updates Reflecting Changes Made to Legislative Laws (20 Mins/Action)

Item Type: Action

Background: Updates to Board Policies, Administrative Regulations, and Board Bylaws are made by the California School Boards Association (CSBA) four times a year: March, June, September, and December. These recommendations are reviewed by Cabinet members prior to being presented to the Board Policy Subcommittee.

The following policies only reflect changes made to legislative laws and are in keeping with education codes. No substantive changes have been made to these policies and have been reviewed by members of the Executive Cabinet.

The policies listed below are being recommended by staff for direct approval to the consent calendar of a subsequent regularly scheduled Board meeting.

- BP 0450 Comprehensive Safety Plan
- BP 0460 Local Control and Accountability
- BP 0500 Accountability
- BP 1160 Political Processes
- BP 1330 Use of School Facilities
- BP 3312 Contracts
- BP 3400 Management of District Assets/Accounts
- BP 3460 Financial Reports and Accountability
- BP 3516 Emergencies and Disaster Preparedness
- BP 3550 Food Service and Child Nutrition Program
- BP 3551 Food Service Operations/Cafeteria Fund
- BP 3553 Free and Reduced Price Meals
- BP 5116.2 Involuntary Student Transfers
- BP 5126 Awards for Achievement
- BP 5131.2 Bullying
- BP 5141.21 Administering Medication and Monitoring Health Conditions
- BP 5144 Discipline
- BP 5148.3 Preschool/Early Childhood Education
- BP 6141.2 Recognition of Religious Beliefs and Customs
- BP 6142.8 Comprehensive Health Education
- BP 6146.1 High School Graduation Requirements
- BP 6146.4 Differential Graduation and Competency Standards for Students with Disabilities
- BP 6175 Migrant Education Program

AUSD LCAP Goals: 1. Eliminate barriers to student success and maximize learning time.| 2a. Support all students in becoming college and career ready.| 2b. Support all English Learners (ELs) in becoming college and career ready.| 3. Support parent/guardian development as knowledgeable partners and effective advocates for student success.| 4. Ensure that all students have access to basic services.

Fiscal Analysis

Amount (Savings) (Cost): N/A

Recommendation: Approve as submitted.

AUSD Guiding Principle: #1 - All students have the ability to achieve academic and personal success.| #2 - Teachers must challenge and support all students to reach their highest academic and personal potential.| #3 - Administrators must have the knowledge, leadership skills and ability to ensure student success.| #4 - Parental involvement and community engagement are integral to student success.| #5 - Accountability, transparency, and trust are necessary at all levels of the organization.| #6 - Allocation of funds must support our vision, mission, and guiding principles.| #7 - All employees must receive respectful treatment and professional support to achieve district goals.

Submitted By: Kirsten Zazo, Assistant Superintendent of Educational Services

ATTACHMENTS:

| Description | Upload Date | Type |
|-------------------------------------|-------------|-----------------|
| □ CSBA Board Policy Updates_4.18.24 | 4/8/2024 | Backup Material |

Policy 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 11/15/2016 | **Last Revised Date:** 02/14/2023 | **Last Reviewed Date:** 02/14/2023

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student and staff conduct, responsible behavior, and respect for others.

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a comprehensive safety plan within one year of initiating operations. (Education Code 32281, 32286)

The comprehensive school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288) The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Safety Plan(s) Access and Reporting

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

The Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

Policy Reference Disclaimer:

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| State | Description |
|---------------------------------------|---|
| 5 CCR 11987-11987.7 | School Community Violence Prevention Program requirements |
| 5 CCR 11992-11993 | Persistently dangerous schools; definition |
| CA Constitution Article 1, Section 28 | Right to Safe Schools |
| Ed. Code 200-262.4 | Prohibition of discrimination |
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| Ed. Code 32280-32289.5 | School safety plans |
| Ed. Code 32290 | Safety devices |
| Ed. Code 35147 | School site councils and advisory committees |
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| Ed. Code 35291.5 | School-adopted discipline rules |
| Ed. Code 41020 | Requirement for annual audit |
| Ed. Code 48900-48927 | Suspension and expulsion |
| Ed. Code 48950 | Speech and other communication |
| Ed. Code 48980 | Parent/Guardian notifications |
| Ed. Code 49079 | Notification to teacher; student act constituting grounds for suspension or expulsion |
| Ed. Code 49390-49395 | Homicide threats |
| Ed. Code 67381 | Availability of information regarding crimes |

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| Gov. Code 11549.3 | Independent security assessment |
| Gov. Code 54957 | Closed session meetings for threats to security |
| Gov. Code 8586.5 | California Cybersecurity Integration Center |
| Pen. Code 11164-11174.3 | Child Abuse and Neglect Reporting Act |
| Pen. Code 422.55 | Definition of hate crime |
| Pen. Code 626.8 | Disruptions |
| Federal | Description |
| 20 USC 1400-1482 | Individuals with Disabilities Education Act |
| 20 USC 7111-7122 | Student support and academic enrichment grants |
| 20 USC 7912 | Transfers from persistently dangerous schools |
| 29 USC 794 | Rehabilitation Act of 1973; Section 504 |
| 42 USC 12101-12213 | Americans with Disabilities Act |
| 6 USC 665k | Federal Clearinghouse on School Safety Evidence-Based Practices |
| Management Resources | Description |
| CSBA Publication | School Safety: Firearm Safety and Storage, May 2023 |
| CSBA Publication | Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010 |
| CSBA Publication | Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010 |
| CSBA Publication | Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 |
| CSBA Publication | Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 |
| CSBA Publication | Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022 |
| Federal Bureau of Investigation Publication | Uniform Crime Reporting Handbook, 2004 |
| U.S. Department of Education Publication | Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007 |
| U.S. Secret Service & Department of Education Pub | Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004 |

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| Website | <u>California Department of Education, Language Services Policy and Process</u> |
| Website | <u>Schoolsafety.gov</u> |
| Website | <u>California Department of Education, Safe Schools Planning</u> |
| Website | <u>California Military Department</u> |
| Website | <u>California Department of Technology, Independent Security Assessment</u> |
| Website | <u>U.S. Department of Homeland Security, Fusion Centers</u> |
| Website | <u>California State Threat Assessment System</u> |
| Website | <u>CSBA District and County Office of Education Legal Services</u> |
| Website | <u>U.S. Secret Service, National Threat Assessment Center</u> |
| Website | <u>Centers for Disease Control and Prevention</u> |
| Website | <u>Federal Bureau of Investigation</u> |
| Website | <u>National Center for Crisis Management</u> |
| Website | <u>National School Safety Center</u> |
| Website | <u>California Department of Education, Safe Schools</u> |
| Website | <u>California Governor's Office of Emergency Services</u> |
| Website | <u>California Healthy Kids Survey</u> |
| Website | <u>U.S. Department of Education</u> |
| Website | <u>CSBA</u> |

Cross References

| Code | Description |
|------|--|
| 0400 | <u>Comprehensive Plans</u> |
| 0410 | <u>Nondiscrimination In District Programs And Activities</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> |

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| 0500 | <u>Accountability</u> |
| 0510 | <u>School Accountability Report Card</u> |
| 1100 | <u>Communication With The Public</u> |
| 1100 | <u>Communication With The Public</u> |
| 1112 | <u>Media Relations</u> |
| 1113 | <u>District And School Websites</u> |
| 1113 | <u>District And School Websites</u> |
| 1113-E PDF(1) | <u>District And School Websites</u> |
| 1220 | <u>Citizen Advisory Committees</u> |
| 1220 | <u>Citizen Advisory Committees</u> |
| 1312.3 | <u>Uniform Complaint Procedures</u> |
| 1312.3 | <u>Uniform Complaint Procedures</u> |
| 1312.3-E PDF(1) | <u>Uniform Complaint Procedures</u> |
| 1330 | <u>Use Of School Facilities</u> |
| 1330 | <u>Use Of School Facilities</u> |
| 1330-E PDF(1) | <u>Use Of School Facilities</u> |
| 1330.1 | <u>Joint Use Agreements</u> |
| 1340 | <u>Access To District Records</u> |
| 1340 | <u>Access To District Records</u> |
| 1400 | <u>Relations Between Other Governmental Agencies And The Schools</u> |
| 2210 | <u>Administrative Discretion Regarding Board Policy</u> |
| 3510 | <u>Green School Operations</u> |
| 3511 | <u>Energy And Water Management</u> |
| 3511 | <u>Energy And Water Management</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3514 | <u>Environmental Safety</u> |
| 3514 | <u>Environmental Safety</u> |
| 3514.1 | <u>Hazardous Substances</u> |

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| 3514.1 | <u>Hazardous Substances</u> |
| 3514.2 | <u>Integrated Pest Management</u> |
| 3515 | <u>Campus Security</u> |
| 3515 | <u>Campus Security</u> |
| 3515.2 | <u>Disruptions</u> |
| 3515.2 | <u>Disruptions</u> |
| 3515.4 | <u>Recovery For Property Loss Or Damage</u> |
| 3515.4 | <u>Recovery For Property Loss Or Damage</u> |
| 3515.5 | <u>Sex Offender Notification</u> |
| 3515.5 | <u>Sex Offender Notification</u> |
| 3515.7 | <u>Firearms On School Grounds</u> |
| 3516 | <u>Emergencies And Disaster Preparedness Plan</u> |
| 3516 | <u>Emergencies And Disaster Preparedness Plan</u> |
| 3516.1 | <u>Fire Drills And Fires</u> |
| 3516.2 | <u>Bomb Threats</u> |
| 3516.3 | <u>Earthquake Emergency Procedure System</u> |
| 3516.5 | <u>Emergency Schedules</u> |
| 3530 | <u>Risk Management/Insurance</u> |
| 3530 | <u>Risk Management/Insurance</u> |
| 3543 | <u>Transportation Safety And Emergencies</u> |
| 4112.41 | <u>Employee Drug Testing</u> |
| 4119.11 | <u>Sexual Harassment</u> |
| 4119.11 | <u>Sexual Harassment</u> |
| 4119.23 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131 | <u>Staff Development</u> |
| 4131 | <u>Staff Development</u> |
| 4140 | <u>Bargaining Units</u> |
| 4141.6 | <u>Concerted Action/Work Stoppage</u> |
| 4141.6 | <u>Concerted Action/Work Stoppage</u> |

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| 4157 | <u>Employee Safety</u> |
| 4157 | <u>Employee Safety</u> |
| 4158 | <u>Employee Security</u> |
| 4158 | <u>Employee Security</u> |
| 4212.41 | <u>Employee Drug Testing</u> |
| 4219.11 | <u>Sexual Harassment</u> |
| 4219.11 | <u>Sexual Harassment</u> |
| 4219.23 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231 | <u>Staff Development</u> |
| 4231 | <u>Staff Development</u> |
| 4240 | <u>Bargaining Units</u> |
| 4241.6 | <u>Concerted Action/Work Stoppage</u> |
| 4241.6 | <u>Concerted Action/Work Stoppage</u> |
| 4257 | <u>Employee Safety</u> |
| 4257 | <u>Employee Safety</u> |
| 4258 | <u>Employee Security</u> |
| 4258 | <u>Employee Security</u> |
| 4312.41 | <u>Employee Drug Testing</u> |
| 4319.11 | <u>Sexual Harassment</u> |
| 4319.11 | <u>Sexual Harassment</u> |
| 4319.21 | <u>Professional Standards</u> |
| 4319.21-E PDF(1) | <u>Professional Standards</u> |
| 4319.23 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331 | <u>Staff Development</u> |
| 4331 | <u>Staff Development</u> |
| 4340 | <u>Bargaining Units</u> |
| 4357 | <u>Employee Safety</u> |
| 4357 | <u>Employee Safety</u> |

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| 4358 | <u>Employee Security</u> |
| 4358 | <u>Employee Security</u> |
| 5020 | <u>Parent Rights And Responsibilities</u> |
| 5020 | <u>Parent Rights And Responsibilities</u> |
| 5112.5 | <u>Open/Closed Campus</u> |
| 5113 | <u>Absences And Excuses</u> |
| 5113 | <u>Absences And Excuses</u> |
| 5113.1 | <u>Chronic Absence And Truancy</u> |
| 5113.1 | <u>Chronic Absence And Truancy</u> |
| 5116.1 | <u>Intradistrict Open Enrollment</u> |
| 5116.1 | <u>Intradistrict Open Enrollment</u> |
| 5131 | <u>Conduct</u> |
| 5131.2 | <u>Bullying</u> |
| 5131.2 | <u>Bullying</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 5131.41 | <u>Use Of Seclusion And Restraint</u> |
| 5131.5 | <u>Vandalism And Graffiti</u> |
| 5131.6 | <u>Alcohol And Other Drugs</u> |
| 5131.6 | <u>Alcohol And Other Drugs</u> |
| 5131.62 | <u>Tobacco</u> |
| 5131.62 | <u>Tobacco</u> |
| 5131.63 | <u>Steroids</u> |
| 5131.63 | <u>Steroids</u> |
| 5131.63-E PDF(1) | <u>Steroids</u> |
| 5131.7 | <u>Weapons And Dangerous Instruments</u> |
| 5131.7 | <u>Weapons And Dangerous Instruments</u> |
| 5131.8 | <u>Mobile Communication Devices</u> |
| 5132 | <u>Dress And Grooming</u> |
| 5132 | <u>Dress And Grooming</u> |

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| 5136 | <u>Gangs</u> |
| 5136 | <u>Gangs</u> |
| 5137 | <u>Positive School Climate</u> |
| 5138 | <u>Conflict Resolution/Peer Mediation</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> |
| 5141.52-E PDF(1) | <u>Suicide Prevention</u> |
| 5142 | <u>Safety</u> |
| 5142 | <u>Safety</u> |
| 5142.2 | <u>Safe Routes To School Program</u> |
| 5142.2 | <u>Safe Routes To School Program</u> |
| 5144 | <u>Discipline</u> |
| 5144 | <u>Discipline</u> |
| 5144.1 | <u>Suspension And Expulsion/Due Process</u> |
| 5144.1 | <u>Suspension And Expulsion/Due Process</u> |
| 5144.2 | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |
| 5145.12 | <u>Search And Seizure</u> |
| 5145.12 | <u>Search And Seizure</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> |
| 5145.7 | <u>Sexual Harassment</u> |
| 5145.7 | <u>Sexual Harassment</u> |
| 5145.9 | <u>Hate-Motivated Behavior</u> |

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| 5148.2 | <u>Before/After School Programs</u> |
| 5148.2 | <u>Before/After School Programs</u> |
| 6020 | <u>Parent Involvement</u> |
| 6020 | <u>Parent Involvement</u> |
| 6141.2 | <u>Recognition Of Religious Beliefs And Customs</u> |
| 6141.2 | <u>Recognition Of Religious Beliefs And Customs</u> |
| 6142.3 | <u>Civic Education</u> |
| 6142.4 | <u>Service Learning/Community Service Classes</u> |
| 6142.8 | <u>Comprehensive Health Education</u> |
| 6142.8 | <u>Comprehensive Health Education</u> |
| 6153 | <u>School-Sponsored Trips</u> |
| 6153 | <u>School-Sponsored Trips</u> |
| 6159 | <u>Individualized Education Program</u> |
| 6159 | <u>Individualized Education Program</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> |
| 6173.1 | <u>Education For Foster Youth</u> |
| 6173.1 | <u>Education For Foster Youth</u> |
| 6184 | <u>Continuation Education</u> |
| 6184 | <u>Continuation Education</u> |
| 7214 | <u>General Obligation Bonds</u> |
| 7214 | <u>General Obligation Bonds</u> |
| 9010 | <u>Public Statements</u> |
| 9011 | <u>Disclosure Of Confidential/Privileged Information</u> |
| 9320 | <u>Meetings And Notices</u> |
| 9321 | <u>Closed Session</u> |
| 9321-E PDF(1) | <u>Closed Session</u> |
| 9321-E PDF(2) | <u>Closed Session</u> |

Policy 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 11/15/2016 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student and staff conduct, responsible behavior, and respect for others.

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| Ed. Code 41020 | Requirement for annual audit |
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| Management Resources | Description |
| CSBA Publication | School Safety: Firearm Safety and Storage, May 2023 |
| CSBA Publication | Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010 |
| CSBA Publication | Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010 |
| CSBA Publication | Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 |
| CSBA Publication | Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 |
| CSBA Publication | Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022 |
| Federal Bureau of Investigation Publication | Uniform Crime Reporting Handbook, 2004 |
| U.S. Department of Education Publication | Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007 |
| U.S. Secret Service & Department of Education Pub | Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004 |

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| Website | <u>California Department of Education, Language Services Policy and Process</u> |
| Website | <u>Schoolsafety.gov</u> |
| Website | <u>California Department of Education, Safe Schools Planning</u> |
| Website | <u>California Military Department</u> |
| Website | <u>California Department of Technology, Independent Security Assessment</u> |
| Website | <u>U.S. Department of Homeland Security, Fusion Centers</u> |
| Website | <u>California State Threat Assessment System</u> |
| Website | <u>CSBA District and County Office of Education Legal Services</u> |
| Website | <u>U.S. Secret Service, National Threat Assessment Center</u> |
| Website | <u>Centers for Disease Control and Prevention</u> |
| Website | <u>Federal Bureau of Investigation</u> |
| Website | <u>National Center for Crisis Management</u> |
| Website | <u>National School Safety Center</u> |
| Website | <u>California Department of Education, Safe Schools</u> |
| Website | <u>California Governor's Office of Emergency Services</u> |
| Website | <u>California Healthy Kids Survey</u> |
| Website | <u>U.S. Department of Education</u> |
| Website | <u>CSBA</u> |

Cross References

| Code | Description |
|------|--|
| 0400 | <u>Comprehensive Plans</u> |
| 0410 | <u>Nondiscrimination In District Programs And Activities</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> |

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| 0500 | <u>Accountability</u> |
| 0510 | <u>School Accountability Report Card</u> |
| 1100 | <u>Communication With The Public</u> |
| 1100 | <u>Communication With The Public</u> |
| 1112 | <u>Media Relations</u> |
| 1113 | <u>District And School Websites</u> |
| 1113 | <u>District And School Websites</u> |
| 1113-E PDF(1) | <u>District And School Websites</u> |
| 1220 | <u>Citizen Advisory Committees</u> |
| 1220 | <u>Citizen Advisory Committees</u> |
| 1312.3 | <u>Uniform Complaint Procedures</u> |
| 1312.3 | <u>Uniform Complaint Procedures</u> |
| 1312.3-E PDF(1) | <u>Uniform Complaint Procedures</u> |
| 1330 | <u>Use Of School Facilities</u> |
| 1330 | <u>Use Of School Facilities</u> |
| 1330-E PDF(1) | <u>Use Of School Facilities</u> |
| 1330.1 | <u>Joint Use Agreements</u> |
| 1340 | <u>Access To District Records</u> |
| 1340 | <u>Access To District Records</u> |
| 1400 | <u>Relations Between Other Governmental Agencies And The Schools</u> |
| 2210 | <u>Administrative Discretion Regarding Board Policy</u> |
| 3510 | <u>Green School Operations</u> |
| 3511 | <u>Energy And Water Management</u> |
| 3511 | <u>Energy And Water Management</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3514 | <u>Environmental Safety</u> |
| 3514 | <u>Environmental Safety</u> |
| 3514.1 | <u>Hazardous Substances</u> |

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| 3514.1 | <u>Hazardous Substances</u> |
| 3514.2 | <u>Integrated Pest Management</u> |
| 3515 | <u>Campus Security</u> |
| 3515 | <u>Campus Security</u> |
| 3515.2 | <u>Disruptions</u> |
| 3515.2 | <u>Disruptions</u> |
| 3515.4 | <u>Recovery For Property Loss Or Damage</u> |
| 3515.4 | <u>Recovery For Property Loss Or Damage</u> |
| 3515.5 | <u>Sex Offender Notification</u> |
| 3515.5 | <u>Sex Offender Notification</u> |
| 3515.7 | <u>Firearms On School Grounds</u> |
| 3516 | <u>Emergencies And Disaster Preparedness Plan</u> |
| 3516 | <u>Emergencies And Disaster Preparedness Plan</u> |
| 3516.1 | <u>Fire Drills And Fires</u> |
| 3516.2 | <u>Bomb Threats</u> |
| 3516.3 | <u>Earthquake Emergency Procedure System</u> |
| 3516.5 | <u>Emergency Schedules</u> |
| 3530 | <u>Risk Management/Insurance</u> |
| 3530 | <u>Risk Management/Insurance</u> |
| 3543 | <u>Transportation Safety And Emergencies</u> |
| 4112.41 | <u>Employee Drug Testing</u> |
| 4119.11 | <u>Sexual Harassment</u> |
| 4119.11 | <u>Sexual Harassment</u> |
| 4119.23 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131 | <u>Staff Development</u> |
| 4131 | <u>Staff Development</u> |
| 4140 | <u>Bargaining Units</u> |
| 4141.6 | <u>Concerted Action/Work Stoppage</u> |
| 4141.6 | <u>Concerted Action/Work Stoppage</u> |

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| 4157 | <u>Employee Safety</u> |
| 4157 | <u>Employee Safety</u> |
| 4158 | <u>Employee Security</u> |
| 4158 | <u>Employee Security</u> |
| 4212.41 | <u>Employee Drug Testing</u> |
| 4219.11 | <u>Sexual Harassment</u> |
| 4219.11 | <u>Sexual Harassment</u> |
| 4219.23 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231 | <u>Staff Development</u> |
| 4231 | <u>Staff Development</u> |
| 4240 | <u>Bargaining Units</u> |
| 4241.6 | <u>Concerted Action/Work Stoppage</u> |
| 4241.6 | <u>Concerted Action/Work Stoppage</u> |
| 4257 | <u>Employee Safety</u> |
| 4257 | <u>Employee Safety</u> |
| 4258 | <u>Employee Security</u> |
| 4258 | <u>Employee Security</u> |
| 4312.41 | <u>Employee Drug Testing</u> |
| 4319.11 | <u>Sexual Harassment</u> |
| 4319.11 | <u>Sexual Harassment</u> |
| 4319.21 | <u>Professional Standards</u> |
| 4319.21-E PDF(1) | <u>Professional Standards</u> |
| 4319.23 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331 | <u>Staff Development</u> |
| 4331 | <u>Staff Development</u> |
| 4340 | <u>Bargaining Units</u> |
| 4357 | <u>Employee Safety</u> |
| 4357 | <u>Employee Safety</u> |

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| 4358 | <u>Employee Security</u> |
| 4358 | <u>Employee Security</u> |
| 5020 | <u>Parent Rights And Responsibilities</u> |
| 5020 | <u>Parent Rights And Responsibilities</u> |
| 5112.5 | <u>Open/Closed Campus</u> |
| 5113 | <u>Absences And Excuses</u> |
| 5113 | <u>Absences And Excuses</u> |
| 5113.1 | <u>Chronic Absence And Truancy</u> |
| 5113.1 | <u>Chronic Absence And Truancy</u> |
| 5116.1 | <u>Intradistrict Open Enrollment</u> |
| 5116.1 | <u>Intradistrict Open Enrollment</u> |
| 5131 | <u>Conduct</u> |
| 5131.2 | <u>Bullying</u> |
| 5131.2 | <u>Bullying</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 5131.41 | <u>Use Of Seclusion And Restraint</u> |
| 5131.5 | <u>Vandalism And Graffiti</u> |
| 5131.6 | <u>Alcohol And Other Drugs</u> |
| 5131.6 | <u>Alcohol And Other Drugs</u> |
| 5131.62 | <u>Tobacco</u> |
| 5131.62 | <u>Tobacco</u> |
| 5131.63 | <u>Steroids</u> |
| 5131.63 | <u>Steroids</u> |
| 5131.63-E PDF(1) | <u>Steroids</u> |
| 5131.7 | <u>Weapons And Dangerous Instruments</u> |
| 5131.7 | <u>Weapons And Dangerous Instruments</u> |
| 5131.8 | <u>Mobile Communication Devices</u> |
| 5132 | <u>Dress And Grooming</u> |
| 5132 | <u>Dress And Grooming</u> |

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| 5136 | <u>Gangs</u> |
| 5136 | <u>Gangs</u> |
| 5137 | <u>Positive School Climate</u> |
| 5138 | <u>Conflict Resolution/Peer Mediation</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> |
| 5141.52-E PDF(1) | <u>Suicide Prevention</u> |
| 5142 | <u>Safety</u> |
| 5142 | <u>Safety</u> |
| 5142.2 | <u>Safe Routes To School Program</u> |
| 5142.2 | <u>Safe Routes To School Program</u> |
| 5144 | <u>Discipline</u> |
| 5144 | <u>Discipline</u> |
| 5144.1 | <u>Suspension And Expulsion/Due Process</u> |
| 5144.1 | <u>Suspension And Expulsion/Due Process</u> |
| 5144.2 | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |
| 5145.12 | <u>Search And Seizure</u> |
| 5145.12 | <u>Search And Seizure</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> |
| 5145.7 | <u>Sexual Harassment</u> |
| 5145.7 | <u>Sexual Harassment</u> |
| 5145.9 | <u>Hate-Motivated Behavior</u> |

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| 5148.2 | <u>Before/After School Programs</u> |
| 5148.2 | <u>Before/After School Programs</u> |
| 6020 | <u>Parent Involvement</u> |
| 6020 | <u>Parent Involvement</u> |
| 6141.2 | <u>Recognition Of Religious Beliefs And Customs</u> |
| 6141.2 | <u>Recognition Of Religious Beliefs And Customs</u> |
| 6142.3 | <u>Civic Education</u> |
| 6142.4 | <u>Service Learning/Community Service Classes</u> |
| 6142.8 | <u>Comprehensive Health Education</u> |
| 6142.8 | <u>Comprehensive Health Education</u> |
| 6153 | <u>School-Sponsored Trips</u> |
| 6153 | <u>School-Sponsored Trips</u> |
| 6159 | <u>Individualized Education Program</u> |
| 6159 | <u>Individualized Education Program</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> |
| 6173.1 | <u>Education For Foster Youth</u> |
| 6173.1 | <u>Education For Foster Youth</u> |
| 6184 | <u>Continuation Education</u> |
| 6184 | <u>Continuation Education</u> |
| 7214 | <u>General Obligation Bonds</u> |
| 7214 | <u>General Obligation Bonds</u> |
| 9010 | <u>Public Statements</u> |
| 9011 | <u>Disclosure Of Confidential/Privileged Information</u> |
| 9320 | <u>Meetings And Notices</u> |
| 9321 | <u>Closed Session</u> |
| 9321-E PDF(1) | <u>Closed Session</u> |
| 9321-E PDF(2) | <u>Closed Session</u> |

Policy 0460: Local Control And Accountability Plan

Status: ADOPTED

Original Adopted Date: 02/11/2014 | **Last Revised Date:** 02/14/2023 | **Last Reviewed Date:** 02/14/2023

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP), and an annual update to the LCAP, based on the most up-to-date template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP and the annual update shall be adopted or updated, as required, on or before July 1 of each ~~year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years.~~ (Education Code 52060, 52064; 5 CCR 15494-15497)

The LCAP and the annual update shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming. (Education Code 52060, 52064)

~~Unduplicated students include students~~ An "unduplicated student" is a student who ~~are is~~ eligible for free or reduced-price meals, who is an English learners, and learner , or who is a foster youth, as defined in Education Code 42238.01 ~~for purposes of the local control funding formula (LCFF).~~ (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and ~~homeless~~ students experiencing homelessness, when there are at least 30 students in the subgroup or at least 15 foster youth or ~~homeless~~ students. Experiencing homelessness, or long-term English learners. (Education Code 52052)

Beginning July 1, 2025, if the district is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028, whichever occurs first. The IDEA addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update ~~to the LCAP~~, and shall be submitted to CDE within 15 days of adoption by the Board. (Education Code 52064.3)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

As part of the ~~LCAP~~ adoption of the LCAP and the annual update ~~to the LCAP~~, the Board shall 21

separately adopt ~~an LCFF~~ a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (~~Education Code 52064.1~~)

~~Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 5207552064.1)~~

Plan Development

~~The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.~~

~~The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)~~

Public Review and Input

Advisory Committees

The Board shall establish a parent advisory committee ~~to provide advice on the LCAP. The committee which~~ shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students and parents/guardians of students with disabilities, as defined above and parents/guardians of students with disabilities. (~~Education Code 52063; 5 CCR 15495~~)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee, which shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

Beginning July 1, 2024, unless a student advisory committee is established to provide advice to the Board and Superintendent, two students shall be included as full members of the parent advisory committee. The students shall serve for a renewable term of one full school year. (Education Code 52063) 39

Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, including geographical, socioeconomic, cultural, physical, and educational diversity, and particular effort shall be made to reach out to at-risk or disadvantaged students to serve as members of such committees. (Education Code 52063)

~~Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory~~

~~committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)~~

The Superintendent or designee shall present the LCAP ~~to the~~ and the annual update to each of these committee(s) before ~~it is~~ they are submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

LCAP Development and Consultation

The Superintendent or designee shall gather data and information needed for effective and meaningful development of the LCAP and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP and the annual update. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums and committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

~~The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)~~

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP and the annual update. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR-Board Policy 3100 - Budget. (Education Code ~~42127~~, 52062)

Adoption of the Plan and Submission

The Board shall adopt the LCAP and the annual update prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. ~~.(Education Code 52062)~~

~~The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)~~

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the annual update, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the annual update, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP and the annual update, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments ~~to the LCAP~~ within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP and the annual update, the Board shall accept technical assistance from the County Superintendent focused on revising the ~~plan so that it can be approved. LCAP and the annual update so that they can be approved.~~ (Education Code 52071)

Revisions

The Board may adopt revisions to the LCAP and the annual update at any time during the period in which it is in effect, provided the Board follows the process to adopt the LCAP and the annual update pursuant to Education Code 52062 and the revisions are adopted in a public meeting.

Monitoring Progress and Complaints

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to Administrative Regulation 1312.3 – Uniform Complaint Procedures. (Education Code 52075)

Technical Assistance

~~The Superintendent or designee shall seek and/or~~ If the district's LCAP and the annual update are not approved, the district shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071 ~~or 52072 or 20 USC 6311 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.~~

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 15494-15497 | Local control and accountability plan and spending requirements |
| Ed. Code 17002 | State School Building Lease-Purchase Law, including definition of good repair |
| Ed. Code 305-306 | English language education |
| Ed. Code 33430-33436 | Learning Communities for School Success Program; grants for LCAP implementation |
| Ed. Code 41020 | Requirement for annual audit |
| Ed. Code 41320-41322 | Emergency apportionments |
| Ed. Code 42127 | Public hearing on budget adoption |
| Ed. Code 42238.01-42238.07 | Local control funding formula |
| Ed. Code 44258.9 | County superintendent review of teacher assignment |
| Ed. Code 47604.33 | Submission of reports by charter schools |
| Ed. Code 47606.5 | Charter schools; local control and accountability plan |
| Ed. Code 48985 | Notices to parents in language other than English |
| Ed. Code 51210 | Course of study for grades 1-6 |
| Ed. Code 51220 | Course of study for grades 7-12 |
| Ed. Code 52052 | Numerically significant student subgroups |
| Ed. Code 52059.5 | Statewide system of support |
| Ed. Code 52060-52077 | Local control and accountability plan |
| Ed. Code 52302 | Regional occupational centers and programs |
| Ed. Code 52372.5 | Linked learning program |
| Ed. Code 54692 | Partnership academies |
| Ed. Code 60119 | Sufficiency of textbooks and instructional materials; hearing and resolution |
| Ed. Code 60605.8 | California Assessment of Academic Achievement; Academic Content Standards Commission |
| Ed. Code 60900 | California Longitudinal Pupil Achievement Data System |
| Ed. Code 64001 | School plan for student achievement; consolidated application programs |
| Ed. Code 99300-99301 | Early Assessment Program |
| W&I Code 300 | Dependent child of the court |

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| Federal | Description |
| 20 USC 6311 | State plan |
| 20 USC 6312 | Local educational agency plan |
| 20 USC 6826 | Title III funds; local plans |
| 34 CFR 300.600-300.647 | Education of students with disabilities; monitoring, enforcement, confidentiality, and program information |
| 34 USC 300.600 | State monitoring and enforcement |
| Management Resources | Description |
| California Department of Education Publication | California Career Technical Education Model Curriculum Standards, 2013 |
| California Department of Education Publication | LCFF Frequently Asked Questions |
| California Department of Education Publication | Local Control and Accountability Plan and Annual Update (LCAP) Template |
| California Department of Education Publication | California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013 |
| California Department of Education Publication | California Common Core State Standards: Mathematics, rev. 2013 |
| California Department of Education Publication | California English Language Development Standards, 2012 |
| California Department of Education Publication | California School Dashboard |
| California Department of Education Publication | Family Engagement Framework: A Tool for California School Districts, 2014 |
| California Department of Education Publication | California School Accounting Manual |
| CSBA Publication | The California School Dashboard and Small Districts, October 2018 |
| CSBA Publication | Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016 |
| CSBA Publication | LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California School Dashboard |
| Website | CSBA |
| Website | California Department of Education |

Cross References

| Code | Description |
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| 0000 | <u>Vision</u> |
| 0000 | <u>Vision</u> |
| 0400 | <u>Comprehensive Plans</u> |
| 0415 | <u>Equity</u> |
| 0415 | <u>Equity</u> |
| 0420 | <u>School Plans/Site Councils</u> |
| 0420 | <u>School Plans/Site Councils</u> |
| 0420.4 | <u>Charter School Authorization</u> |
| 0420.4 | <u>Charter School Authorization</u> |
| 0420.41 | <u>Charter School Oversight</u> |
| 0420.41-E PDF(1) | <u>Charter School Oversight</u> |
| 0430 | <u>Comprehensive Local Plan For Special Education</u> |
| 0430 | <u>Comprehensive Local Plan For Special Education</u> |
| 0440 | <u>District Technology Plan</u> |
| 0450 | <u>Comprehensive Safety Plan</u> |
| 0450 | <u>Comprehensive Safety Plan</u> |
| 0500 | <u>Accountability</u> |
| 0520 | <u>Intervention In Underperforming Schools</u> |
| 0520.1 | <u>Comprehensive And Targeted School Improvement</u> |
| 1100 | <u>Communication With The Public</u> |
| 1100 | <u>Communication With The Public</u> |
| 1113 | <u>District And School Websites</u> |
| 1113 | <u>District And School Websites</u> |
| 1113-E PDF(1) | <u>District And School Websites</u> |
| 1220 | <u>Citizen Advisory Committees</u> |
| 1220 | <u>Citizen Advisory Committees</u> |
| 1312.3 | <u>Uniform Complaint Procedures</u> |
| 1312.3 | <u>Uniform Complaint Procedures</u> |
| 1312.3-E PDF(1) | <u>Uniform Complaint Procedures</u> |
| 1312.4 | <u>Williams Uniform Complaint Procedures</u> |
| 1312.4-E PDF(1) | <u>Williams Uniform Complaint Procedures</u> |
| 1340 | <u>Access To District Records</u> |
| 1340 | <u>Access To District Records</u> |

| | |
|---------------|--|
| 2121 | Superintendent's Contract |
| 2210 | Administrative Discretion Regarding Board Policy |
| 3100 | Budget |
| 3100 | Budget |
| 3110 | Transfer Of Funds |
| 3110 | Transfer Of Funds |
| 3231 | Impact Aid |
| 3460 | Financial Reports And Accountability |
| 3460 | Financial Reports And Accountability |
| 3517 | Facilities Inspection |
| 3517 | Facilities Inspection |
| 3517-E PDF(1) | Facilities Inspection |
| 3553 | Free And Reduced Price Meals |
| 3553 | Free And Reduced Price Meals |
| 4112.2 | Certification |
| 4112.2 | Certification |
| 4113 | Assignment |
| 4113 | Assignment |
| 4131 | Staff Development |
| 4131 | Staff Development |
| 4140 | Bargaining Units |
| 4231 | Staff Development |
| 4231 | Staff Development |
| 4240 | Bargaining Units |
| 4315 | Evaluation/Supervision |
| 4331 | Staff Development |
| 4331 | Staff Development |
| 4340 | Bargaining Units |
| 5030 | Student Wellness |
| 5113.1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5137 | Positive School Climate |
| 5144 | Discipline |

| | |
|-----------------|--|
| 5144 | <u>Discipline</u> |
| 5144.1 | <u>Suspension And Expulsion/Due Process</u> |
| 5144.1 | <u>Suspension And Expulsion/Due Process</u> |
| 5144.2 | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</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> |
| 6011 | <u>Academic Standards</u> |
| 6020 | <u>Parent Involvement</u> |
| 6020 | <u>Parent Involvement</u> |
| 6120 | <u>Response To Instruction And Intervention</u> |
| 6141.5 | <u>Advanced Placement</u> |
| 6141.5 | <u>Advanced Placement</u> |
| 6142.5 | <u>Environmental Education</u> |
| 6142.92 | <u>Mathematics Instruction</u> |
| 6142.93 | <u>Science Instruction</u> |
| 6143 | <u>Courses Of Study</u> |
| 6143 | <u>Courses Of Study</u> |
| 6146.1 | <u>High School Graduation Requirements</u> |
| 6151 | <u>Class Size</u> |
| 6151 | <u>Class Size</u> |
| 6152.1 | <u>Placement In Mathematics Courses</u> |
| 6152.1 | <u>Placement In Mathematics Courses</u> |
| 6153 | <u>School-Sponsored Trips</u> |
| 6153 | <u>School-Sponsored Trips</u> |
| 6159 | <u>Individualized Education Program</u> |
| 6159 | <u>Individualized Education Program</u> |
| 6161.1 | <u>Selection And Evaluation Of Instructional Materials</u> |
| 6161.1 | <u>Selection And Evaluation Of Instructional Materials</u> |

| | |
|-----------------|--|
| 6161.1-E PDF(1) | Selection And Evaluation Of Instructional Materials |
| 6162.5 | Student Assessment |
| 6162.51 | State Academic Achievement Tests |
| 6162.51 | State Academic Achievement Tests |
| 6163.1 | Library Media Centers |
| 6164.2 | Guidance/Counseling Services |
| 6164.2 | Guidance/Counseling Services |
| 6164.4 | Identification And Evaluation Of Individuals For Special Education |
| 6164.4 | Identification And Evaluation Of Individuals For Special Education |
| 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 |
| 6171 | Title I Programs |
| 6171 | Title I Programs |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173-E PDF(1) | Education For Homeless Children |
| 6173.1 | Education For Foster Youth |
| 6173.1 | Education For Foster Youth |
| 6174 | Education For English Learners |
| 6174 | Education For English Learners |
| 6174-E PDF(1) | Education For English Learners |
| 6177 | Summer Learning Programs |
| 6178 | Career Technical Education |
| 6178 | Career Technical Education |
| 6179 | Supplemental Instruction |
| 6179 | Supplemental Instruction |
| 6184 | Continuation Education |
| 6184 | Continuation Education |
| 6190 | Evaluation Of The Instructional Program |
| 7110 | Facilities Master Plan |

| | |
|------|---|
| 9230 | <u>Orientation</u> |
| 9310 | <u>Board Policies</u> |
| 9320 | <u>Meetings And Notices</u> |

Policy 0460: Local Control And Accountability Plan

Status: ADOPTED

Original Adopted Date: 02/11/2014 | **Last Revised Date:** — | **Last Reviewed Date:**

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP), and an annual update to the LCAP, based on the most up-to-date template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP and the annual update shall be adopted or updated, as required, on or before July 1 of each. (Education Code 52060, 52064; 5 CCR 15494-15497)

The LCAP and the annual update shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming. (Education Code 52060, 52064)

An "unduplicated student" is a student who is eligible for free or reduced-price meals, who is an English learner, or who is a foster youth, as defined in Education Code 42238.01}. (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and students experiencing homelessness, when there are at least 30 students in the subgroup or at least 15 foster youth or students experiencing homelessness, or long-term English learners. (Education Code 52052)

Beginning July 1, 2025, if the district is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028, whichever occurs first. The IDEA addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update, and shall be submitted to CDE within 15 days of adoption by the Board. (Education Code 52064.3)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

As part of the adoption of the LCAP and the annual update, the Board shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the

annual update. (Education Code 52064.1)

Advisory Committees

The Board shall establish a parent advisory committee which shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students and parents/guardians of students with disabilities. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee, which shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

Beginning July 1, 2024, unless a student advisory committee is established to provide advice to the Board and Superintendent, two students shall be included as full members of the parent advisory committee. The students shall serve for a renewable term of one full school year. (Education Code 52063) 39

Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, including geographical, socioeconomic, cultural, physical, and educational diversity, and particular effort shall be made to reach out to at-risk or disadvantaged students to serve as members of such committees. (Education Code 52063)

The Superintendent or designee shall present the LCAP and the annual update to each of these committee(s) before they are submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

LCAP Development and Consultation

The Superintendent or designee shall gather data and information needed for effective and meaningful development of the LCAP and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP and the annual update. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums and committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the

LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP and the annual update. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and Board Policy 3100 - Budget. (Education Code, 52062)

Adoption and Submission

The Board shall adopt the LCAP and the annual update prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

Not later than five days after adoption of the LCAP, the annual update, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the annual update, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP and the annual update, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP and the annual update, the Board shall accept technical assistance from the County Superintendent focused on revising the LCAP and the annual update so that they can be approved. (Education Code 52071)

Revisions

The Board may adopt revisions to the LCAP and the annual update at any time during the period in which it is in effect, provided the Board follows the process to adopt the LCAP and the annual update pursuant to Education Code 52062 and the revisions are adopted in a public meeting.

Monitoring Progress and Complaints

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to Administrative Regulation 1312.3 – Uniform Complaint Procedures. (Education Code 52075)

Technical Assistance

If the district's LCAP and the annual update are not approved, the district shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071

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 15494-15497 | Local control and accountability plan and spending requirements |
| Ed. Code 17002 | State School Building Lease-Purchase Law, including definition of good repair |
| Ed. Code 305-306 | English language education |
| Ed. Code 33430-33436 | Learning Communities for School Success Program; grants for LCAP implementation |
| Ed. Code 41020 | Requirement for annual audit |
| Ed. Code 41320-41322 | Emergency apportionments |
| Ed. Code 42127 | Public hearing on budget adoption |
| Ed. Code 42238.01-42238.07 | Local control funding formula |
| Ed. Code 44258.9 | County superintendent review of teacher assignment |
| Ed. Code 47604.33 | Submission of reports by charter schools |
| Ed. Code 47606.5 | Charter schools; local control and accountability plan |
| Ed. Code 48985 | Notices to parents in language other than English |
| Ed. Code 51210 | Course of study for grades 1-6 |
| Ed. Code 51220 | Course of study for grades 7-12 |
| Ed. Code 52052 | Numerically significant student subgroups |
| Ed. Code 52059.5 | Statewide system of support |
| Ed. Code 52060-52077 | Local control and accountability plan |
| Ed. Code 52302 | Regional occupational centers and programs |
| Ed. Code 52372.5 | Linked learning program |
| Ed. Code 54692 | Partnership academies |
| Ed. Code 60119 | Sufficiency of textbooks and instructional materials; hearing and resolution |
| Ed. Code 60605.8 | California Assessment of Academic Achievement; Academic Content Standards Commission |
| Ed. Code 60900 | California Longitudinal Pupil Achievement Data System |
| Ed. Code 64001 | School plan for student achievement; consolidated application programs |
| Ed. Code 99300-99301 | Early Assessment Program |

W&I Code 300

Federal

20 USC 6311

20 USC 6312

20 USC 6826

34 CFR 300.600-300.647

34 USC 300.600

Management Resources

California Department of Education
Publication

California Department of Education
Publication

California Department of Education
Publication

California Department of Education
Publication

California Department of Education
Publication

California Department of Education
Publication

California Department of Education
Publication

California Department of Education
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California Department of Education
Publication

CSBA Publication

CSBA Publication

CSBA Publication

Website

Website

Website

Website

[Dependent child of the court](#)

Description

State plan

Local educational agency plan

Title III funds; local plans

Education of students with disabilities; monitoring,
enforcement, confidentiality, and program information

State monitoring and enforcement

Description

California Career Technical Education Model Curriculum
Standards, 2013

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update
(LCAP) Template

California Common Core State Standards: English Language
Arts and Literacy in History/Social Studies, Science, and
Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev.
2013

California English Language Development Standards, 2012

California School Dashboard

Family Engagement Framework: A Tool for California School
Districts, 2014

[California School Accounting Manual](#)

The California School Dashboard and Small Districts, October
2018

Promising Practices for Developing and Implementing LCAPs,
Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the
New Rubrics, Governance Brief, rev. October 2016

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

[California School Dashboard](#)

[CSBA](#)

[California Department of Education](#)

Cross References

| Code | Description |
|------------------|---|
| 0000 | <u>Vision</u> |
| 0000 | <u>Vision</u> |
| 0400 | <u>Comprehensive Plans</u> |
| 0415 | <u>Equity</u> |
| 0415 | <u>Equity</u> |
| 0420 | <u>School Plans/Site Councils</u> |
| 0420 | <u>School Plans/Site Councils</u> |
| 0420.4 | <u>Charter School Authorization</u> |
| 0420.4 | <u>Charter School Authorization</u> |
| 0420.41 | <u>Charter School Oversight</u> |
| 0420.41-E PDF(1) | <u>Charter School Oversight</u> |
| 0430 | <u>Comprehensive Local Plan For Special Education</u> |
| 0430 | <u>Comprehensive Local Plan For Special Education</u> |
| 0440 | <u>District Technology Plan</u> |
| 0450 | <u>Comprehensive Safety Plan</u> |
| 0450 | <u>Comprehensive Safety Plan</u> |
| 0500 | <u>Accountability</u> |
| 0520 | <u>Intervention In Underperforming Schools</u> |
| 0520.1 | <u>Comprehensive And Targeted School Improvement</u> |
| 1100 | <u>Communication With The Public</u> |
| 1100 | <u>Communication With The Public</u> |
| 1113 | <u>District And School Websites</u> |
| 1113 | <u>District And School Websites</u> |
| 1113-E PDF(1) | <u>District And School Websites</u> |
| 1220 | <u>Citizen Advisory Committees</u> |
| 1220 | <u>Citizen Advisory Committees</u> |
| 1312.3 | <u>Uniform Complaint Procedures</u> |
| 1312.3 | <u>Uniform Complaint Procedures</u> |
| 1312.3-E PDF(1) | <u>Uniform Complaint Procedures</u> |
| 1312.4 | <u>Williams Uniform Complaint Procedures</u> |
| 1312.4-E PDF(1) | <u>Williams Uniform Complaint Procedures</u> |
| 1340 | <u>Access To District Records</u> |

| | |
|---------------|--|
| 1340 | Access To District Records |
| 2121 | Superintendent's Contract |
| 2210 | Administrative Discretion Regarding Board Policy |
| 3100 | Budget |
| 3100 | Budget |
| 3110 | Transfer Of Funds |
| 3110 | Transfer Of Funds |
| 3231 | Impact Aid |
| 3460 | Financial Reports And Accountability |
| 3460 | Financial Reports And Accountability |
| 3517 | Facilities Inspection |
| 3517 | Facilities Inspection |
| 3517-E PDF(1) | Facilities Inspection |
| 3553 | Free And Reduced Price Meals |
| 3553 | Free And Reduced Price Meals |
| 4112.2 | Certification |
| 4112.2 | Certification |
| 4113 | Assignment |
| 4113 | Assignment |
| 4131 | Staff Development |
| 4131 | Staff Development |
| 4140 | Bargaining Units |
| 4231 | Staff Development |
| 4231 | Staff Development |
| 4240 | Bargaining Units |
| 4315 | Evaluation/Supervision |
| 4331 | Staff Development |
| 4331 | Staff Development |
| 4340 | Bargaining Units |
| 5030 | Student Wellness |
| 5113.1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5137 | Positive School Climate |

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|-----------------|---|
| 5144 | Discipline |
| 5144 | Discipline |
| 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 |
| 5145.9 | Hate-Motivated Behavior |
| 5147 | Dropout Prevention |
| 5148.2 | Before/After School Programs |
| 5148.2 | Before/After School Programs |
| 6011 | Academic Standards |
| 6020 | Parent Involvement |
| 6020 | Parent Involvement |
| 6120 | Response To Instruction And Intervention |
| 6141.5 | Advanced Placement |
| 6141.5 | Advanced Placement |
| 6142.5 | Environmental Education |
| 6142.92 | Mathematics Instruction |
| 6142.93 | Science Instruction |
| 6143 | Courses Of Study |
| 6143 | Courses Of Study |
| 6146.1 | High School Graduation Requirements |
| 6151 | Class Size |
| 6151 | Class Size |
| 6152.1 | Placement In Mathematics Courses |
| 6152.1 | Placement In Mathematics Courses |
| 6153 | School-Sponsored Trips |
| 6153 | School-Sponsored Trips |
| 6159 | Individualized Education Program |
| 6159 | Individualized Education Program |
| 6161.1 | Selection And Evaluation Of Instructional Materials |

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|-----------------|--|
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6161.1-E PDF(1) | Selection And Evaluation Of Instructional Materials |
| 6162.5 | Student Assessment |
| 6162.51 | State Academic Achievement Tests |
| 6162.51 | State Academic Achievement Tests |
| 6163.1 | Library Media Centers |
| 6164.2 | Guidance/Counseling Services |
| 6164.2 | Guidance/Counseling Services |
| 6164.4 | Identification And Evaluation Of Individuals For Special Education |
| 6164.4 | Identification And Evaluation Of Individuals For Special Education |
| 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 |
| 6171 | Title I Programs |
| 6171 | Title I Programs |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173-E PDF(1) | Education For Homeless Children |
| 6173.1 | Education For Foster Youth |
| 6173.1 | Education For Foster Youth |
| 6174 | Education For English Learners |
| 6174 | Education For English Learners |
| 6174-E PDF(1) | Education For English Learners |
| 6177 | Summer Learning Programs |
| 6178 | Career Technical Education |
| 6178 | Career Technical Education |
| 6179 | Supplemental Instruction |
| 6179 | Supplemental Instruction |
| 6184 | Continuation Education |
| 6184 | Continuation Education |
| 6190 | Evaluation Of The Instructional Program |

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|------|---|
| 7110 | <u>Facilities Master Plan</u> |
| 9230 | <u>Orientation</u> |
| 9310 | <u>Board Policies</u> |
| 9320 | <u>Meetings And Notices</u> |

Policy 0500: Accountability

Status: ADOPTED

Original Adopted Date: 08/25/2009 | Last Revised Date: ~~05/08/2018~~ | Last Reviewed Date: 05/08/2018

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of the district and each district school. The Board shall regularly review the effectiveness of district programs, personnel, and fiscal operations, with a focus on the capacity to improve student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

~~The district's alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, community day schools, and nonpublic, nonsectarian schools pursuant to Education Code 56366, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052, 56366)~~

The district and each district school shall demonstrate comparable improvement in academic achievement for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and ~~homeless~~ students experiencing homelessness, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth, long-term English learners, or ~~homeless~~ students experiencing homelessness. (Education Code 52052)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the LCAP.

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

The district shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072. If the County Superintendent of Schools is required to provide technical assistance to the district, the district shall accept the technical assistance by providing timely documentation to, and maintaining regular communication with, the County Superintendent. (Education Code 52071)

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 1068-1074 | Alternative schools accountability model; assessments |
| 5 CCR 15440-15464 | Standards and criteria for fiscal accountability |
| Ed. Code 33127 | Standards and criteria for local budgets and expenditures |
| Ed. Code 33400-33407 | California Department of Education evaluation of district programs |
| Ed. Code 44660-44665 | Evaluation of certificated employees |
| Ed. Code 51041 | Evaluation of the educational program |
| Ed. Code 52052 | Accountability; numerically significant student subgroups |
| Ed. Code 52060-52077 | Local control and accountability plan |
| Ed. Code 56366 | Nonpublic, nonsectarian schools |
| Ed. Code 60640-60648.5 | California Assessment of Student Performance and Progress |
| Ed. Code 60900 | California Longitudinal Pupil Achievement Data System |
| Federal | Description |
| 20 USC 6311 | State plan |
| 20 USC 6312 | Local educational agency plan |
| 34 CFR 200.12-200.24 | State accountability system |
| 34 CFR 200.30-200.48 | State and LEA report cards and plans |
| Management Resources | Description |
| Website | California Department of Education, California Longitudinal Pupil Achievement Data System (CALPADS) |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education, Accountability |
| Website | California School Dashboard |
| Website | CSBA |
| Website | U.S. Department of Education |

Cross References

| Code | Description |
|-------------|---|
| 0000 | Vision |
| 0000 | Vision |
| 0200 | Goals For The School District |
| 0400 | Comprehensive Plans |

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|------------------|---|
| 0415 | Equity |
| 0415 | Equity |
| 0420 | School Plans/Site Councils |
| 0420 | School Plans/Site Councils |
| 0420.41 | Charter School Oversight |
| 0420.41-E PDF(1) | Charter School Oversight |
| 0420.42 | Charter School Renewal |
| 0420.43 | Charter School Revocation |
| 0440 | District Technology Plan |
| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 0510 | School Accountability Report Card |
| 0520 | Intervention In Underperforming Schools |
| 0520.1 | Comprehensive And Targeted School Improvement |
| 1100 | Communication With The Public |
| 1100 | Communication With The Public |
| 1112 | Media Relations |
| 1113 | District And School Websites |
| 1113 | District And School Websites |
| 1113-E PDF(1) | District And School Websites |
| 1220 | Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees |
| 1240 | Volunteer Assistance |
| 1240 | Volunteer Assistance |
| 1330.1 | Joint Use Agreements |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 1700 | Relations Between Private Industry And The Schools |
| 2000 | Concepts And Roles |
| 2140 | Evaluation Of The Superintendent |
| 3000 | Concepts And Roles |

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| 3230 | Federal Grant Funds |
| 3230 | Federal Grant Funds |
| 3460 | Financial Reports And Accountability |
| 3460 | Financial Reports And Accountability |
| 3550 | Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program |
| 3552 | Summer Meal Program |
| 4112.21 | Interns |
| 4112.21 | Interns |
| 4115 | Evaluation/Supervision |
| 4115 | Evaluation/Supervision |
| 4121 | Temporary/Substitute Personnel |
| 4121 | Temporary/Substitute Personnel |
| 4131 | Staff Development |
| 4131 | Staff Development |
| 4131.1 | Teacher Support And Guidance |
| 4141 | Collective Bargaining Agreement |
| 4215 | Evaluation/Supervision |
| 4231 | Staff Development |
| 4231 | Staff Development |
| 4241 | Collective Bargaining Agreement |
| 4315 | Evaluation/Supervision |
| 4331 | Staff Development |
| 4331 | Staff Development |
| 5113.1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5113.11 | Attendance Supervision |
| 5142.2 | Safe Routes To School Program |
| 5142.2 | Safe Routes To School Program |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 5148.2 | Before/After School Programs |
| 5148.2 | Before/After School Programs |

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| 5148.3 | Preschool/Early Childhood Education |
| 5148.3 | Preschool/Early Childhood Education |
| 6000 | Concepts And Roles |
| 6011 | Academic Standards |
| 6020 | Parent Involvement |
| 6020 | Parent Involvement |
| 6120 | Response To Instruction And Intervention |
| 6141 | Curriculum Development And Evaluation |
| 6141 | Curriculum Development And Evaluation |
| 6142.2 | World Language Instruction |
| 6142.2 | World Language Instruction |
| 6142.6 | Visual And Performing Arts Education |
| 6142.7 | Physical Education And Activity |
| 6142.7 | Physical Education And Activity |
| 6142.8 | Comprehensive Health Education |
| 6142.8 | Comprehensive Health Education |
| 6142.91 | Reading/Language Arts Instruction |
| 6142.91 | Reading/Language Arts Instruction |
| 6142.92 | Mathematics Instruction |
| 6142.93 | Science Instruction |
| 6142.94 | History-Social Science Instruction |
| 6145.2 | Athletic Competition |
| 6145.2 | Athletic Competition |
| 6151 | Class Size |
| 6151 | Class Size |
| 6152.1 | Placement In Mathematics Courses |
| 6152.1 | Placement In Mathematics Courses |
| 6158 | Independent Study |
| 6158 | Independent Study |
| 6159.2 | Nonpublic, Nonsectarian School And Agency Services For Special Education |
| 6159.2 | Nonpublic, Nonsectarian School And Agency Services For Special Education |
| 6162.5 | Student Assessment |

| | |
|---------------|---|
| 6162.51 | <u>State Academic Achievement Tests</u> |
| 6162.51 | <u>State Academic Achievement Tests</u> |
| 6162.54 | <u>Test Integrity/Test Preparation</u> |
| 6170.1 | <u>Transitional Kindergarten</u> |
| 6171 | <u>Title I Programs</u> |
| 6171 | <u>Title I Programs</u> |
| 6173 | <u>Education For Homeless Children</u> |
| 6173 | <u>Education For Homeless Children</u> |
| 6173-E PDF(1) | <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> |
| 6175 | <u>Migrant Education Program</u> |
| 6175 | <u>Migrant Education Program</u> |
| 6178 | <u>Career Technical Education</u> |
| 6178 | <u>Career Technical Education</u> |
| 6178.1 | <u>Work-Based Learning</u> |
| 6178.1 | <u>Work-Based Learning</u> |
| 6178.2 | <u>Regional Occupational Center/Program</u> |
| 6181 | <u>Alternative Schools/Programs Of Choice</u> |
| 6181 | <u>Alternative Schools/Programs Of Choice</u> |
| 6184 | <u>Continuation Education</u> |
| 6184 | <u>Continuation Education</u> |
| 6185 | <u>Community Day School</u> |
| 6185 | <u>Community Day School</u> |
| 6190 | <u>Evaluation Of The Instructional Program</u> |
| 6200 | <u>Adult Education</u> |
| 6200 | <u>Adult Education</u> |
| 6200-E PDF(1) | <u>Adult Education</u> |
| 9000 | <u>Role Of The Board</u> |
| 9310 | <u>Board Policies</u> |
| 9400 | <u>Board Self-Evaluation</u> |

Policy 0500: Accountability

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of the district and each district school. The Board shall regularly review the effectiveness of district programs, personnel, and fiscal operations, with a focus on the capacity to improve student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

The district and each district school shall demonstrate comparable improvement in academic achievement for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and students experiencing homelessness, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth, long-term English learners, or students experiencing homelessness. (Education Code 52052)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the LCAP.

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

The district shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072. If the County Superintendent of Schools is required to provide technical assistance to the district, the district shall accept the technical assistance by providing timely documentation to, and maintaining regular communication with, the County Superintendent. (Education Code 52071)

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 1068-1074

Description

Alternative schools accountability model; assessments

5 CCR 15440-15464

Standards and criteria for fiscal accountability

| | |
|-----------------------------|---|
| Ed. Code 33127 | Standards and criteria for local budgets and expenditures |
| Ed. Code 33400-33407 | California Department of Education evaluation of district programs |
| Ed. Code 44660-44665 | Evaluation of certificated employees |
| Ed. Code 51041 | Evaluation of the educational program |
| Ed. Code 52052 | Accountability; numerically significant student subgroups |
| Ed. Code 52060-52077 | Local control and accountability plan |
| Ed. Code 56366 | Nonpublic, nonsectarian schools |
| Ed. Code 60640-60648.5 | California Assessment of Student Performance and Progress |
| Ed. Code 60900 | California Longitudinal Pupil Achievement Data System |
| Federal | Description |
| 20 USC 6311 | State plan |
| 20 USC 6312 | Local educational agency plan |
| 34 CFR 200.12-200.24 | State accountability system |
| 34 CFR 200.30-200.48 | State and LEA report cards and plans |
| Management Resources | Description |
| Website | California Department of Education, California Longitudinal Pupil Achievement Data System (CALPADS) |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education, Accountability |
| Website | California School Dashboard |
| Website | CSBA |
| Website | U.S. Department of Education |

Cross References

| Code | Description |
|---------|---|
| 0000 | Vision |
| 0000 | Vision |
| 0200 | Goals For The School District |
| 0400 | Comprehensive Plans |
| 0415 | Equity |
| 0415 | Equity |
| 0420 | School Plans/Site Councils |
| 0420 | School Plans/Site Councils |
| 0420.41 | Charter School Oversight |

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|------------------|---|
| 0420.41-E PDF(1) | Charter School Oversight |
| 0420.42 | Charter School Renewal |
| 0420.43 | Charter School Revocation |
| 0440 | District Technology Plan |
| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 0510 | School Accountability Report Card |
| 0520 | Intervention In Underperforming Schools |
| 0520.1 | Comprehensive And Targeted School Improvement |
| 1100 | Communication With The Public |
| 1100 | Communication With The Public |
| 1112 | Media Relations |
| 1113 | District And School Websites |
| 1113 | District And School Websites |
| 1113-E PDF(1) | District And School Websites |
| 1220 | Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees |
| 1240 | Volunteer Assistance |
| 1240 | Volunteer Assistance |
| 1330.1 | Joint Use Agreements |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 1700 | Relations Between Private Industry And The Schools |
| 2000 | Concepts And Roles |
| 2140 | Evaluation Of The Superintendent |
| 3000 | Concepts And Roles |
| 3230 | Federal Grant Funds |
| 3230 | Federal Grant Funds |
| 3460 | Financial Reports And Accountability |
| 3460 | Financial Reports And Accountability |
| 3550 | Food Service/Child Nutrition Program |

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| 3550 | Food Service/Child Nutrition Program |
| 3552 | Summer Meal Program |
| 4112.21 | Interns |
| 4112.21 | Interns |
| 4115 | Evaluation/Supervision |
| 4115 | Evaluation/Supervision |
| 4121 | Temporary/Substitute Personnel |
| 4121 | Temporary/Substitute Personnel |
| 4131 | Staff Development |
| 4131 | Staff Development |
| 4131.1 | Teacher Support And Guidance |
| 4141 | Collective Bargaining Agreement |
| 4215 | Evaluation/Supervision |
| 4231 | Staff Development |
| 4231 | Staff Development |
| 4241 | Collective Bargaining Agreement |
| 4315 | Evaluation/Supervision |
| 4331 | Staff Development |
| 4331 | Staff Development |
| 5113.1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5113.11 | Attendance Supervision |
| 5142.2 | Safe Routes To School Program |
| 5142.2 | Safe Routes To School Program |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 5148.2 | Before/After School Programs |
| 5148.2 | Before/After School Programs |
| 5148.3 | Preschool/Early Childhood Education |
| 5148.3 | Preschool/Early Childhood Education |
| 6000 | Concepts And Roles |
| 6011 | Academic Standards |
| 6020 | Parent Involvement |

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| 6020 | <u>Parent Involvement</u> |
| 6120 | <u>Response To Instruction And Intervention</u> |
| 6141 | <u>Curriculum Development And Evaluation</u> |
| 6141 | <u>Curriculum Development And Evaluation</u> |
| 6142.2 | <u>World Language Instruction</u> |
| 6142.2 | <u>World Language Instruction</u> |
| 6142.6 | <u>Visual And Performing Arts Education</u> |
| 6142.7 | <u>Physical Education And Activity</u> |
| 6142.7 | <u>Physical Education And Activity</u> |
| 6142.8 | <u>Comprehensive Health Education</u> |
| 6142.8 | <u>Comprehensive Health Education</u> |
| 6142.91 | <u>Reading/Language Arts Instruction</u> |
| 6142.91 | <u>Reading/Language Arts Instruction</u> |
| 6142.92 | <u>Mathematics Instruction</u> |
| 6142.93 | <u>Science Instruction</u> |
| 6142.94 | <u>History-Social Science Instruction</u> |
| 6145.2 | <u>Athletic Competition</u> |
| 6145.2 | <u>Athletic Competition</u> |
| 6151 | <u>Class Size</u> |
| 6151 | <u>Class Size</u> |
| 6152.1 | <u>Placement In Mathematics Courses</u> |
| 6152.1 | <u>Placement In Mathematics Courses</u> |
| 6158 | <u>Independent Study</u> |
| 6158 | <u>Independent Study</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> |
| 6162.5 | <u>Student Assessment</u> |
| 6162.51 | <u>State Academic Achievement Tests</u> |
| 6162.51 | <u>State Academic Achievement Tests</u> |
| 6162.54 | <u>Test Integrity/Test Preparation</u> |
| 6170.1 | <u>Transitional Kindergarten</u> |
| 6171 | <u>Title I Programs</u> |

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| 6171 | <u>Title I Programs</u> |
| 6173 | <u>Education For Homeless Children</u> |
| 6173 | <u>Education For Homeless Children</u> |
| 6173-E PDF(1) | <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> |
| 6175 | <u>Migrant Education Program</u> |
| 6175 | <u>Migrant Education Program</u> |
| 6178 | <u>Career Technical Education</u> |
| 6178 | <u>Career Technical Education</u> |
| 6178.1 | <u>Work-Based Learning</u> |
| 6178.1 | <u>Work-Based Learning</u> |
| 6178.2 | <u>Regional Occupational Center/Program</u> |
| 6181 | <u>Alternative Schools/Programs Of Choice</u> |
| 6181 | <u>Alternative Schools/Programs Of Choice</u> |
| 6184 | <u>Continuation Education</u> |
| 6184 | <u>Continuation Education</u> |
| 6185 | <u>Community Day School</u> |
| 6185 | <u>Community Day School</u> |
| 6190 | <u>Evaluation Of The Instructional Program</u> |
| 6200 | <u>Adult Education</u> |
| 6200 | <u>Adult Education</u> |
| 6200-E PDF(1) | <u>Adult Education</u> |
| 9000 | <u>Role Of The Board</u> |
| 9310 | <u>Board Policies</u> |
| 9400 | <u>Board Self-Evaluation</u> |

Policy 1160: Political Processes

Status: ADOPTED

Original Adopted Date: ~~08/23/2011~~02/01/1996 | **Last Revised Date:** 09/01/2023 | **Last Reviewed Date:** ~~08/23/2011~~09/01/2023

The **Governing** ~~Board of Education~~ has a responsibility to actively advocate fiscal and public policy that supports the district's schools and the children in the community. The Board shall be proactive in defining the district's advocacy agenda based on the district's vision and goals and the needs of the district and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.

Ballot Measures/Candidates

No district funds, services, supplies, or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

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The Board may discuss and study the potential effect of proposed or qualified ballot measures on the district's schools at an open and agendaized Board meeting. The Board's discussion of the effect of such measures shall include an opportunity for staff and members of the public to speak on all sides of the issue. At that meeting, the Board may adopt a position or resolution in support of or in opposition to a ballot measure. The language in any resolution adopted by the Board shall not urge the public to take any action regarding the measure.

The Board's position on a ballot measure, including any resolution, shall be publicized only through normal district procedures and consistent with regular district practice for reporting Board actions. Such publicity shall be for informational purposes and shall not attempt to influence voters.

Individual School Board members may include their name in support of or opposition to a county, city, district, or school measure on a county ballot in accordance with Elections Code 9170.

The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district. (Education Code 7054)

In preparing or distributing such informational material, the Superintendent or designee shall analyze the material to help ensure that it is an appropriate informational activity, provides a fair analysis of the issues, and does not advocate passage or defeat of a measure or candidate.

District resources, including email or computer systems, shall not be used to disseminate campaign literature. In addition, district resources shall not be used to purchase advertisements, bumper stickers, posters, or similar promotional items that advocate an election result or urge voters to take any action in support of or in opposition to a measure.

Political activity related to district bond measures shall, in addition to the above, be subject to the following conditions:

1. The Superintendent or designee may research, draft, and prepare a district bond measure or other initiative for the ballot, but shall not use district resources to influence voters or otherwise campaign for the measure.
2. Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the employee representing the district shall not urge a citizens' group to vote for or against the bond measure.

3. The Board or any individual Board member may file a written argument for the ballot that is either for or against any school measure. (Elections Code 9501)

Legislation

The Board's responsibility as an advocate for the district may include lobbying and outreach at the state, national, and local levels. The Board and Superintendent or designee shall work to establish and maintain ongoing relationships with elected officials, community leaders, and the media in order to communicate district positions and concerns.

The Board and Superintendent shall develop an advocacy action plan to define expectations and responsibilities. This plan may include, but is not limited to, legislative priorities, strategies for outreach to the media and community, development of key messages and talking points, and adoption of positions on specific legislation, regulations, or budget proposals.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members in accordance with Government Code 53060.5.

The district may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its advocacy activities. However, informational materials about legislation shall not urge the public to lobby the legislature, Governor, or state agencies on behalf of the district.

As necessary, the Board may direct the Superintendent or designee to draft legislative or regulatory proposals which serve the district's interests.

Legal Advocacy

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to resolve the issue through litigation or other appropriate means.

Political Forums

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

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 18600-18640 | Lobbyists |
| 2 CCR 18901.1 | Campaign related mailings sent at public expense |
| Ed. Code 35160 | Authority of governing boards |
| Ed. Code 35172 | Promotional activities |
| Ed. Code 7050-7058 | Political activities of school officers and employees |
| Ed. Code 7054 | Use of district property |
| Ed. Code 7054.1 | Requested appearance |
| Ed. Code 7056 | Soliciting or receiving political funds |
| Elec. Code 9170 | Ballot label; support and opposition listings |
| Elec. Code 9501 | School district elections; arguments for or against a measure |
| Gov. Code 53060.5 | Attendance at legislative body; expenses |
| Gov. Code 54953.5 | Audio or video recording of proceedings |
| Gov. Code 54953.6 | Broadcasts of proceedings |
| Gov. Code 81000-91014 | Political Reform Act |
| Gov. Code 82031 | Definition of independent expenditure |
| Gov. Code 8314 | Unlawful use of state resources |
| Management Resources | Description |
| Attorney General Opinion | 73 Ops.Cal.Atty.Gen. 255 (1990) |
| Attorney General Opinion | 88 Ops.Cal.Atty.Gen. 46 (2005) |
| Court Decision | Choice-in-Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415 |
| Court Decision | League of Women Voters v. Countywide Criminal Justice Coordination Committee, (1988) 203 Cal.App.3d 529 |
| Court Decision | Miller v. Miller, (1978) 87 Cal.App.3d 762 |
| Court Decision | Santa Barbara County Coalition Against Automobile Subsidies v. Santa Barbara County Association of Governments, (2008) 167 Cal.App.4th 1229 |
| Court Decision | Stanson v. Mott, (1976) 17 Cal. 3d 206 |
| Court Decision | Vargas v. City of Salinas, (2009) 46 Cal. 4th 1 |
| Court Decision | Yes on Measure A v. City of Lake Forest, (1997) 60 Cal.App.4th 620 |
| CSBA Publication | Legal Guidelines for Lobbying Activity, Fact Sheet, February 2011 |

CSBA Publication

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

Institute for Local Government Publication

Legal Issues Associated with Use of Public Resources and Ballot Measure Activities, June 2010

Website

CSBA District and County Office of Education Legal Services

Website

[Institute for Local Government](#)

Website

[Fair Political Practices Commission](#)

Website

[CSBA](#)

Cross References

| Code | Description |
|--------------------------|--|
| 0000 | Vision Vision |
| 0000 | Vision Vision |
| 0200 | Goals For The School District Goals For The School District |
| 1000 | Concepts And Roles Concepts And Roles |
| 1100 | Communication With The Public Communication With The Public |
| 1100 | Communication With The Public Communication With The Public |
| 1112 | Media Relations Media Relations |
| 1114 | District-Sponsored Social Media District-Sponsored Social Media |
| 1114 | District-Sponsored Social Media District-Sponsored Social Media |
| 1325 | Advertising And Promotion Advertising And Promotion |
| 1330 | Use Of School Facilities Use Of School Facilities |
| 1330 | Use Of School Facilities Use Of School Facilities |
| 1330-E PDF(1) | Use Of School Facilities Use Of School Facilities |
| 1400 | Relations Between Other Governmental Agencies And The Schools Relations Between Other Governmental Agencies And The Schools |
| 4119.25 | Political Activities Of Employees Political Activities Of Employees |
| 4119.25 | Political Activities Of Employees Political Activities Of Employees |
| 4219.25 | Political Activities Of Employees Political Activities Of Employees |
| 4219.25 | Political Activities Of Employees Political Activities Of Employees |

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| 4319.25 | Political Activities Of Employees Political Activities Of Employees |
| 4319.25 | Political Activities Of Employees Political Activities Of Employees |
| 7131 | Relations With Local Agencies Relations With Local Agencies |
| 7214 | General Obligation Bonds General Obligation Bonds |
| 7214 | General Obligation Bonds General Obligation Bonds |
| 9000 | Role Of The Board Role Of The Board |
| 9010 | Public Statements Public Statements |
| 9124 | Attorney Attorney |
| 9200 | Limits Of Board Member Authority Limits Of Board Member Authority |
| 9230 | Orientation Orientation |
| 9250 | Remuneration, Reimbursement And Other Benefits Remuneration, Reimbursement And Other Benefits |
| <u>9250</u> | Remuneration, Reimbursement And Other Benefits |
| 9320 | Meetings And Notices Meetings And Notices |
| 9321 | Closed Session Closed Session |
| 9321-E PDF(1) | Closed Session Closed Session |
| 9321-E PDF(2) | Closed Session Closed Session |

Policy 1160: Political Processes

Status: ADOPTED

Original Adopted Date: 08/23/2011 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board has a responsibility to actively advocate fiscal and public policy that supports the district's schools and the children in the community. The Board shall be proactive in defining the district's advocacy agenda based on the district's vision and goals and the needs of the district and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.

Ballot Measures/Candidates

No district funds, services, supplies, or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

The Board may discuss and study the potential effect of proposed or qualified ballot measures on the district's schools at an open and agendized Board meeting. The Board's discussion of the effect of such measures shall include an opportunity for staff and members of the public to speak on all sides of the issue. At that meeting, the Board may adopt a position or resolution in support of or in opposition to a ballot measure. The language in any resolution adopted by the Board shall not urge the public to take any action regarding the measure.

The Board's position on a ballot measure, including any resolution, shall be publicized only through normal district procedures and consistent with regular district practice for reporting Board actions. Such publicity shall be for informational purposes and shall not attempt to influence voters.

Individual School Board members may include their name in support of or opposition to a county, city, district, or school measure on a county ballot in accordance with Elections Code 9170.

The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district. (Education Code 7054)

In preparing or distributing such informational material, the Superintendent or designee shall analyze the material to help ensure that it is an appropriate informational activity, provides a fair analysis of the issues, and does not advocate passage or defeat of a measure or candidate.

District resources, including email or computer systems, shall not be used to disseminate campaign literature. In addition, district resources shall not be used to purchase advertisements, bumper stickers, posters, or similar promotional items that advocate an election result or urge voters to take any action in support of or in opposition to a measure.

Political activity related to district bond measures shall, in addition to the above, be subject to the following conditions:

1. The Superintendent or designee may research, draft, and prepare a district bond measure or other initiative for the ballot, but shall not use district resources to influence voters or

otherwise campaign for the measure.

2. Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the employee representing the district shall not urge a citizens' group to vote for or against the bond measure.

3. The Board or any individual Board member may file a written argument for the ballot that is either for or against any school measure. (Elections Code 9501)

Legislation

The Board's responsibility as an advocate for the district may include lobbying and outreach at the state, national, and local levels. The Board and Superintendent or designee shall work to establish and maintain ongoing relationships with elected officials, community leaders, and the media in order to communicate district positions and concerns.

The Board and Superintendent shall develop an advocacy action plan to define expectations and responsibilities. This plan may include, but is not limited to, legislative priorities, strategies for outreach to the media and community, development of key messages and talking points, and adoption of positions on specific legislation, regulations, or budget proposals.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members in accordance with Government Code 53060.5.

The district may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its advocacy activities. However, informational materials about legislation shall not urge the public to lobby the legislature, Governor, or state agencies on behalf of the district.

As necessary, the Board may direct the Superintendent or designee to draft legislative or regulatory proposals which serve the district's interests.

Legal Advocacy

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to resolve the issue through litigation or other appropriate means.

Political Forums

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

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 18600-18640 | Lobbyists |
| 2 CCR 18901.1 | Campaign related mailings sent at public expense |
| Ed. Code 35160 | Authority of governing boards |
| Ed. Code 35172 | Promotional activities |
| Ed. Code 7050-7058 | Political activities of school officers and employees |
| Ed. Code 7054 | Use of district property |
| Ed. Code 7054.1 | Requested appearance |
| Ed. Code 7056 | Soliciting or receiving political funds |
| Elec. Code 9170 | Ballot label; support and opposition listings |
| Elec. Code 9501 | School district elections; arguments for or against a measure |
| Gov. Code 53060.5 | Attendance at legislative body; expenses |
| Gov. Code 54953.5 | Audio or video recording of proceedings |
| Gov. Code 54953.6 | Broadcasts of proceedings |
| Gov. Code 81000-91014 | Political Reform Act |
| Gov. Code 82031 | Definition of independent expenditure |
| Gov. Code 8314 | Unlawful use of state resources |
| Management Resources | Description |
| Attorney General Opinion | 73 Ops.Cal.Atty.Gen. 255 (1990) |
| Attorney General Opinion | 88 Ops.Cal.Atty.Gen. 46 (2005) |
| Court Decision | Choice-in-Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415 |
| Court Decision | League of Women Voters v. Countywide Criminal Justice Coordination Committee, (1988) 203 Cal.App.3d 529 |
| Court Decision | Miller v. Miller, (1978) 87 Cal.App.3d 762 |
| Court Decision | Santa Barbara County Coalition Against Automobile Subsidies v. Santa Barbara County Association of Governments, (2008) 167 Cal.App.4th 1229 |
| Court Decision | Stanson v. Mott, (1976) 17 Cal. 3d 206 |
| Court Decision | Vargas v. City of Salinas, (2009) 46 Cal. 4th 1 |
| Court Decision | Yes on Measure A v. City of Lake Forest, (1997) 60 Cal.App.4th 620 |
| CSBA Publication | Legal Guidelines for Lobbying Activity, Fact Sheet, February 2011 |
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Institute for Local Government
Publication

Website

Website

Website

Website

Legal Issues Associated with Use of Public Resources and
Ballot Measure Activities, June 2010

CSBA District and County Office of Education Legal Services

[Institute for Local Government](#)

[Fair Political Practices Commission](#)

[CSBA](#)

Cross References

| Code | Description |
|---------|---|
| 0000 | Vision |
| 0200 | Goals For The School District |
| 1000 | Concepts And Roles |
| 1100 | Communication With The Public |
| 1112 | Media Relations |
| 1114 | District-Sponsored Social Media |
| 1114 | District-Sponsored Social Media |
| 1325 | Advertising And Promotion |
| 1330 | Use Of School Facilities |
| 1330 | Use Of School Facilities |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 4119.25 | Political Activities Of Employees |
| 4119.25 | Political Activities Of Employees |
| 4219.25 | Political Activities Of Employees |
| 4219.25 | Political Activities Of Employees |
| 4319.25 | Political Activities Of Employees |
| 4319.25 | Political Activities Of Employees |
| 7131 | Relations With Local Agencies |
| 7214 | General Obligation Bonds |
| 7214 | General Obligation Bonds |
| 9000 | Role Of The Board |
| 9010 | Public Statements |
| 9124 | Attorney |
| 9200 | Limits Of Board Member Authority |

| | |
|------|--|
| 9230 | Orientation |
| 9250 | Remuneration, Reimbursement And Other Benefits |
| 9250 | Remuneration, Reimbursement And Other Benefits |
| 9320 | Meetings And Notices |
| 9321 | Closed Session |
| 9321 | Closed Session |
| 9321 | Closed Session |

Policy 1330: Use Of School Facilities

Status: ADOPTED

Original Adopted Date: 04/01/2013 | **Last Revised Date:** 09/01/2023 | **Last Reviewed Date:** 09/01/2023

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, including the designation of a person to supervise this task, if necessary
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of schoolwork

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

There shall be no advertising on school facilities and grounds except as specified in Board Policy 1325 - Advertising and Promotion.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

OPTION 1: (Amount not to exceed direct costs to all community groups)

The Board believes that the use of school facilities or grounds should not result in an expense to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 1 ENDS HERE

OPTION 2: (No charge to nonprofit organizations and youth and school-oriented groups)

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations and by clubs or associations organized to promote youth and school activities, including, but not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, school-community advisory councils, and recreational youth sports leagues that charge participants no more than an average of \$60 per month. Other groups that request the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 2 ENDS HERE

OPTION 3: (No charge to school-related organizations)

The Board authorizes the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041.

OPTION 3 ENDS HERE

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds
2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly

associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Use of School Facility as Polling Place

The Board may authorize the use of school buildings as polling places, or vote centers for election day. The Board may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, or vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pick-up of election materials, as determined by the elections official, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as a polling place or vote center. (Elections Code 12283)

When a school is used as a polling place or vote center, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. The Superintendent or designee shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place or vote center.

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 14037-14042

Description

Proportionate direct costs for use of school facilities and grounds

Bus. Code 25608

[Alcohol on school property; use in connection with instruction](#)

Ed. Code 10900-10914.5

[Community recreation programs](#)

Ed. Code 32280-32289.5

School safety plans

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|-----------------------------|---|
| Ed. Code 37220 | School holidays |
| Ed. Code 38130-38138 | Civic Center Act; use of school property for public purposes |
| Ed. Code 51860 | Time and facilities for bicycle and scooter safety instruction |
| Elec. Code 12283 | Polling places: schools |
| Gov. Code 54950-54963 | The Ralph M. Brown Act |
| M&V Code 1800 | Definitions |
| Federal | Description |
| 20 USC 7905 | Equal access to public school facilities |
| 40 CFR 141.1-141.723 | Drinking water standards |
| Management Resources | Description |
| Attorney General Opinion | 79 Ops.Cal.Atty.Gen. 248 (1996) |
| Attorney General Opinion | 82 Ops.Cal.Atty.Gen. 90 (1999) |
| Court Decision | Ellis v. Board of Education, (1945) 27 Cal.2d 322 |
| Court Decision | Good News Club v. Milford Central School, (2001) 533 U.S. 98 |
| Court Decision | Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384 |
| Court Decision | ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167 |
| Court Decision | Cole v. Richardson, (1972) 405 U.S. 676 |
| Court Decision | Connell v. Higgenbotham, (1971) 403 U.S. 207 |
| CSBA Publication | Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009 |
| CSBA Publication | Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education |
| Website | CSBA |

Cross References

| Code | Description |
|------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 0470 | COVID-19 Mitigation Plan |
| 1000 | Concepts And Roles |

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|---------|---|
| 1160 | Political Processes |
| 1230 | School-Connected Organizations |
| 1230 | School-Connected Organizations |
| 1325 | Advertising And Promotion |
| 1330.1 | Joint Use Agreements |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 3280 | Sale Or Lease Of District-Owned Real Property |
| 3280 | Sale Or Lease Of District-Owned Real Property |
| 3513.3 | Tobacco-Free Schools |
| 3513.3 | Tobacco-Free Schools |
| 3513.4 | Drug And Alcohol Free Schools |
| 3515.2 | Disruptions |
| 3515.2 | Disruptions |
| 3515.21 | Unmanned Aircraft Systems (Drones) |
| 3516 | Emergencies And Disaster Preparedness Plan |
| 3516 | Emergencies And Disaster Preparedness Plan |
| 3530 | Risk Management/Insurance |
| 3530 | Risk Management/Insurance |
| 4119.25 | Political Activities Of Employees |
| 4119.25 | Political Activities Of Employees |
| 4219.25 | Political Activities Of Employees |
| 4219.25 | Political Activities Of Employees |
| 4319.25 | Political Activities Of Employees |
| 4319.25 | Political Activities Of Employees |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 5148.2 | Before/After School Programs |
| 5148.2 | Before/After School Programs |
| 5148.3 | Preschool/Early Childhood Education |
| 5148.3 | Preschool/Early Childhood Education |
| 6111 | School Calendar |
| 6115 | Ceremonies And Observances |

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| 6115 | Ceremonies And Observances |
| 6141.2 | Recognition Of Religious Beliefs And Customs |
| 6141.2 | Recognition Of Religious Beliefs And Customs |
| 6145 | Extracurricular And Cocurricular Activities |
| 6145 | Extracurricular And Cocurricular Activities |
| 6145.5 | Student Organizations And Equal Access |
| 6145.5 | Student Organizations And Equal Access |
| 7160 | Charter School Facilities |
| 7160 | Charter School Facilities |
| 9320 | Meetings And Notices |

Policy 1330: Use Of School Facilities

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

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1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
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3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of schoolwork

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

There shall be no advertising on school facilities and grounds except as specified in Board Policy 1325 - Advertising and Promotion.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

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use of school facilities or grounds under the Civic Center Act an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

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The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place or vote center.

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State

5 CCR 14037-14042

Description

Proportionate direct costs for use of school facilities and grounds

Bus. Code 25608

[Alcohol on school property; use in connection with instruction](#)

Ed. Code 10900-10914.5

[Community recreation programs](#)

Ed. Code 32280-32289.5

School safety plans

Ed. Code 37220

School holidays

Ed. Code 38130-38138

Civic Center Act; use of school property for public purposes

Ed. Code 51860

Time and facilities for bicycle and scooter safety instruction

Elec. Code 12283

Polling places: schools

Gov. Code 54950-54963

The Ralph M. Brown Act

M&V Code 1800

Definitions

Federal

20 USC 7905

Description

Equal access to public school facilities

40 CFR 141.1-141.723

Drinking water standards

Management Resources

Attorney General Opinion

Description

79 Ops.Cal.Atty.Gen. 248 (1996)

Attorney General Opinion

82 Ops.Cal.Atty.Gen. 90 (1999)

Court Decision

Ellis v. Board of Education, (1945) 27 Cal.2d 322

Court Decision

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Court Decision

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

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| Court Decision | ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167 |
| Court Decision | Cole v. Richardson, (1972) 405 U.S. 676 |
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| CSBA Publication | Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009 |
| CSBA Publication | Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education |
| Website | CSBA |

Cross References

| Code | Description |
|---------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 0470 | COVID-19 Mitigation Plan |
| 1000 | Concepts And Roles |
| 1160 | Political Processes |
| 1230 | School-Connected Organizations |
| 1230 | School-Connected Organizations |
| 1325 | Advertising And Promotion |
| 1330.1 | Joint Use Agreements |
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| 3280 | Sale Or Lease Of District-Owned Real Property |
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| 3513.3 | Tobacco-Free Schools |
| 3513.4 | Drug And Alcohol Free Schools |
| 3515.2 | Disruptions |
| 3515.2 | Disruptions |
| 3515.21 | Unmanned Aircraft Systems (Drones) |
| 3516 | Emergencies And Disaster Preparedness Plan |

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| 3516 | Emergencies And Disaster Preparedness Plan |
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| 3530 | Risk Management/Insurance |
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| 4319.25 | Political Activities Of Employees |
| 4319.25 | Political Activities Of Employees |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 5148.2 | Before/After School Programs |
| 5148.2 | Before/After School Programs |
| 5148.3 | Preschool/Early Childhood Education |
| 5148.3 | Preschool/Early Childhood Education |
| 6111 | School Calendar |
| 6115 | Ceremonies And Observances |
| 6115 | Ceremonies And Observances |
| 6141.2 | Recognition Of Religious Beliefs And Customs |
| 6141.2 | Recognition Of Religious Beliefs And Customs |
| 6145 | Extracurricular And Cocurricular Activities |
| 6145 | Extracurricular And Cocurricular Activities |
| 6145.5 | Student Organizations And Equal Access |
| 6145.5 | Student Organizations And Equal Access |
| 7160 | Charter School Facilities |
| 7160 | Charter School Facilities |
| 9320 | Meetings And Notices |

Policy 3312: Contracts

Status: ADOPTED

Original Adopted Date: ~~08/25/2009~~11/01/2003 | **Last Revised Date:** ~~02/23/2016~~09/01/2023 |
Last Reviewed Date: ~~02/23/2016~~09/01/2023

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected ~~and,~~ that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

In addition, Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.

Every contract entered into on behalf of the district shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a district employee from disparaging the goods or services of any contracting party.

Contracts for Non-nutritious Foods or Beverages

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431--49431;
~~7.5~~ 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.
2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.
3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.
4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

OPTION 1: (Annual public hearing to review and discuss existing and potential contracts)

The Board shall hold an annual public hearing to review and discuss all existing and potential contracts for the sale of foods and beverages on campus, including those sold as full meals or through competitive sales, fundraisers, or vending machines. The Board shall hold a public ~~hearing~~meeting for any contract not discussed at the annual public hearing. (Education Code 35182.5)

OPTION 1 ENDS HERE

OPTION 2: (Public hearing for the making or renewal of each contract)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, on non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

OPTION 2 ENDS HERE

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

~~Any such contract shall contain all of the following: (Education Code 49073.1)~~

1. A statement that student records continue to be the property of and under the control of the district
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if

the student chooses to establish or maintain an account with the third party for the purpose of storing that content

8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the numerous conditions specified in Education Code 45103.1.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.
3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process.
5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply.
6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed.
7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose.

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 15500 | Food sales in elementary schools |
| 5 CCR 15501 | Food sales in high schools and junior high schools |
| 5 CCR 15575-15578 | Requirements for foods and beverages outside the federal meals program |
| Ed. Code 14505 | Provisions required in contracts for audits |
| Ed. Code 17250.10-17250.55 | Design-build contracts |
| Ed. Code 17595-17606 | Contracts |
| Ed. Code 200-262.4 | Prohibition of discrimination |
| Ed. Code 35182.5 | Contracts for advertising |
| Ed. Code 45103.1 | Personal services contracts |
| Ed. Code 45103.5 | Contracts for management consulting services; restrictions |
| Ed. Code 49073.1 | Contract requirements for digital storage, maintenance and retrieval of student records |
| Ed. Code 49431-49431.7 | Nutritional standards |
| Gov. Code 12990 | Nondiscrimination and compliance employment programs |
| Gov. Code 53260 | Contract provision re maximum cash settlement |
| Gov. Code 53262 | Employment contracts |
| Gov. Code 84308 | Campaign disclosure |
| Lab. Code 1775 | Penalties for violations |
| Lab. Code 1810-1813 | Working hours |
| Pub. Cont. Code 20104.50 | Timely progress payments |
| Pub. Cont. Code 20111 | Contracts over \$50,000; contracts for construction; award to lowest responsible bidder |
| Pub. Cont. Code 22300 | Performance retentions |
| Pub. Cont. Code 4100-4114 | Subletting and subcontracting fair practices |
| Pub. Cont. Code 6102 | Awarding of contracts |
| Pub. Cont. Code 7104 | Contracts for excavations; discovery of hazardous waste |
| Pub. Cont. Code 7106 | Noncollusion affidavit |
| Federal | Description |
| 20 USC 1232g | Family Educational Rights and Privacy Act (FERPA) of 1974 |

20 USC 1681-1688

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

7 CFR 210.1-210.33

National School Lunch Program

7 CFR 220.1-220.21

National School Breakfast Program

Management Resources

Description

CSBA Publication

Student Wellness: A Healthy Food and Physical Activity Policy
Resource Guide, rev. 2005

CSBA Publication

Student Wellness: A Healthy Food and Physical Activity Policy
Resource Guide, rev. April 2006

Website

CSBA District and County Office of Education Legal Services

Website

[CSBA](#)

Website

[California Association of School Business Officials](#)

Cross References

Code

Description

0100

~~Philosophy~~Philosophy

0200

~~Goals For The School District~~Goals For The School District

0440

~~District Technology Plan~~District Technology Plan

~~0440~~

~~District Technology Plan~~

1220

~~Citizen Advisory Committees~~Citizen Advisory Committees

1220

~~Citizen Advisory Committees~~Citizen Advisory Committees

1230

~~School-Connected Organizations~~School-Connected
Organizations

1230

~~School-Connected Organizations~~School-Connected
Organizations

1321

~~Solicitation Of Funds From And By Students~~Solicitation Of
Funds From And By Students

1321

~~Solicitation Of Funds From And By Students~~Solicitation Of
Funds From And By Students

1325

~~Advertising And Promotion~~Advertising And Promotion

1340

~~Access To District Records~~Access To District Records

1340

~~Access To District Records~~Access To District Records

1700

~~Relations Between Private Industry And The Schools~~Relations
Between Private Industry And The Schools

2121

~~Superintendent's Contract~~Superintendent's Contract

3000

~~Concepts And Roles~~Concepts And Roles

3100

~~Budget~~Budget

| | |
|-------------|---|
| 3100 | <u>Budget</u> |
| 3230 | <u>Federal Grant Funds</u> |
| 3230 | <u>Federal Grant Funds</u> |
| 3290 | <u>Gifts, Grants And Bequests</u> |
| 3300 | <u>Expenditures And Purchases</u> |
| 3311 | <u>Bids</u> |
| 3311 | <u>Bids</u> |
| 3311.1 | <u>Uniform Public Construction Cost Accounting Procedures</u> |
| 3311.1 | <u>Uniform Public Construction Cost Accounting Procedures</u> |
| 3311.2 | <u>Lease-Leaseback Contracts</u> |
| 3311.3 | <u>Design-Build Contracts</u> |
| 3311.4 | <u>Procurement Of Technological Equipment</u> |
| 3314 | <u>Payment For Goods And Services</u> |
| 3314 | <u>Payment For Goods And Services</u> |
| 3400 | <u>Management Of District Assets/Accounts</u> |
| 3400 | <u>Management Of District Assets/Accounts</u> |
| 3460 | <u>Financial Reports And Accountability</u> |
| 3460 | <u>Financial Reports And Accountability</u> |
| <u>3470</u> | <u>Debt Issuance And Management</u> |
| 3511.1 | <u>Integrated Waste Management</u> |
| 3511.1 | <u>Integrated Waste Management</u> |
| 3540 | <u>Transportation</u> |
| <u>3540</u> | <u>Transportation</u> |
| 3551 | <u>Food Service Operations/Cafeteria Fund</u> |

| | |
|-----------------|--|
| 3551 | Food Service Operations/Cafeteria Fund <u>Food Service Operations/Cafeteria Fund</u> |
| 3554 | Other Food Sales <u>Other Food Sales</u> |
| 3554 | Other Food Sales <u>Other Food Sales</u> |
| 3555 | Nutrition Program Compliance <u>Nutrition Program Compliance</u> |
| 3555-E PDF(1) | Nutrition Program Compliance <u>Nutrition Program Compliance</u> |
| 3600 | Consultants <u>Consultants</u> |
| 4030 | Nondiscrimination In Employment <u>Nondiscrimination In Employment</u> |
| 4030 | Nondiscrimination In Employment <u>Nondiscrimination In Employment</u> |
| 4112.23 | Special Education Staff <u>Special Education Staff</u> |
| 4112.4 | Health Examinations <u>Health Examinations</u> |
| 4132 | Publication Or Creation Of Materials <u>Publication Or Creation Of Materials</u> |
| 4200 | Classified Personnel <u>Classified Personnel</u> |
| 4200 | Classified Personnel <u>Classified Personnel</u> |
| 4212.4 | Health Examinations <u>Health Examinations</u> |
| 4232 | Publication Or Creation Of Materials <u>Publication Or Creation Of Materials</u> |
| 4312.1 | Contracts <u>Contracts</u> |
| 4312.4 | Health Examinations <u>Health Examinations</u> |
| 4332 | Publication Or Creation Of Materials <u>Publication Or Creation Of Materials</u> |
| 5030 | Student Wellness <u>Student Wellness</u> |
| 5125 | Student Records <u>Student Records</u> |
| 5125 | Student Records <u>Student Records</u> |
| 5145.6 | Parent/Guardian Notifications <u>Parent/Guardian Notifications</u> |
| 5145.6-E PDF(1) | Parent/Guardian Notifications <u>Parent/Guardian Notifications</u> |
| 5148 | Child Care And Development <u>Child Care And Development</u> |
| 5148 | Child Care And Development <u>Child Care And Development</u> |
| 6162.6 | Use Of Copyrighted Materials <u>Use Of Copyrighted Materials</u> |
| 6162.6 | Use Of Copyrighted Materials <u>Use Of Copyrighted Materials</u> |
| 7140 | Architectural And Engineering Services <u>Architectural And Engineering Services</u> |

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| 7140 | Architectural And Engineering Services Architectural And Engineering Services |
| 9000 | Role Of The Board Role Of The Board |
| 9124 | Attorney Attorney |
| 9320 | Meetings And Notices Meetings And Notices |
| 9322 | Agenda/Meeting Materials Agenda/Meeting Materials |
| 9323 | Meeting Conduct Meeting Conduct |

Policy 3312: Contracts

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected, that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

In addition, Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.

Every contract entered into on behalf of the district shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a district employee from disparaging the goods or services of any contracting party.

Contracts for Non-nutritious Foods or Beverages

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.
2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.
3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.
4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall hold an annual public hearing to review and discuss all existing and potential contracts for the sale of foods and beverages on campus, including those sold as full meals or through competitive sales, fundraisers, or vending machines. The Board shall hold a public hearing for any contract not discussed at the annual public hearing. (Education Code 35182.5)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose⁸⁸

of storing that content

8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the numerous conditions specified in Education Code 45103.1.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors
2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district
3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented
4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process
5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply
6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed
7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose

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.

| | |
|-----------------------------|---|
| 5 CCR 15501 | Food sales in high schools and junior high schools |
| 5 CCR 15575-15578 | Requirements for foods and beverages outside the federal meals program |
| Ed. Code 14505 | Provisions required in contracts for audits |
| Ed. Code 17250.10-17250.55 | Design-build contracts |
| Ed. Code 17595-17606 | Contracts |
| Ed. Code 200-262.4 | Prohibition of discrimination |
| Ed. Code 35182.5 | Contracts for advertising |
| Ed. Code 45103.1 | Personal services contracts |
| Ed. Code 45103.5 | Contracts for management consulting services; restrictions |
| Ed. Code 49073.1 | Contract requirements for digital storage, maintenance and retrieval of student records |
| Ed. Code 49431-49431.7 | Nutritional standards |
| Gov. Code 12990 | Nondiscrimination and compliance employment programs |
| Gov. Code 53260 | Contract provision re maximum cash settlement |
| Gov. Code 53262 | Employment contracts |
| Gov. Code 84308 | Campaign disclosure |
| Lab. Code 1775 | Penalties for violations |
| Lab. Code 1810-1813 | Working hours |
| Pub. Cont. Code 20104.50 | Timely progress payments |
| Pub. Cont. Code 20111 | Contracts over \$50,000; contracts for construction; award to lowest responsible bidder |
| Pub. Cont. Code 22300 | Performance retentions |
| Pub. Cont. Code 4100-4114 | Subletting and subcontracting fair practices |
| Pub. Cont. Code 6102 | Awarding of contracts |
| Pub. Cont. Code 7104 | Contracts for excavations; discovery of hazardous waste |
| Pub. Cont. Code 7106 | Noncollusion affidavit |
| Federal | Description |
| 20 USC 1232g | Family Educational Rights and Privacy Act (FERPA) of 1974 |
| 20 USC 1681-1688 | Title IX of the Education Amendments of 1972; discrimination based on sex |
| 7 CFR 210.1-210.33 | National School Lunch Program |
| 7 CFR 220.1-220.21 | National School Breakfast Program |
| Management Resources | Description |

| | |
|------------------|---|
| CSBA Publication | Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005 |
| CSBA Publication | Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | CSBA |
| Website | California Association of School Business Officials |

Cross References

| Code | Description |
|------|--|
| 0100 | Philosophy |
| 0200 | Goals For The School District |
| 0440 | District Technology Plan |
| 0440 | District Technology Plan |
| 1220 | Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees |
| 1230 | School-Connected Organizations |
| 1230 | School-Connected Organizations |
| 1321 | Solicitation Of Funds From And By Students |
| 1321 | Solicitation Of Funds From And By Students |
| 1325 | Advertising And Promotion |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 1700 | Relations Between Private Industry And The Schools |
| 2121 | Superintendent's Contract |
| 3000 | Concepts And Roles |
| 3100 | Budget |
| 3100 | Budget |
| 3230 | Federal Grant Funds |
| 3230 | Federal Grant Funds |
| 3290 | Gifts, Grants And Bequests |
| 3300 | Expenditures And Purchases |
| 3311 | Bids |
| 3311 | Bids |

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|---------|--|
| 3311.1 | Uniform Public Construction Cost Accounting Procedures |
| 3311.1 | Uniform Public Construction Cost Accounting Procedures |
| 3311.2 | Lease-Leaseback Contracts |
| 3311.3 | Design-Build Contracts |
| 3311.4 | Procurement Of Technological Equipment |
| 3314 | Payment For Goods And Services |
| 3314 | Payment For Goods And Services |
| 3400 | Management Of District Assets/Accounts |
| 3400 | Management Of District Assets/Accounts |
| 3460 | Financial Reports And Accountability |
| 3460 | Financial Reports And Accountability |
| 3470 | Debt Issuance And Management |
| 3511.1 | Integrated Waste Management |
| 3511.1 | Integrated Waste Management |
| 3540 | Transportation |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 3555 | Nutrition Program Compliance |
| 3555 | Nutrition Program Compliance |
| 3600 | Consultants |
| 4030 | Nondiscrimination In Employment |
| 4030 | Nondiscrimination In Employment |
| 4112.23 | Special Education Staff |
| 4112.4 | Health Examinations |
| 4132 | Publication Or Creation Of Materials |
| 4200 | Classified Personnel |
| 4200 | Classified Personnel |
| 4212.4 | Health Examinations |
| 4232 | Publication Or Creation Of Materials |
| 4312.1 | Contracts |
| 4312.4 | Health Examinations |

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|--------|--|
| 4332 | Publication Or Creation Of Materials |
| 5030 | Student Wellness |
| 5125 | Student Records |
| 5125 | Student Records |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6 | Parent/Guardian Notifications |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 6162.6 | Use Of Copyrighted Materials |
| 6162.6 | Use Of Copyrighted Materials |
| 7140 | Architectural And Engineering Services |
| 7140 | Architectural And Engineering Services |
| 9000 | Role Of The Board |
| 9124 | Attorney |
| 9320 | Meetings And Notices |
| 9322 | Agenda/Meeting Materials |
| 9323 | Meeting Conduct |

Policy 3400: Management Of District Assets/Accounts

Status: ADOPTED

Original Adopted Date: ~~08/25/2009~~07/01/2001 | **Last Revised Date:** 12/01/2023 | **Last Reviewed Date:** ~~08/25/2009~~12/01/2023

The **Governing** ~~Board of Education~~ recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. ~~He/she~~**The Superintendent or designee** shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

Capital Assets

as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the district's financial status.

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district. , assist with effective and efficient operation of the district, produce reliable financial information, and ensure compliance with all applicable laws and regulations. These internal controls may include, but are not limited to, segregating and monitoring employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; developing timely reconciliations of budgets, ledgers, and accounts; conducting background checks on business office employees; and requiring continuous in-service training for business office staff and board members on the importance of fraud prevention.

, financial management, budget, and governance.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to ~~his/her~~ the employee's immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, the Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

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

Ed. Code 1241.5

Ed. Code 14500-14508

Description

Audit by county superintendent

[Financial and compliance audits](#)

| | |
|---|--|
| Ed. Code 35035 | Powers and duties of the superintendent; transfer authority |
| Ed. Code 35250 | Duty to keep certain records and reports |
| Ed. Code 41010-41023 | Accounting regulations; budget controls and audits |
| Ed. Code 42600-42603 | Control of expenditures |
| Ed. Code 42647 | Drawing of warrants by district on county treasurer; form; reports, statements, and other data |
| Elec. Code 1090-1099 | Prohibitions applicable to specified officers |
| Gov. Code 53995-53997 | Obligation of contract |
| Gov. Code 84308 | Campaign Disclosure |
| Gov. Code 87100-87500 | Political Reform Act |
| Management Resources | Description |
| Governmental Accounting Standards Board Pub. | Implementation Guide No. 2019-3, Leases, August 2019 |
| Governmental Accounting Standards Board Pub. | Implementation Guide No. 2023-1, Implementation Guidance Update –2023, June 2023 |
| Governmental Accounting Standards Board Statement | Statement 96, Subscription-Based Information Technology Arrangements, May 2020 |
| Governmental Accounting Standards Board Statement | Statement 87, Leases, June 2017 |
| Governmental Accounting Standards Board Statement | Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | Governmental Accounting Standards Board |
| Website | California Department of Education, Finance and Grants |
| Website | California State Controller |
| Website | CSBA |
| Website | Fiscal Crisis and Management Assistance Team |
| Website | California Association of School Business Officials |
| Website | School Services of California, Inc. |

Cross References

| Code | Description |
|------|--|
| 3000 | Concepts And Roles Concepts And Roles |
| 3100 | Budget Budget |
| 3100 | Budget Budget |
| 3110 | Transfer Of Funds Transfer Of Funds |

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|-----------------|--|
| 3110 | Transfer Of Funds |
| 3230 | Federal Grant Funds Federal Grant Funds |
| 3230 | Federal Grant Funds Federal Grant Funds |
| 3300 | Expenditures And Purchases Expenditures And Purchases |
| 3312 | Contracts Contracts |
| 3314 | Payment For Goods And Services Payment For Goods And Services |
| 3314 | Payment For Goods And Services Payment For Goods And Services |
| 3314.2 | Revolving Funds Revolving Funds |
| 3430 | Investing Investing |
| 3430 | Investing |
| 3440 | Inventories Inventories |
| 3451 | Petty Cash Funds Petty Cash Funds |
| 3452 | Student Activity Funds Student Activity Funds |
| 3460 | Financial Reports And Accountability Financial Reports And Accountability |
| 3460 | Financial Reports And Accountability Financial Reports And Accountability |
| 3470 | Debt Issuance And Management |
| 3511 | Energy And Water Management Energy And Water Management |
| 3511 | Energy And Water Management Energy And Water Management |
| 3530 | Risk Management/Insurance Risk Management/Insurance |
| 3530 | Risk Management/Insurance Risk Management/Insurance |
| 3551 | Food Service Operations/Cafeteria Fund Food Service Operations/Cafeteria Fund |
| 3551 | Food Service Operations/Cafeteria Fund Food Service Operations/Cafeteria Fund |
| 4112.6 | Personnel Files Personnel Files |
| 4119.1 | Civil And Legal Rights Civil And Legal Rights |
| 4119.23 | Unauthorized Release Of Confidential/Privileged Information Unauthorized Release Of Confidential/Privileged Information |
| 4151 | Employee Compensation Employee Compensation |

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|---------------|---|
| 4212.6 | <u>Personnel Files</u> <u>Personnel Files</u> |
| 4219.1 | <u>Civil And Legal Rights</u> <u>Civil And Legal Rights</u> |
| 4219.23 | <u>Unauthorized Release Of Confidential/Privileged Information</u> <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4251 | <u>Employee Compensation</u> <u>Employee Compensation</u> |
| 4312.6 | <u>Personnel Files</u> <u>Personnel Files</u> |
| 4319.1 | <u>Civil And Legal Rights</u> <u>Civil And Legal Rights</u> |
| 4319.23 | <u>Unauthorized Release Of Confidential/Privileged Information</u> <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4351 | <u>Employee Compensation</u> <u>Employee Compensation</u> |
| 5126 | <u>Awards For Achievement</u> <u>Awards For Achievement</u> |
| 5126 | <u>Awards For Achievement</u> <u>Awards For Achievement</u> |
| 9124 | <u>Attorney</u> <u>Attorney</u> |
| 9270 | <u>Conflict Of Interest</u> <u>Conflict Of Interest</u> |
| 9270-E PDF(1) | <u>Conflict Of Interest</u> <u>Conflict Of Interest</u> |

Policy 3400: Management Of District Assets/Accounts

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. The Superintendent or designee shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the district's financial status.

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district, assist with effective and efficient operation of the district, produce reliable financial information, and ensure compliance with all applicable laws and regulations. These internal controls may include, but are not limited to, segregating and monitoring employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; developing timely reconciliations of budgets, ledgers, and accounts; conducting background checks on business office employees; and requiring continuous in-service training for business office staff and board members on the importance of fraud prevention, financial management, budget, and governance.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within

their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to the employee's immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, the Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

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 1241.5 | Audit by county superintendent |
| Ed. Code 14500-14508 | Financial and compliance audits |
| Ed. Code 35035 | Powers and duties of the superintendent; transfer authority |
| Ed. Code 35250 | Duty to keep certain records and reports |
| Ed. Code 41010-41023 | Accounting regulations; budget controls and audits |
| Ed. Code 42600-42603 | Control of expenditures |
| Ed. Code 42647 | Drawing of warrants by district on county treasurer; form; reports, statements, and other data |
| Elec. Code 1090-1099 | Prohibitions applicable to specified officers |
| Gov. Code 53995-53997 | Obligation of contract |
| Gov. Code 84308 | Campaign Disclosure |
| Gov. Code 87100-87500 | Political Reform Act |
| Management Resources | Description |
| Governmental Accounting Standards Board Pub. | Implementation Guide No. 2019-3, Leases, August 2019 |
| Governmental Accounting Standards Board Pub. | Implementation Guide No. 2023-1, Implementation Guidance Update –2023, June 2023 |
| Governmental Accounting Standards Board Statement | Statement 96, Subscription-Based Information Technology Arrangements, May 2020 |
| Governmental Accounting Standards Board Statement | Statement 87, Leases, June 2017 |

Governmental Accounting Standards
Board Statement

[Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999](#)

Website

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

Website

[Governmental Accounting Standards Board](#)

Website

[California Department of Education, Finance and Grants](#)

Website

[California State Controller](#)

Website

[CSBA](#)

Website

[Fiscal Crisis and Management Assistance Team](#)

Website

[California Association of School Business Officials](#)

Website

[School Services of California, Inc.](#)

Cross References

| Code | Description |
|--------|--------------------------------------|
| 3000 | Concepts And Roles |
| 3100 | Budget |
| 3100 | Budget |
| 3110 | Transfer Of Funds |
| 3230 | Federal Grant Funds |
| 3230 | Federal Grant Funds |
| 3300 | Expenditures And Purchases |
| 3312 | Contracts |
| 3314 | Payment For Goods And Services |
| 3314 | Payment For Goods And Services |
| 3314.2 | Revolving Funds |
| 3430 | Investing |
| 3430 | Investing |
| 3440 | Inventories |
| 3451 | Petty Cash Funds |
| 3452 | Student Activity Funds |
| 3460 | Financial Reports And Accountability |
| 3460 | Financial Reports And Accountability |
| 3470 | Debt Issuance And Management |
| 3511 | Energy And Water Management |

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| 3511 | Energy And Water Management |
| 3530 | Risk Management/Insurance |
| 3530 | Risk Management/Insurance |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3551 | Food Service Operations/Cafeteria Fund |
| 4112.6 | Personnel Files |
| 4119.1 | Civil And Legal Rights |
| 4119.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4151 | Employee Compensation |
| 4212.6 | Personnel Files |
| 4219.1 | Civil And Legal Rights |
| 4219.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4251 | Employee Compensation |
| 4312.6 | Personnel Files |
| 4319.1 | Civil And Legal Rights |
| 4319.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4351 | Employee Compensation |
| 5126 | Awards For Achievement |
| 5126 | Awards For Achievement |
| 9124 | Attorney |
| 9270 | Conflict Of Interest |
| 9270 | Conflict Of Interest |

Policy 3460: Financial Reports And Accountability

Status: ADOPTED

Original Adopted Date: 11/01/2004 | **Last Revised Date:** 09/01/2023 | **Last Reviewed Date:** 09/01/2023

The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal management policies and practices, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

The Superintendent or designee shall ensure that district financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). The Superintendent or designee shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or as directed by the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When submission of any such report to a local, state, and/or federal agency requires prior Board approval, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report without breaking any applicable submission deadline.

The Board shall regularly assess the district's financial position and communicate the results to the public, and shall use financial reports to determine the actions and budget amendments, if any, that are needed to ensure the district's financial stability. If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall take action to resolve these conditions without delay. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to provide the district with needed advice or fiscal management or training.

If the district is facing fiscal insolvency, the Board may consider applying to the state for an emergency apportionment that exceeds 200 percent of the district's recommended reserve. Before applying for such emergency apportionment, the Board shall discuss, at a regular or special meeting, the need for an emergency apportionment and receive testimony regarding the apportionment from parents/guardians, the exclusive representatives of employees of the district, and other members of the community. (Education Code 41326)

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account

code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall, at a regular or special meeting, adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

Each fiscal year, the Superintendent or designee shall submit two interim reports to the Board. The first report shall cover the district's financial and budgetary status for the period ending October 31 and the second report shall cover the period ending January 31. These reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and, on the basis of the interim report and any additional financial information known by the Board, shall certify in writing whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent. (Education Code 42131)

If the second interim report is accompanied by a qualified or negative certification, the Board shall,

no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

If at any time during the fiscal year, the County Superintendent concludes that the district's budget does not comply with the standards and criteria for financial stability and conducts a comprehensive review of the district's financial and budgetary conditions, the Board shall review any report of the County Superintendent's findings and recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of the Board's proposed actions on the recommendation. (Education Code 42637)

Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

Except when, as determined by the Education Audits Appeal Panel, no otherwise eligible auditor is available, a public accounting firm whose lead or coordinating audit partner having primary responsibility for the audit or whose audit partner responsible for reviewing the audit has performed audit services for the district in each of the six previous fiscal years shall not be selected to perform a district audit. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

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 1859.104 | Leroy F. Greene School Facilities Program; reporting requirements |
| 5 CCR 15060 | Standardized account code structure |
| 5 CCR 15070 | Submission of reports using standardized account code structure |
| 5 CCR 15440-15451 | Criteria and standards for school district budgets |
| 5 CCR 15453-15464 | Criteria and standards for school district interim reports |
| 5 CCR 19810-19826.1 | Audits |
| Ed. Code 1240 | County superintendent of schools; duties |
| Ed. Code 14500-14508 | Financial and compliance audits |
| Ed. Code 17070.10-17079.30 | Leroy F. Greene School Facilities Act |
| Ed. Code 17150-17150.1 | Public disclosure of non-voter-approved debt |
| Ed. Code 17170-17199.6 | California School Finance Authority |
| Ed. Code 33127 | Standards and criteria for local budgets and expenditures |
| Ed. Code 33128 | Standards and criteria; inclusions |
| Ed. Code 33129 | Standards and criteria; use by local agencies |
| Ed. Code 35035 | Powers and duties of the superintendent; transfer authority |
| Ed. Code 41010-41024 | Accounting system and audits |

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|---|---|
| Ed. Code 41320-41322 | Emergency apportionments |
| Ed. Code 41325-41329 | Conditions on emergency apportionments |
| Ed. Code 41344 | Repayment of apportionment significant audit exceptions |
| Ed. Code 41344.1 | Appeals of audit findings |
| Ed. Code 41455 | Examination of financial problems of local districts |
| Ed. Code 42100-42105 | Requirement to prepare and file annual statement |
| Ed. Code 42122-42129 | Budget requirements |
| Ed. Code 42130-42134 | Financial reports and certifications |
| Ed. Code 42140-42142 | Public disclosure of fiscal obligations |
| Ed. Code 42637 | County superintendent review of district's financial and budgetary conditions |
| Ed. Code 42652 | Revocation or suspension of warrant authority |
| Ed. Code 48300-48316 | Student attendance alternatives; school district of choice program |
| Ed. Code 52060-52077 | Local control and accountability plan |
| Gov. Code 16429.1 | Local agency investment fund |
| Gov. Code 3540.2 | Meeting and negotiating in public educational employment |
| Gov. Code 53646 | Treasurer reports and statements of investment policy |
| Gov. Code 7900-7914 | Appropriations limit |
| Federal | Description |
| 2 CFR 200.0-200.521 | Federal uniform grant guidance |
| 31 USC 7501-7507 | Single audits of federal program funds |
| Management Resources | Description |
| California Department of Education Communication | New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007 |
| California Department of Education Communication | Audit Resolution Process: Repayment Plans, December 8, 2000 |
| Education Audit Appeals Panel Publication | Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting |
| Fiscal Crisis & Management Assistance Team Pub. | Indicators of Risk or Potential Insolvency For K-12 Local Education Agencies |
| Fiscal Crisis & Management Assistance Team Pub. | Fiscal Oversight Guide for AB 1200, AB 2756, AB 1840 and Related Legislation, September 2021 |
| Governmental Accounting Standards Board Statement | Statement 87, Leases, June 2017 |

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|--|--|
| Governmental Accounting Standards Board Statement | Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999 |
| Governmental Accounting Standards Board Statement | Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, February 2009 |
| Governmental Accounting Standards Board Statement | Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015 |
| Office of Attorney General Publication | Guidance Regarding Laws Governing School Closures and Best Practices for Implementation in California, April 2023 |
| U.S. Gov. Accountability Office & PCIE Publication | Government Auditing Standards, 2011 |
| U.S. Gov. Accountability Office & PCIE Publication | Financial Audit Manual, revised 2008 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | Governmental Accounting Standards Board |
| Website | California State Controller |
| Website | U.S. Government Accountability Office |
| Website | California Department of Education, Finance and Grants |
| Website | Education Audit Appeals Panel |
| Website | California County Superintendents |
| Website | Office of Management and Budget |
| Website | School Services of California, Inc. |
| Website | Fiscal Crisis and Management Assistance Team |
| Website | CSBA |
| Website | California Association of School Business Officials |

Cross References

| Code | Description |
|------|---------------------------------------|
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 0500 | Accountability |
| 1220 | Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 3000 | Concepts And Roles |
| 3100 | Budget |

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| 3100 | Budget |
| 3110 | Transfer Of Funds |
| 3220.1 | Lottery Funds |
| 3230 | Federal Grant Funds |
| 3230 | Federal Grant Funds |
| 3280 | Sale Or Lease Of District-Owned Real Property |
| 3280 | Sale Or Lease Of District-Owned Real Property |
| 3290 | Gifts, Grants And Bequests |
| 3300 | Expenditures And Purchases |
| 3312 | Contracts |
| 3314 | Payment For Goods And Services |
| 3314 | Payment For Goods And Services |
| 3314.2 | Revolving Funds |
| 3400 | Management Of District Assets/Accounts |
| 3400 | Management Of District Assets/Accounts |
| 3430 | Investing |
| 3430 | Investing |
| 3451 | Petty Cash Funds |
| 3452 | Student Activity Funds |
| 3470 | Debt Issuance And Management |
| 3510 | Green School Operations |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3580 | District Records |
| 3580 | District Records |
| 4143 | Negotiations/Consultation |
| 4143.1 | Public Notice - Personnel Negotiations |
| 4143.1 | Public Notice - Personnel Negotiations |
| 4154 | Health And Welfare Benefits |
| 4154 | Health And Welfare Benefits |
| 4243 | Negotiations/Consultation |
| 4243.1 | Public Notice - Personnel Negotiations |
| 4243.1 | Public Notice - Personnel Negotiations |

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| 4254 | Health And Welfare Benefits |
| 4254 | Health And Welfare Benefits |
| 4312.1 | Contracts |
| 4331 | Staff Development |
| 4354 | Health And Welfare Benefits |
| 4354 | Health And Welfare Benefits |
| 5117 | Interdistrict Attendance |
| 5117 | Interdistrict Attendance |
| 5126 | Awards For Achievement |
| 5126 | Awards For Achievement |
| 6117 | Year-Round Schedules |
| 7210 | Facilities Financing |
| 7212 | Mello-Roos Districts |
| 7214 | General Obligation Bonds |
| 7214 | General Obligation Bonds |
| 9000 | Role Of The Board |
| 9130 | Board Committees |
| 9140 | Board Representatives |
| 9322 | Agenda/Meeting Materials |

Policy 3460: Financial Reports And Accountability

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal management policies and practices, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

The Superintendent or designee shall ensure that district financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). The Superintendent or designee shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or as directed by the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When submission of any such report to a local, state, and/or federal agency requires prior Board approval, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report without breaking any applicable submission deadline.

The Board shall regularly assess the district's financial position and communicate the results to the public, and shall use financial reports to determine the actions and budget amendments, if any, that are needed to ensure the district's financial stability. If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall take action to resolve these conditions without delay. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to provide the district with needed advice or fiscal management or training.

If the district is facing fiscal insolvency, the Board may consider applying to the state for an emergency apportionment that exceeds 200 percent of the district's recommended reserve. Before applying for such emergency apportionment, the Board shall discuss, at a regular or special meeting, the need for an emergency apportionment and receive testimony regarding the apportionment from parents/guardians, the exclusive representatives of employees of the district, and other members of the community. (Education Code 41326)

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

On or before September 15, the Board shall, at a regular or special meeting, adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

Each fiscal year, the Superintendent or designee shall submit two interim reports to the Board. The first report shall cover the district's financial and budgetary status for the period ending October 31 and the second report shall cover the period ending January 31. These reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and, on the basis of the interim report and any additional financial information known by the Board, shall certify in writing whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent. (Education Code 42131)

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

If at any time during the fiscal year, the County Superintendent concludes that the district's budget does not comply with the standards and criteria for financial stability and conducts a comprehensive review of the district's financial and budgetary conditions, the Board shall review any report of the County Superintendent's findings and recommendations at a public Board meeting. Within 15 days

of receiving the report, the district shall notify the County Superintendent and the SPI of the Board's proposed actions on the recommendation. (Education Code 42637)

Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

Except when, as determined by the Education Audits Appeal Panel, no otherwise eligible auditor is available, a public accounting firm whose lead or coordinating audit partner having primary responsibility for the audit or whose audit partner responsible for reviewing the audit has performed audit services for the district in each of the six previous fiscal years shall not be selected to perform a district audit. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
6. Provide input on the effectiveness of the independent auditor

7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

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 1859.104 | Leroy F. Greene School Facilities Program; reporting requirements |
| 5 CCR 15060 | Standardized account code structure |
| 5 CCR 15070 | Submission of reports using standardized account code structure |
| 5 CCR 15440-15451 | Criteria and standards for school district budgets |
| 5 CCR 15453-15464 | Criteria and standards for school district interim reports |
| 5 CCR 19810-19826.1 | Audits |
| Ed. Code 1240 | County superintendent of schools; duties |
| Ed. Code 14500-14508 | Financial and compliance audits |
| Ed. Code 17070.10-17079.30 | Leroy F. Greene School Facilities Act |
| Ed. Code 17150-17150.1 | Public disclosure of non-voter-approved debt |
| Ed. Code 17170-17199.6 | California School Finance Authority |
| Ed. Code 33127 | Standards and criteria for local budgets and expenditures |
| Ed. Code 33128 | Standards and criteria; inclusions |
| Ed. Code 33129 | Standards and criteria; use by local agencies |
| Ed. Code 35035 | Powers and duties of the superintendent; transfer authority |
| Ed. Code 41010-41024 | Accounting system and audits |
| Ed. Code 41320-41322 | Emergency apportionments |
| Ed. Code 41325-41329 | Conditions on emergency apportionments |
| Ed. Code 41344 | Repayment of apportionment significant audit exceptions |
| Ed. Code 41344.1 | Appeals of audit findings |
| Ed. Code 41455 | Examination of financial problems of local districts |
| Ed. Code 42100-42105 | Requirement to prepare and file annual statement |
| Ed. Code 42122-42129 | Budget requirements |
| Ed. Code 42130-42134 | Financial reports and certifications |
| Ed. Code 42140-42142 | Public disclosure of fiscal obligations |

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| Ed. Code 42637 | County superintendent review of district's financial and budgetary conditions |
| Ed. Code 42652 | Revocation or suspension of warrant authority |
| Ed. Code 48300-48316 | Student attendance alternatives; school district of choice program |
| Ed. Code 52060-52077 | Local control and accountability plan |
| Gov. Code 16429.1 | Local agency investment fund |
| Gov. Code 3540.2 | Meeting and negotiating in public educational employment |
| Gov. Code 53646 | Treasurer reports and statements of investment policy |
| Gov. Code 7900-7914 | Appropriations limit |
| Federal | Description |
| 2 CFR 200.0-200.521 | Federal uniform grant guidance |
| 31 USC 7501-7507 | Single audits of federal program funds |
| Management Resources | Description |
| California Department of Education Communication | New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007 |
| California Department of Education Communication | Audit Resolution Process: Repayment Plans, December 8, 2000 |
| Education Audit Appeals Panel Publication | Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting |
| Fiscal Crisis & Management Assistance Team Pub. | Indicators of Risk or Potential Insolvency For K-12 Local Education Agencies |
| Fiscal Crisis & Management Assistance Team Pub. | Fiscal Oversight Guide for AB 1200, AB 2756, AB 1840 and Related Legislation, September 2021 |
| Governmental Accounting Standards Board Statement | Statement 87, Leases, June 2017 |
| Governmental Accounting Standards Board Statement | Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999 |
| Governmental Accounting Standards Board Statement | Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, February 2009 |
| Governmental Accounting Standards Board Statement | Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015 |
| Office of Attorney General Publication | Guidance Regarding Laws Governing School Closures and Best Practices for Implementation in California, April 2023 |
| U.S. Gov. Accountability Office & PCIE Publication | Government Auditing Standards, 2011 |
| U.S. Gov. Accountability Office & PCIE Publication | Financial Audit Manual, revised 2008 |
| Website | CSBA District and County Office of Education Legal Services |

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| Website | Governmental Accounting Standards Board |
| Website | California State Controller |
| Website | U.S. Government Accountability Office |
| Website | California Department of Education, Finance and Grants |
| Website | Education Audit Appeals Panel |
| Website | California County Superintendents |
| Website | Office of Management and Budget |
| Website | School Services of California, Inc. |
| Website | Fiscal Crisis and Management Assistance Team |
| Website | CSBA |
| Website | California Association of School Business Officials |

Cross References

| Code | Description |
|--------|---|
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 0500 | Accountability |
| 1220 | Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 3000 | Concepts And Roles |
| 3100 | Budget |
| 3100 | Budget |
| 3110 | Transfer Of Funds |
| 3220.1 | Lottery Funds |
| 3230 | Federal Grant Funds |
| 3230 | Federal Grant Funds |
| 3280 | Sale Or Lease Of District-Owned Real Property |
| 3280 | Sale Or Lease Of District-Owned Real Property |
| 3290 | Gifts, Grants And Bequests |
| 3300 | Expenditures And Purchases |
| 3312 | Contracts |

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| 3314 | Payment For Goods And Services |
| 3314 | Payment For Goods And Services |
| 3314.2 | Revolving Funds |
| 3400 | Management Of District Assets/Accounts |
| 3400 | Management Of District Assets/Accounts |
| 3430 | Investing |
| 3430 | Investing |
| 3451 | Petty Cash Funds |
| 3452 | Student Activity Funds |
| 3470 | Debt Issuance And Management |
| 3510 | Green School Operations |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3580 | District Records |
| 3580 | District Records |
| 4143 | Negotiations/Consultation |
| 4143.1 | Public Notice - Personnel Negotiations |
| 4143.1 | Public Notice - Personnel Negotiations |
| 4154 | Health And Welfare Benefits |
| 4154 | Health And Welfare Benefits |
| 4243 | Negotiations/Consultation |
| 4243.1 | Public Notice - Personnel Negotiations |
| 4243.1 | Public Notice - Personnel Negotiations |
| 4254 | Health And Welfare Benefits |
| 4254 | Health And Welfare Benefits |
| 4312.1 | Contracts |
| 4331 | Staff Development |
| 4354 | Health And Welfare Benefits |
| 4354 | Health And Welfare Benefits |
| 5117 | Interdistrict Attendance |
| 5117 | Interdistrict Attendance |
| 5126 | Awards For Achievement |
| 5126 | Awards For Achievement |

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| 6117 | Year-Round Schedules |
| 7210 | Facilities Financing |
| 7212 | Mello-Roos Districts |
| 7214 | General Obligation Bonds |
| 7214 | General Obligation Bonds |
| 9000 | Role Of The Board |
| 9130 | Board Committees |
| 9140 | Board Representatives |
| 9322 | Agenda/Meeting Materials |

Board District Policy Manual
Alameda Unified School District
CSBA Policy Management Console

Policy 3516: Emergencies And Disaster Preparedness Plan

Status: ADOPTED

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Original Adopted Date: ~~08/25/2009~~11/01/2004 | Last Revised Date: ~~10/09/2018~~03/01/2024 |
Last Reviewed Date: ~~10/09/2018~~03/01/2024

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act., the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, ~~he/she~~the Superintendent shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies,

including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282)

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District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

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Policy Reference Disclaimer:

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| State | Description |
|---------------------------------------|--|
| 19 CCR 2400-2450 | Standardized Emergency Management System |
| 5 CCR 550 | Fire drills |
| 5 CCR 560 | Civil defense and disaster preparedness plans |
| CA Constitution Article 20, Section 3 | Oath or affirmation |
| Civ. Code 1714.5 | Release from liability for disaster service workers and shelters |
| Ed. Code 32001 | Fire alarms and drills |
| Ed. Code 32040 | Duty to equip school with first aid kit |
| Ed. Code 32280-32289.5 | School safety plans |
| Ed. Code 32290 | Safety devices |
| Ed. Code 39834 | Operating overloaded bus |
| Ed. Code 46390-46392 | Emergency average daily attendance in case of disaster |
| Ed. Code 49505 | Natural disaster; meals for homeless students; reimbursement |
| Gov. Code 11549 | Cybersecurity assessment |
| Gov. Code 11549.3 | Office of information security |
| Gov. Code 3100-3109 | Oath or affirmation of allegiance |
| Gov. Code 8586.5 | California Cybersecurity Integration Center |
| Gov. Code 8607 | Standardized Emergency Management System |
| Public Utilities Code 2872 | Automatic dialing |

Federal

20 USC 1400-1482

29 USC 794

42 USC 12101-12213

Description

Individuals with Disabilities Education Act

Rehabilitation Act of 1973; Section 504

Americans with Disabilities Act

Management Resources

Cal OES Publication

Description

California Emergency Management for Schools: A Guide for Districts and Sites

Cal OES Publication

School Emergency Response: Using SEMS at Districts and Sites, June 1998

Cal OES Publication

State of California Emergency Plan, 2017

Cal OES Publication

Active Shooter Awareness Guidance, February 2018

California Department of Education
Publication

Crisis Response Box, 2000

Federal Emergency Management
Agency Publication

National Incident Management System, 3rd ed., October 2017

U.S. Department of Education
Publication

Guide for Developing High-Quality School Emergency Operations Plans, 2013

Website

[California Public Utilities Commission](#)

Website

[California Office of Emergency Services: School Emergency Planning & Safety](#)

Website

[California Department of Education, Comprehensive School Safety Plans](#)

Website

[California Cybersecurity Integration Center](#)

Website

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

Website

[California Department of Education, Crisis Preparedness](#)

Website

[Centers for Disease Control and Prevention](#)

Website

[U.S. Department of Education, Emergency Planning](#)

Website

[U.S. Department of Homeland Security](#)

Website

[Federal Emergency Management Agency](#)

Website

[California Governor's Office of Emergency Services](#)

Website

[California Seismic Safety Commission](#)

Website

[American Red Cross](#)

Website [California Attorney General's Office](#)

Website [CSBA](#)

Cross References

| Code | Description |
|---------------------------------|---|
| 0400 | Comprehensive Plans Comprehensive Plans |
| 0420 | School Plans/Site Councils School Plans/Site Councils |
| 0420 | School Plans/Site Councils School Plans/Site Councils |
| 0450 | Comprehensive Safety Plan Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan Comprehensive Safety Plan |
| 1100 | Communication With The Public Communication With The Public |
| 1100 | Communication With The Public |
| 1112 | Media Relations Media Relations |
| 1113 | District And School Websites District And School Websites |
| 1113 | District And School Websites District And School Websites |
| 1113-E PDF(1) | District And School Websites District And School Websites |
| 1114 | District-Sponsored Social Media District-Sponsored Social Media |
| 1114 | District-Sponsored Social Media |
| 1220 | Citizen Advisory Committees Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees Citizen Advisory Committees |
| 1330 1313 | Use Of School Facilities Civility |
| 1330 | Use Of School Facilities Use Of School Facilities |
| 1330-E PDF(1) | Use Of School Facilities Use Of School Facilities |
| 1330.1 | Joint Use Agreements Joint Use Agreements |
| 1340 | Access To District Records Access To District Records |

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| 1340 | <u>Access To District Records</u> <u>Access To District Records</u> |
| 1400 | <u>Relations Between Other Governmental Agencies And The Schools</u> <u>Relations Between Other Governmental Agencies And The Schools</u> |
| 3000 | <u>Concepts And Roles</u> <u>Concepts And Roles</u> |
| 3511 | <u>Energy And Water Management</u> <u>Energy And Water Management</u> |
| 3511 | <u>Energy And Water Management</u> <u>Energy And Water Management</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> <u>Tobacco-Free Schools</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> <u>Tobacco-Free Schools</u> |
| 3514 | <u>Environmental Safety</u> <u>Environmental Safety</u> |
| 3514 | <u>Environmental Safety</u> <u>Environmental Safety</u> |
| 3514.2 | <u>Integrated Pest Management</u> <u>Integrated Pest Management</u> |
| 3515 | <u>Campus Security</u> <u>Campus Security</u> |
| 3515 | <u>Campus Security</u> <u>Campus Security</u> |
| 3515.2 | <u>Disruptions</u> <u>Disruptions</u> |
| 3515.2 | <u>Disruptions</u> <u>Disruptions</u> |
| 3515.7 | <u>Firearms On School Grounds</u> <u>Firearms On School Grounds</u> |
| 3516.1 | <u>Fire Drills And Fires</u> <u>Fire Drills And Fires</u> |
| 3516.2 | <u>Bomb Threats</u> <u>Bomb Threats</u> |
| 3516.3 | <u>Earthquake Emergency Procedure System</u> <u>Earthquake Emergency Procedure System</u> |
| 3516.5 | <u>Emergency Schedules</u> <u>Emergency Schedules</u> |
| 3517 | <u>Facilities Inspection</u> <u>Facilities Inspection</u> |
| 3517 | <u>Facilities Inspection</u> <u>Facilities Inspection</u> |
| 3517-E PDF(1) | <u>Facilities Inspection</u> |
| 3530 | <u>Risk Management/Insurance</u> <u>Risk Management/Insurance</u> |

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| 3530 | <u>Risk Management/Insurance</u> <u>Risk Management/Insurance</u> | |
| 3540 | <u>Transportation</u> <u>Transportation</u> | |
| 3540 | <u>Transportation</u> | |
| 3543 | <u>Transportation Safety And Emergencies</u> <u>Transportation Safety And Emergencies</u> | Formatted Table |
| 3580 | <u>District Records</u> <u>District Records</u> | |
| 3580 | <u>District Records</u> <u>District Records</u> | |
| 4112.3 | <u>Oath Or Affirmation</u> <u>Oath Or Affirmation</u> | |
| 4112.3-E PDF(1) | <u>Oath Or Affirmation</u> <u>Oath Or Affirmation</u> | |
| 4113.5 | <u>Working Remotely</u> | |
| 4119.41 | <u>Employees With Infectious Disease</u> <u>Employees With Infectious Disease</u> | Formatted Table |
| 4131 | <u>Staff Development</u> <u>Staff Development</u> | |
| 4131 | <u>Staff Development</u> | |
| 4157 | <u>Employee Safety</u> <u>Employee Safety</u> | Formatted Table |
| 4157 | <u>Employee Safety</u> <u>Employee Safety</u> | |
| 4212.3 | <u>Oath Or Affirmation</u> <u>Oath Or Affirmation</u> | |
| 4212.3-E PDF(1) | <u>Oath Or Affirmation</u> <u>Oath Or Affirmation</u> | |
| 4213.5 | <u>Working Remotely</u> | |
| 4219.41 | <u>Employees With Infectious Disease</u> <u>Employees With Infectious Disease</u> | Formatted Table |
| 4231 | <u>Staff Development</u> <u>Staff Development</u> | |
| 4231 | <u>Staff Development</u> | |
| 4257 | <u>Employee Safety</u> <u>Employee Safety</u> | Formatted Table |
| 4257 | <u>Employee Safety</u> <u>Employee Safety</u> | |
| 4312.3 | <u>Oath Or Affirmation</u> <u>Oath Or Affirmation</u> | |
| 4312.3-E PDF(1) | <u>Oath Or Affirmation</u> <u>Oath Or Affirmation</u> | |
| 4313.5 | <u>Working Remotely</u> | |
| 4319.41 | <u>Employees With Infectious Disease</u> <u>Employees With Infectious Disease</u> | Formatted Table |

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| 4331 | <u>Staff DevelopmentStaff Development</u> |
| 4331 | <u>Staff Development</u> |
| 4357 | <u>Employee SafetyEmployee Safety</u> |
| 4357 | <u>Employee SafetyEmployee Safety</u> |
| 5113 | <u>Absences And ExcusesAbsences And Excuses</u> |
| 5113 | <u>Absences And ExcusesAbsences And Excuses</u> |
| 5131.4 | <u>Student DisturbancesStudent Disturbances</u> |
| 5131.4 | <u>Student DisturbancesStudent Disturbances</u> |
| 5141 | <u>Health Care And EmergenciesHealth Care And Emergencies</u> |
| 5141 | <u>Health Care And EmergenciesHealth Care And Emergencies</u> |
| 5141.21 | <u>Administering Medication And Monitoring Health ConditionsAdministering Medication And Monitoring Health Conditions</u> |
| 5141.21 | <u>Administering Medication And Monitoring Health ConditionsAdministering Medication And Monitoring Health Conditions</u> |
| 5141.22 | <u>Infectious DiseasesInfectious Diseases</u> |
| 5141.22 | <u>Infectious DiseasesInfectious Diseases</u> |
| 5142 | <u>SafetySafety</u> |
| 5142 | <u>SafetySafety</u> |
| 6142.8 | <u>Comprehensive Health EducationComprehensive Health Education</u> |
| 6142.8 | <u>Comprehensive Health EducationComprehensive Health Education</u> |
| 6153 | <u>School-Sponsored TripsSchool-Sponsored Trips</u> |
| 6153 | <u>School-Sponsored TripsSchool-Sponsored Trips</u> |
| 6164.2 | <u>Guidance/Counseling ServicesGuidance/Counseling Services</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> |
| 7111 | <u>Evaluating Existing BuildingsEvaluating Existing Buildings</u> |

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| 9320 | Meetings And Notices Meetings And Notices |
| 9321 | Closed Session Closed Session |
| 9321-E PDF(1) | Closed Session Closed Session |
| 9321-E PDF(2) | Closed Session Closed Session |

Policy 3516: Emergencies And Disaster Preparedness Plan

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, the Superintendent shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

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 |
|---------------------------------------|---|
| 19 CCR 2400-2450 | <u>Standardized Emergency Management System</u> |
| 5 CCR 550 | Fire drills |
| 5 CCR 560 | Civil defense and disaster preparedness plans |
| CA Constitution Article 20, Section 3 | <u>Oath or affirmation</u> |
| Civ. Code 1714.5 | <u>Release from liability for disaster service workers and shelters</u> |
| Ed. Code 32001 | <u>Fire alarms and drills</u> |
| Ed. Code 32040 | <u>Duty to equip school with first aid kit</u> |
| Ed. Code 32280-32289.5 | <u>School safety plans</u> |
| Ed. Code 32290 | <u>Safety devices</u> |
| Ed. Code 39834 | <u>Operating overloaded bus</u> |
| Ed. Code 46390-46392 | <u>Emergency average daily attendance in case of disaster</u> |
| Ed. Code 49505 | <u>Natural disaster; meals for homeless students; reimbursement</u> |
| Gov. Code 11549 | Cybersecurity assessment |
| Gov. Code 11549.3 | Office of information security |
| Gov. Code 3100-3109 | <u>Oath or affirmation of allegiance</u> |
| Gov. Code 8586.5 | California Cybersecurity Integration Center |
| Gov. Code 8607 | <u>Standardized Emergency Management System</u> |
| Public Utilities Code 2872 | Automatic dialing |
| Federal | Description |
| 20 USC 1400-1482 | Individuals with Disabilities Education Act |
| 29 USC 794 | Rehabilitation Act of 1973; Section 504 |
| 42 USC 12101-12213 | Americans with Disabilities Act |
| Management Resources | Description |
| Cal OES Publication | California Emergency Management for Schools: A Guide for Districts and Sites |
| Cal OES Publication | School Emergency Response: Using SEMS at Districts and Sites, June 1998 |

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| Cal OES Publication | State of California Emergency Plan, 2017 |
| Cal OES Publication | Active Shooter Awareness Guidance, February 2018 |
| California Department of Education Publication | Crisis Response Box, 2000 |
| Federal Emergency Management Agency Publication | National Incident Management System, 3rd ed., October 2017 |
| U.S. Department of Education Publication | Guide for Developing High-Quality School Emergency Operations Plans, 2013 |
| Website | California Public Utilities Commission |
| Website | California Office of Emergency Services: School Emergency Planning & Safety |
| Website | California Department of Education, Comprehensive School Safety Plans |
| Website | California Cybersecurity Integration Center |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education, Crisis Preparedness |
| Website | Centers for Disease Control and Prevention |
| Website | U.S. Department of Education, Emergency Planning |
| Website | U.S. Department of Homeland Security |
| Website | Federal Emergency Management Agency |
| Website | California Governor's Office of Emergency Services |
| Website | California Seismic Safety Commission |
| Website | American Red Cross |
| Website | California Attorney General's Office |
| Website | CSBA |

Cross References

| Code | Description |
|------|----------------------------|
| 0400 | Comprehensive Plans |
| 0420 | School Plans/Site Councils |
| 0420 | School Plans/Site Councils |

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| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 1100 | Communication With The Public |
| 1112 | Media Relations |
| 1113 | District And School Websites |
| 1113 | District And School Websites |
| 1113 | District And School Websites |
| 1114 | District-Sponsored Social Media |
| 1114 | District-Sponsored Social Media |
| 1220 | Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees |
| 1313 | Civility |
| 1330 | Use Of School Facilities |
| 1330 | Use Of School Facilities |
| 1330.1 | Joint Use Agreements |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 3000 | Concepts And Roles |
| 3511 | Energy And Water Management |
| 3511 | Energy And Water Management |
| 3513.3 | Tobacco-Free Schools |
| 3513.3 | Tobacco-Free Schools |
| 3514 | Environmental Safety |
| 3514 | Environmental Safety |
| 3514.2 | Integrated Pest Management |
| 3515 | Campus Security |
| 3515 | Campus Security |
| 3515.2 | Disruptions |

| | |
|---------|---------------------------------------|
| 3515.2 | Disruptions |
| 3515.7 | Firearms On School Grounds |
| 3516.1 | Fire Drills And Fires |
| 3516.2 | Bomb Threats |
| 3516.3 | Earthquake Emergency Procedure System |
| 3516.5 | Emergency Schedules |
| 3517 | Facilities Inspection |
| 3517 | Facilities Inspection |
| 3530 | Risk Management/Insurance |
| 3530 | Risk Management/Insurance |
| 3540 | Transportation |
| 3543 | Transportation Safety And Emergencies |
| 3580 | District Records |
| 3580 | District Records |
| 4112.3 | Oath Or Affirmation |
| 4112.3 | Oath Or Affirmation |
| 4113.5 | Working Remotely |
| 4119.41 | Employees With Infectious Disease |
| 4131 | Staff Development |
| 4157 | Employee Safety |
| 4157 | Employee Safety |
| 4212.3 | Oath Or Affirmation |
| 4212.3 | Oath Or Affirmation |
| 4213.5 | Working Remotely |
| 4219.41 | Employees With Infectious Disease |
| 4231 | Staff Development |
| 4257 | Employee Safety |
| 4257 | Employee Safety |
| 4312.3 | Oath Or Affirmation |
| 4312.3 | Oath Or Affirmation |

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| 4313.5 | Working Remotely |
| 4319.41 | Employees With Infectious Disease |
| 4331 | Staff Development |
| 4357 | Employee Safety |
| 4357 | Employee Safety |
| 5113 | Absences And Excuses |
| 5113 | Absences And Excuses |
| 5131.4 | Student Disturbances |
| 5131.4 | Student Disturbances |
| 5141 | Health Care And Emergencies |
| 5141 | Health Care And Emergencies |
| 5141.21 | Administering Medication And Monitoring Health Conditions |
| 5141.21 | Administering Medication And Monitoring Health Conditions |
| 5141.22 | Infectious Diseases |
| 5141.22 | Infectious Diseases |
| 5142 | Safety |
| 5142 | Safety |
| 6142.8 | Comprehensive Health Education |
| 6142.8 | Comprehensive Health Education |
| 6153 | School-Sponsored Trips |
| 6153 | School-Sponsored Trips |
| 6164.2 | Guidance/Counseling Services |
| 7111 | Evaluating Existing Buildings |
| 9320 | Meetings And Notices |
| 9321 | Closed Session |
| 9321 | Closed Session |
| 9321 | Closed Session |

Board District Policy Manual
Alameda Unified School District
CSBA Policy Management Console

Policy 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: ~~08/23/2011~~11/01/2007 | **Last Revised Date:** ~~10/11/2022~~03/01/2024 |
Last Reviewed Date: ~~10/11/2022~~03/01/2024

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and maintain fiscal integrity of the programs in accordance with law.

~~Foods and beverages available through the district's food service program shall:~~

~~Each school day, a nutritionally adequate breakfast and lunch shall be made available at no cost to any student who requests a meal, including a student enrolled in an independent study program on any school day in which the student is scheduled for in-person educational activities of two or more hours. A nutritionally adequate breakfast or lunch is one that qualifies for reimbursement under the most current meal pattern for the federal School Breakfast Program or National School Lunch Program.~~

~~After a student has been provided a school meal at no cost, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service. (Education Code 49431)~~

~~Foods and beverages available through the district's food service program shall:~~

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
-
2. Meet or exceed nutrition standards specified in law
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
-

~~5.—Be provided at no cost to students who request a meal—~~

At the beginning of each school year, the Superintendent or designee shall communicate information related to the ~~district's~~district's food service programs to the public through available means, including, but not limited to, the ~~district's web site~~district's website, social media, flyers, and school publications.—

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The district's food service program shall give priority to serving ~~unprocessed~~freshly prepared onsite meals, using whole or minimally processed sustainable foods ~~and which are locally grown or produced, including~~ fresh fruits and vegetables, and providing plant-based or restricted diet food options for students.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals, positively impact students' knowledge related to food and ~~tenutrition,~~ support the district's nutrition education program, and increase students' consumption of these foods and participation in school meals.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. (Education Code 49501.5)

To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for food preparation and consumption.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. -In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns,

provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

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 15510 | Mandatory meals for needy students |
| 5 CCR 15530-15535 | Nutrition education |
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| 5 CCR 15575-15578 | Requirements for foods and beverages outside the federal meals program |
| Ed. Code 35182.5 | Contracts for advertising |
| Ed. Code 38080-38103 | Cafeteria; establishment and use |
| Ed. Code 45103.5 | Contracts for management consulting services; restrictions |
| Ed. Code 48432.3 | Voluntary enrollment in continuation education |
| Ed. Code 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed. Code 49490-49494 | School breakfast and lunch programs |
| Ed. Code 49501.5-49506 | School meals |
| Ed. Code 49510-49520 | Nutrition |
| Ed. Code 49530-49536 | Child Nutrition Act |
| Ed. Code 49540-49546 | Child care food program |
| Ed. Code 49547-49548.3 | Comprehensive nutrition services |
| Ed. Code 49550.3-49562 | Meals for needy students |
| Ed. Code 49570 | National School Lunch Act |
| Ed. Code 51795-51798 | School instructional gardens |
| H&S Code 113700-114437 | California Retail Food Code; sanitation and safety requirements |
| Federal | Description |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1758b | Local wellness policy |

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| 42 USC 1761 | Summer Food Service Program and Seamless Summer Feeding Option |
| 42 USC 1769a | Fresh Fruit and Vegetable Program |
| 42 USC 1771-1793 | Child Nutrition Act |
| 42 USC 1772 | Special Milk Program |
| 42 USC 1773 | School Breakfast Program |
| 7 CFR 210.1-210.33 | National School Lunch Program |
| 7 CFR 215.1-215.18 | Special Milk Program |
| 7 CFR 220.2-220.22 | National School Breakfast Program |
| 7 CFR 245.1-245.13 | Eligibility for free and reduced-price meals and free milk |
| Management Resources | Description |
| California Department of Education Publication | Healthy Children Ready to Learn, 2006 |
| California Department of Education Publication | Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022 |
| California Department of Food and Agriculture Pub | Planting the Seed: Farm to School Roadmap for Success, February 2022 |
| California Project Lean Publication | Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006 |
| CSBA Publication | Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012 |
| CSBA Publication | Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2008 |
| CSBA Publication | Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, October 2007 |
| CSBA Publication | Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009 |
| CSBA Publication | Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, April 2006 |
| U.S. Department of Agriculture Publication | School Breakfast Toolkit |
| U.S. Department of Agriculture Publication | Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005 |

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| U.S. Department of Agriculture Publication | Dietary Guidelines for Americans, 2020 |
| U.S. Department of Agriculture Publication | Food Buying Guide for Child Nutrition Programs, May 2022 |
| U.S. Department of Agriculture Publication | Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010 |
| U.S. Department of Agriculture Publication | Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005 |
| Website | California Department of Food and Agriculture, Office of Farm to Fork |
| Website | CSBA District and County Office of Education Legal Services |
| Website | U.S. Department of Agriculture, Food and Nutrition Service |
| Website | California Farm Bureau Federation |
| Website | Nourish California |
| Website | California Project LEAN (Leaders Encouraging Activity and Nutrition) |
| Website | Centers for Disease Control and Prevention |
| Website | California School Nutrition Association |
| Website | California Department of Education, School Nutrition |
| Website | National Alliance for Nutrition and Activity |
| Website | California Department of Public Health |
| Website | California Healthy Kids Resource Center |
| Website | CSBA |

Cross References

| Code | Description |
|-----------------|--|
| 0500 | Accountability Accountability |
| 1312.4 | Williams Uniform Complaint Procedures Williams Uniform Complaint Procedures |
| 1312.4-E-PDF(1) | Williams Uniform Complaint Procedures Williams Uniform Complaint Procedures |

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| <u>1312.4</u> | <u>Williams Uniform Complaint Procedures</u> |
| 1325 | <u>Advertising And PromotionAdvertising And Promotion</u> |
| 1340 | <u>Access To District RecordsAccess To District Records</u> |
| 1340 | <u>Access To District RecordsAccess To District Records</u> |
| 3000 | <u>Concepts And RolesConcepts And Roles</u> |
| 3260 | <u>Fees And ChargesFees And Charges</u> |
| 3260 | <u>Fees And ChargesFees And Charges</u> |
| 3510 | <u>Green School OperationsGreen School Operations</u> |
| 3514 | <u>Environmental SafetyEnvironmental Safety</u> |
| 3514 | <u>Environmental SafetyEnvironmental Safety</u> |
| 3517 | <u>Facilities InspectionFacilities Inspection</u> |
| 3517 | <u>Facilities InspectionFacilities Inspection</u> |
| <u>3517-E PDF(1)</u> | <u>Facilities Inspection</u> |
| 3551 | <u>Food Service Operations/Cafeteria FundFood Service Operations/Cafeteria Fund</u> |
| 3551 | <u>Food Service Operations/Cafeteria FundFood Service Operations/Cafeteria Fund</u> |
| 3552 | <u>Summer Meal ProgramSummer Meal Program</u> |
| <u>3552</u> | <u>Summer Meal Program</u> |
| 3553 | <u>Free And Reduced Price MealsFree And Reduced Price Meals</u> |
| 3553 | <u>Free And Reduced Price MealsFree And Reduced Price Meals</u> |
| 3554 | <u>Other Food SalesOther Food Sales</u> |
| 3554 | <u>Other Food SalesOther Food Sales</u> |
| 3555 | <u>Nutrition Program ComplianceNutrition Program Compliance</u> |
| <u>3555-E PDF(1)</u> | <u>Nutrition Program ComplianceNutrition Program Compliance</u> |
| 3580 | <u>District RecordsDistrict Records</u> |
| 3580 | <u>District RecordsDistrict Records</u> |

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| 4131 | <u>Staff Development</u> Staff Development |
| 4131 | <u>Staff Development</u> |
| 4141.6 | <u>Concerted Action/Work Stoppage</u> Concerted Action/Work Stoppage |
| 4141.6 | <u>Concerted Action/Work Stoppage</u> Concerted Action/Work Stoppage |
| 4231 | <u>Staff Development</u> Staff Development |
| 4231 | <u>Staff Development</u> |
| 4241.6 | <u>Concerted Action/Work Stoppage</u> Concerted Action/Work Stoppage |
| 4241.6 | <u>Concerted Action/Work Stoppage</u> Concerted Action/Work Stoppage |
| 5030 | <u>Student Wellness</u> Student Wellness |
| 5141.27 | <u>Food Allergies/Special Dietary Needs</u> Food Allergies/Special Dietary Needs |
| 5141.27 | <u>Food Allergies/Special Dietary Needs</u> Food Allergies/Special Dietary Needs |
| 5145.6 | <u>Parent/Guardian Notifications</u> Parent/Guardian Notifications |
| 5145.6-E PDF(1) | <u>Parent/Guardian Notifications</u> Parent/Guardian Notifications |
| 5148 | <u>Child Care And Development</u> Child Care And Development |
| 5148 | <u>Child Care And Development</u> Child Care And Development |
| 5148.2 | <u>Before/After School Programs</u> Before/After School Programs |
| 5148.2 | <u>Before/After School Programs</u> Before/After School Programs |
| 5148.3 | <u>Preschool/Early Childhood Education</u> Preschool/Early Childhood Education |
| 5148.3 | <u>Preschool/Early Childhood Education</u> Preschool/Early Childhood Education |

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| 6142.8 | <u>Comprehensive Health Education</u> <u>Comprehensive Health Education</u> |
| 6142.8 | <u>Comprehensive Health Education</u> <u>Comprehensive Health Education</u> |
| 6173 | <u>Education For Homeless Children</u> <u>Education For Homeless Children</u> |
| 6173 | <u>Education For Homeless Children</u> <u>Education For Homeless Children</u> |
| 6173-E PDF(1) | <u>Education For Homeless Children</u> <u>Education For Homeless Children</u> |
| 6176 6173 | <u>Weekend/Saturday Classes</u> <u>Education For Homeless Children</u> |
| 6176 | <u>Weekend/Saturday Classes</u> <u>Weekend/Saturday Classes</u> |
| 7110 | <u>Facilities Master Plan</u> <u>Facilities Master Plan</u> |

Policy 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: 08/23/2011 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and maintain fiscal integrity of the programs in accordance with law.

Each school day, a nutritionally adequate breakfast and lunch shall be made available at no cost to any student who requests a meal, including a student enrolled in an independent study program on any school day in which the student is scheduled for in-person educational activities of two or more hours. A nutritionally adequate breakfast or lunch is one that qualifies for reimbursement under the most current meal pattern for the federal School Breakfast Program or National School Lunch Program.

After a student has been provided a school meal at no cost, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service. (Education Code 49431)

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's website, social media, flyers, and school publications.

The district's food service program shall give priority to serving freshly prepared onsite meals, using whole or minimally processed sustainable foods which are locally grown or produced, including fresh fruits and vegetables, and providing plant-based or restricted diet food options for students.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals, positively impact students' knowledge related to food and nutrition, support the district's nutrition education program, and increase students' consumption of these foods and participation in school meals.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. (Education Code 49501.5)

To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for food preparation and consumption.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by CDE.

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 15510 | Mandatory meals for needy students |
| 5 CCR 15530-15535 | Nutrition education |
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| 5 CCR 15575-15578 | Requirements for foods and beverages outside the federal meals program |
| Ed. Code 35182.5 | Contracts for advertising |

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| Ed. Code 38080-38103 | Cafeteria; establishment and use |
| Ed. Code 45103.5 | Contracts for management consulting services; restrictions |
| Ed. Code 48432.3 | Voluntary enrollment in continuation education |
| Ed. Code 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed. Code 49490-49494 | School breakfast and lunch programs |
| Ed. Code 49501.5-49506 | School meals |
| Ed. Code 49510-49520 | Nutrition |
| Ed. Code 49530-49536 | Child Nutrition Act |
| Ed. Code 49540-49546 | Child care food program |
| Ed. Code 49547-49548.3 | Comprehensive nutrition services |
| Ed. Code 49550.3-49562 | Meals for needy students |
| Ed. Code 49570 | National School Lunch Act |
| Ed. Code 51795-51798 | School instructional gardens |
| H&S Code 113700-114437 | California Retail Food Code; sanitation and safety requirements |
| Federal | Description |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1758b | Local wellness policy |
| 42 USC 1761 | Summer Food Service Program and Seamless Summer Feeding Option |
| 42 USC 1769a | Fresh Fruit and Vegetable Program |
| 42 USC 1771-1793 | Child Nutrition Act |
| 42 USC 1772 | Special Milk Program |
| 42 USC 1773 | School Breakfast Program |
| 7 CFR 210.1-210.33 | National School Lunch Program |
| 7 CFR 215.1-215.18 | Special Milk Program |
| 7 CFR 220.2-220.22 | National School Breakfast Program |
| 7 CFR 245.1-245.13 | Eligibility for free and reduced-price meals and free milk |
| Management Resources | Description |
| California Department of Education Publication | Healthy Children Ready to Learn, 2006 |

| | |
|---|---|
| California Department of Education Publication | <u>Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022</u> |
| California Department of Food and Agriculture Pub | <u>Planting the Seed: Farm to School Roadmap for Success, February 2022</u> |
| California Project Lean Publication | <u>Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006</u> |
| CSBA Publication | <u>Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012</u> |
| CSBA Publication | <u>Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2008</u> |
| CSBA Publication | <u>Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, October 2007</u> |
| CSBA Publication | <u>Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009</u> |
| CSBA Publication | <u>Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, April 2006</u> |
| U.S. Department of Agriculture Publication | <u>School Breakfast Toolkit</u> |
| U.S. Department of Agriculture Publication | <u>Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005</u> |
| U.S. Department of Agriculture Publication | <u>Dietary Guidelines for Americans, 2020</u> |
| U.S. Department of Agriculture Publication | <u>Food Buying Guide for Child Nutrition Programs, May 2022</u> |
| U.S. Department of Agriculture Publication | <u>Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010</u> |
| U.S. Department of Agriculture Publication | <u>Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005</u> |
| Website | <u>California Department of Food and Agriculture, Office of Farm to Fork</u> |
| Website | <u>CSBA District and County Office of Education Legal Services</u> |
| Website | <u>U.S. Department of Agriculture, Food and Nutrition Service</u> |

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| Website | California Farm Bureau Federation |
| Website | Nourish California |
| Website | California Project LEAN (Leaders Encouraging Activity and Nutrition) |
| Website | Centers for Disease Control and Prevention |
| Website | California School Nutrition Association |
| Website | California Department of Education, School Nutrition |
| Website | National Alliance for Nutrition and Activity |
| Website | California Department of Public Health |
| Website | California Healthy Kids Resource Center |
| Website | CSBA |

Cross References

| Code | Description |
|--------|--|
| 0500 | Accountability |
| 1312.4 | Williams Uniform Complaint Procedures |
| 1312.4 | Williams Uniform Complaint Procedures |
| 1312.4 | Williams Uniform Complaint Procedures |
| 1325 | Advertising And Promotion |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 3000 | Concepts And Roles |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3510 | Green School Operations |
| 3514 | Environmental Safety |
| 3514 | Environmental Safety |
| 3517 | Facilities Inspection |
| 3517 | Facilities Inspection |
| 3551 | Food Service Operations/Cafeteria Fund |

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| 3551 | Food Service Operations/Cafeteria Fund |
| 3552 | Summer Meal Program |
| 3552 | Summer Meal Program |
| 3553 | Free And Reduced Price Meals |
| 3553 | Free And Reduced Price Meals |
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 3555 | Nutrition Program Compliance |
| 3555 | Nutrition Program Compliance |
| 3580 | District Records |
| 3580 | District Records |
| 4131 | Staff Development |
| 4141.6 | Concerted Action/Work Stoppage |
| 4141.6 | Concerted Action/Work Stoppage |
| 4231 | Staff Development |
| 4241.6 | Concerted Action/Work Stoppage |
| 4241.6 | Concerted Action/Work Stoppage |
| 5030 | Student Wellness |
| 5141.27 | Food Allergies/Special Dietary Needs |
| 5141.27 | Food Allergies/Special Dietary Needs |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6 | Parent/Guardian Notifications |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 5148.2 | Before/After School Programs |
| 5148.2 | Before/After School Programs |
| 5148.3 | Preschool/Early Childhood Education |
| 5148.3 | Preschool/Early Childhood Education |
| 6142.8 | Comprehensive Health Education |
| 6142.8 | Comprehensive Health Education |

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| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6176 | Weekend/Saturday Classes |
| 7110 | Facilities Master Plan |

Board District Policy Manual
Alameda Unified School District
CSBA Policy Management Console

Policy 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

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Original Adopted Date: ~~08/23/2011~~03/01/2018 | Last Revised Date: ~~10/11/2022~~03/01/2024 |
Last Reviewed Date: ~~10/11/2022~~03/01/2024

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The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.-

At the Board's discretion, district funds other than the cafeteria fund may be used for the purchase of school meals.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.-

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)-

Meal Sales-

~~Any student who requests a meal shall be served~~

Each school day, a nutritionally adequate breakfast and lunch freeshall be made available at no cost to any student who requests a meal, including a student enrolled in an independent study program on any school day in which the student is scheduled for in-person educational activities of charge, each school day two or more hours. After such school meals have been made available to a student, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service. (Education Code ~~49431~~, 49501.5)

As permitted by law, ~~additional or second meals~~, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, ~~49431~~, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)-

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.-

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.-

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.-

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.-

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.-

OPTION 1: (Food service employees paid from general fund)

The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund; for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)

OPTION 1 ENDS HERE

OPTION 2: (Food service employees paid from cafeteria fund)

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

OPTION 2 ENDS HERE

Contracts with Outside Services-

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)-

Procurement of Foods, Equipment, and Supplies-

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. ~~(42 USC 1760; 7 CFR 210.21)~~

(42 USC 1760; 7 CFR 210.21)

The district's food service program shall give priority to serving freshly prepared onsite meals, using whole or minimally processed sustainable foods which are locally grown or produced, including fresh fruits and vegetables, and to providing plant-based or restricted diet food options for students.

When soliciting for bids and contracts for the purchase of an agricultural food product, the district shall specify in the solicitation that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies. A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, ~~or when competitive bids reveal the costsquality of a United States~~ the domestic product are significantly higher than is inferior to the quality of the nondomestic product, or the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception- for three years from the date of purchase. (Food and Agriculture Code 58596.3)

Furthermore, the district shall accept a bid or price for an agricultural food product grown in California before accepting a bid or price for ~~ana domestic~~ agricultural food product that is grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price ~~of afor domestic~~ product produced outside the state. (Food and Agriculture Code 58595)-

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)-

Program Monitoring and Evaluation-

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.-

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

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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 |
|--------------------------|---|
| 12 CCR 18928-18998.4 | Short-lived climate pollutants |
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| Ed. Code 38080-38086 | School meals |
| Ed. Code 38090-38095 | Cafeterias; funds and accounts |
| Ed. Code 38100-38103 | Cafeterias; allocation of charges |
| Ed. Code 42646 | Alternate payroll procedure |
| Ed. Code 45103.5 | Contracts for management consulting services; restrictions |
| Ed. Code 49010 | Educational activity; definition |
| Ed. Code 49431 | The Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed. Code 49490-49494 | School breakfast and lunch programs |
| Ed. Code 49501.5-49506 | School meals |
| Ed. Code 49550.3-49562 | Meals for needy students |
| Ed. Code 49554 | Contract for services |
| Ed. Code 49580-49581 | Food recovery program |
| F&A Code 58595 | Preference for California-grown agricultural products |
| F&A Code 58596.1-58596.5 | Buy American Food Act; purchase of nondomestic agricultural food products |

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| H&S Code 113700-114437 | California Retail Food Code; sanitation and safety requirements |
| Pub. Cont. Code 2000-2002 | Responsive bidders |
| Pub. Cont. Code 20111 | Contracts over \$50,000; contracts for construction; award to lowest responsible bidder |
| Pub. Cont. Code 3410 | U.S. produce and processed foods |
| Federal | Description |
| 2 CFR 200 | Appendix VII Indirect cost proposals |
| 2 CFR 200.318-200.326 | Procurement standards |
| 2 CFR 200.400-200.475 | Cost principles |
| 2 CFR 200.56 | Indirect costs; definition |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1771-1793 | Child Nutrition Act |
| 42 USC 1773 | School Breakfast Program |
| 7 CFR 210.1-210.33 | National School Lunch Program |
| 7 CFR 245.8 | Nondiscrimination practices for students eligible for free and reduced price meal and free milk |
| 7 CFR 250.1-250.70 | USDA foods |
| Management Resources | Description |
| CA Dept of Social Services Publication | Food Distribution Program Administrative Manual |
| California Department of Education Publication | Professional Standards in the SNPs, NSD Management Bulletin, SNP-13-2020, rev. January 2022 |
| California Department of Education Publication | Food Service Management Company Contract Preapproval, NSD Management Bulletin, SNP-05-2023, March 2023 |
| California Department of Education Publication | Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-04-2023, July 2023 |
| California Department of Education Publication | Excess Net Cash Resources – Revised to Increase Limitation, NSD Management Bulletin, SNP-04-2022, May 2022 |

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| California Department of Education Publication | Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021 |
| California Department of Education Publication | Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015 |
| California Department of Education Publication | Cafeteria Funds - Allowable Uses, NSD Management Bulletin, SNP-05-2020, February 2020 |
| California Department of Education Publication | Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018 |
| California Department of Education Publication | California School Accounting Manual |
| U.S. Department of Agriculture Publication | Buy American and the Agriculture Improvement Act of 2018, SP-32-2019, August 2019 |
| U.S. Department of Agriculture Publication | Procuring Local Foods for Child Nutrition Programs, January 2022 |
| U.S. Department of Agriculture Publication | Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016 |
| U.S. Department of Agriculture Publication | Indirect Costs: Guidance for State Agencies and School Food Authorities, SP 60-2016, September 2016 |
| U.S. Department of Agriculture Publication | Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017 |
| U.S. Department of Agriculture Publication | Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014 |
| U.S. Dept of Agriculture Publication | School Meals - FAQs |
| Website | CalRecycle, Resources for Local Education Agencies: K-12 Public Schools and School Districts |
| Website | California Department of Education, Accounting |
| Website | CSBA District and County Office of Education Legal Services |
| Website | U.S. Department of Agriculture, Food and Nutrition Service |
| Website | California Department of Social Services |
| Website | California Department of Education, School Nutrition |

Website

[California School Nutrition Association](#)

Cross References

| Code | Description |
|---------------|--|
| 0410 | Nondiscrimination In District Programs And Activities Nondiscrimination In District Programs And Activities |
| 1113 | District And School Websites District And School Websites |
| 1113 | District And School Websites District And School Websites |
| 1113-E PDF(1) | District And School Websites District And School Websites |
| 1340 | Access To District Records Access To District Records |
| 1340 | Access To District Records Access To District Records |
| 3100 | Budget Budget |
| 3100 | Budget Budget |
| 3110 | Transfer Of Funds Transfer Of Funds |
| 3110 | Transfer Of Funds Transfer Of Funds |
| 3230 | Federal Grant Funds Federal Grant Funds |
| 3230 | Federal Grant Funds Federal Grant Funds |
| 3260 | Fees And Charges Fees And Charges |
| 3260 | Fees And Charges Fees And Charges |
| 3300 | Expenditures And Purchases Expenditures And Purchases |
| 3311 | Bids Bids |
| 3311 | Bids Bids |
| 3312 | Contracts Contracts |
| 3314.2 | Revolving Funds Revolving Funds |
| 3400 | Management Of District Assets/Accounts Management Of District Assets/Accounts |
| 3400 | Management Of District Assets/Accounts Management Of District Assets/Accounts |

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| 3460 | <u>Financial Reports And Accountability</u> <u>Financial Reports And Accountability</u> |
| 3460 | <u>Financial Reports And Accountability</u> <u>Financial Reports And Accountability</u> |
| 3510 | <u>Green School Operations</u> <u>Green School Operations</u> |
| 3511 | <u>Energy And Water Management</u> <u>Energy And Water Management</u> |
| 3511 | <u>Energy And Water Management</u> <u>Energy And Water Management</u> |
| 3512 | <u>Equipment</u> <u>Equipment</u> |
| 3512-E PDF(1) | <u>Equipment</u> <u>Equipment</u> |
| 3515.6 | <u>Criminal Background Checks For Contractors</u> <u>Criminal Background Checks For Contractors</u> |
| 3550 | <u>Food Service/Child Nutrition Program</u> <u>Food Service/Child Nutrition Program</u> |
| 3550 | <u>Food Service/Child Nutrition Program</u> <u>Food Service/Child Nutrition Program</u> |
| 3552 | <u>Summer Meal Program</u> <u>Summer Meal Program</u> |
| <u>3552</u> | <u>Summer Meal Program</u> |
| 3553 | <u>Free And Reduced Price Meals</u> <u>Free And Reduced Price Meals</u> |
| 3553 | <u>Free And Reduced Price Meals</u> <u>Free And Reduced Price Meals</u> |
| 3554 | <u>Other Food Sales</u> <u>Other Food Sales</u> |
| 3554 | <u>Other Food Sales</u> <u>Other Food Sales</u> |
| 3555 | <u>Nutrition Program Compliance</u> <u>Nutrition Program Compliance</u> |
| 3555-E PDF(1) | <u>Nutrition Program Compliance</u> <u>Nutrition Program Compliance</u> |
| 3580 | <u>District Records</u> <u>District Records</u> |
| 3580 | <u>District Records</u> <u>District Records</u> |
| 4112.4 | <u>Health Examinations</u> <u>Health Examinations</u> |

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| 4212 | <u>Appointment And Conditions Of Employment</u> <u>Appointment And Conditions Of Employment</u> |
| 4212.4 | <u>Health Examinations</u> <u>Health Examinations</u> |
| 4231 | <u>Staff Development</u> <u>Staff Development</u> |
| 4231 | <u>Staff Development</u> |
| 4312.4 | <u>Health Examinations</u> <u>Health Examinations</u> |
| 4331 | <u>Staff Development</u> <u>Staff Development</u> |
| 4331 | <u>Staff Development</u> |
| 5030 | <u>Student Wellness</u> <u>Student Wellness</u> |
| 5145.6 | <u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u> |
| 5145.6-E PDF(1) | <u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u> |

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Policy 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 08/23/2011 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

At the Board's discretion, district funds other than the cafeteria fund may be used for the purchase of school meals.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Each school day, a nutritionally adequate breakfast and lunch shall be made available at no cost to any student who requests a meal, including a student enrolled in an independent study program on any school day in which the student is scheduled for in-person educational activities of two or more hours. After such school meals have been made available to a student, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service. (Education Code 49431, 49501.5)

As permitted by law, adult meals and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49431, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment, and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

The district's food service program shall give priority to serving freshly prepared onsite meals, using whole or minimally processed sustainable foods which are locally grown or produced, including fresh fruits and vegetables, and to providing plant-based or restricted diet food options for students.

When soliciting for bids and contracts for the purchase of an agricultural food product, the district shall specify in the solicitation that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies. A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, the quality of the domestic product is inferior to the quality of the nondomestic product, or the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception for three years from the date of purchase. (Food and Agriculture Code 58596.3)

Furthermore, the district shall accept a bid or price for an agricultural food product grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price for domestic product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

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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| 12 CCR 18928-18998.4 | Short-lived climate pollutants |
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| Ed. Code 38080-38086 | <u>School meals</u> |
| Ed. Code 38090-38095 | <u>Cafeterias; funds and accounts</u> |
| Ed. Code 38100-38103 | <u>Cafeterias; allocation of charges</u> |
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| Ed. Code 45103.5 | <u>Contracts for management consulting services; restrictions</u> |
| Ed. Code 49010 | Educational activity; definition |
| Ed. Code 49431 | The Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed. Code 49490-49494 | <u>School breakfast and lunch programs</u> |

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| Ed. Code 49501.5-49506 | School meals |
| Ed. Code 49550.3-49562 | Meals for needy students |
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| Ed. Code 49580-49581 | Food recovery program |
| F&A Code 58595 | Preference for California-grown agricultural products |
| F&A Code 58596.1-58596.5 | Buy American Food Act; purchase of nondomestic agricultural food products |
| H&S Code 113700-114437 | California Retail Food Code; sanitation and safety requirements |
| Pub. Cont. Code 2000-2002 | Responsive bidders |
| Pub. Cont. Code 20111 | Contracts over \$50,000; contracts for construction; award to lowest responsible bidder |
| Pub. Cont. Code 3410 | U.S. produce and processed foods |
| Federal | Description |
| 2 CFR 200 | Appendix VII Indirect cost proposals |
| 2 CFR 200.318-200.326 | Procurement standards |
| 2 CFR 200.400-200.475 | Cost principles |
| 2 CFR 200.56 | Indirect costs; definition |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1771-1793 | Child Nutrition Act |
| 42 USC 1773 | School Breakfast Program |
| 7 CFR 210.1-210.33 | National School Lunch Program |
| 7 CFR 245.8 | Nondiscrimination practices for students eligible for free and reduced price meal and free milk |
| 7 CFR 250.1-250.70 | USDA foods |
| Management Resources | Description |
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| California Department of Education Publication | <u>Excess Net Cash Resources – Revised to Increase Limitation, NSD Management Bulletin, SNP-04-2022, May 2022</u> |
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| California Department of Education Publication | <u>Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015</u> |
| California Department of Education Publication | <u>Cafeteria Funds - Allowable Uses, NSD Management Bulletin, SNP-05-2020, February 2020</u> |
| California Department of Education Publication | <u>Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018</u> |
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| U.S. Department of Agriculture Publication | <u>Buy American and the Agriculture Improvement Act of 2018, SP-32-2019, August 2019</u> |
| U.S. Department of Agriculture Publication | <u>Procuring Local Foods for Child Nutrition Programs, January 2022</u> |
| U.S. Department of Agriculture Publication | <u>Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016</u> |
| U.S. Department of Agriculture Publication | <u>Indirect Costs: Guidance for State Agencies and School Food Authorities, SP 60-2016, September 2016</u> |
| U.S. Department of Agriculture Publication | <u>Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017</u> |
| U.S. Department of Agriculture Publication | <u>Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014</u> |
| U.S. Dept of Agriculture Publication | <u>School Meals - FAQs</u> |
| Website | <u>CalRecycle, Resources for Local Education Agencies: K-12 Public Schools and School Districts</u> |
| Website | <u>California Department of Education, Accounting</u> |

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| Website | CSBA District and County Office of Education Legal Services |
| Website | U.S. Department of Agriculture, Food and Nutrition Service |
| Website | California Department of Social Services |
| Website | California Department of Education, School Nutrition |
| Website | California School Nutrition Association |

Cross References

| Code | Description |
|--------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 1113 | District And School Websites |
| 1113 | District And School Websites |
| 1113 | District And School Websites |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 3100 | Budget |
| 3100 | Budget |
| 3110 | Transfer Of Funds |
| 3230 | Federal Grant Funds |
| 3230 | Federal Grant Funds |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3300 | Expenditures And Purchases |
| 3311 | Bids |
| 3311 | Bids |
| 3312 | Contracts |
| 3314.2 | Revolving Funds |
| 3400 | Management Of District Assets/Accounts |
| 3400 | Management Of District Assets/Accounts |
| 3460 | Financial Reports And Accountability |

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| 3460 | Financial Reports And Accountability |
| 3510 | Green School Operations |
| 3511 | Energy And Water Management |
| 3511 | Energy And Water Management |
| 3512 | Equipment |
| 3512 | Equipment |
| 3515.6 | Criminal Background Checks For Contractors |
| 3550 | Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program |
| 3552 | Summer Meal Program |
| 3552 | Summer Meal Program |
| 3553 | Free And Reduced Price Meals |
| 3553 | Free And Reduced Price Meals |
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 3555 | Nutrition Program Compliance |
| 3555 | Nutrition Program Compliance |
| 3580 | District Records |
| 3580 | District Records |
| 4112.4 | Health Examinations |
| 4212 | Appointment And Conditions Of Employment |
| 4212.4 | Health Examinations |
| 4231 | Staff Development |
| 4312.4 | Health Examinations |
| 4331 | Staff Development |
| 5030 | Student Wellness |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6 | Parent/Guardian Notifications |

Board District Policy Manual
Alameda Unified School District
CSBA Policy Management Console

Policy 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: ~~11/15~~03/01/2016 | **Last Revised Date:** ~~10/11/2022~~03/01/2024 | **Last Reviewed Date:** ~~10/11/2022~~03/01/2024

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The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students in the district's food service program.

Each school day, the district shall ~~provide~~make available, free of charge, ~~a~~one nutritionally adequate breakfast and ~~one nutritionally adequate~~ lunch for any student who requests a meal. (Education Code 49501.5)

~~After a student has been provided a school meal at no cost, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service. (Education Code 49431)~~

To provide optimal nutrition and ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a. The Superintendent or designee shall submit an application to operate a federal universal meal provision to the California Department of Education (CDE) on behalf of any district school that meets the definition of a ~~"~~high poverty school~~"~~. (Education Code 49564.3)

The Superintendent or designee shall ensure that meals served under the school nutrition program meet applicable state and/or federal nutritional standards, ~~as specified in accordance with law;~~ Board policy; and ~~administrative regulation-district-adopted guidelines.~~

The Board shall approve, and shall submit to CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals are not treated differently from other students and that meets other requirements specified in Education Code 49557.~~—~~

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be disclosed except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual ~~student's~~ student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)-

1. Disaggregation of academic achievement data
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2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576
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3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

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If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist that other educational agency in ensuring that the student continues to receive school meals.

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The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

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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 15510 | Mandatory meals for needy students |
| 5 CCR 15530-15535 | Nutrition education |
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| Ed. Code 48980 | Parent/Guardian notifications |
| Ed. Code 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed. Code 49490-49494 | School breakfast and lunch programs |
| Ed. Code 49501.5-49506 | School meals |
| Ed. Code 49510-49520 | Nutrition |
| Ed. Code 49530-49536 | Child Nutrition Act |
| Ed. Code 49547-49548.3 | Comprehensive nutrition services |
| Ed. Code 49550.3-49562 | Meals for needy students |
| Ed. Code 49564.3 | High-poverty schools; universal meal service |
| Federal | Description |
| 20 USC 1232g | Family Educational Rights and Privacy Act (FERPA) of 1974 |
| 20 USC 6301-6576 | Title I Improving the Academic Achievement of the Disadvantaged |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1771-1791 | Child nutrition |
| 42 USC 1773 | School Breakfast Program |
| 7 CFR 210.1-210.33 | National School Lunch Program |
| 7 CFR 220.10-220.21 | National School Breakfast Program |
| 7 CFR 245.1-245.13 | Eligibility for free and reduced-price meals and free milk |
| Management Resources | Description |
| California Department of Education Publication | Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, Management Bulletin SNP-12-2015, July 2015 |
| California Department of Education Publication | Clarification on the Sharing of Individual Student Eligibility Information for Local Control and |

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| | Accountability Plan Purposes, Management Bulletin SNP-02-2018, May 2018 |
| CSBA Publication | Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012 |
| CSBA Publication | Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, April 2006 |
| U.S. Department of Agriculture Publication | Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002 |
| U.S. Dept of Agriculture Publication | Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2017 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | U.S. Department of Agriculture, Food and Nutrition Service |
| Website | Nourish California |
| Website | California Project LEAN (Leaders Encouraging Activity and Nutrition) |
| Website | California Department of Education, School Nutrition |
| Website | CSBA |

Cross References

| Code | Description |
|------|--|
| 0200 | Goals For The School DistrictGoals For The School District |
| 0410 | Nondiscrimination In District Programs And ActivitiesNondiscrimination In District Programs And Activities |
| 0460 | Local Control And Accountability PlanLocal Control And Accountability Plan |
| 0460 | Local Control And Accountability PlanLocal Control And Accountability Plan |
| 1340 | Access To District RecordsAccess To District Records |
| 1340 | Access To District RecordsAccess To District Records |
| 1400 | Relations Between Other Governmental Agencies And The SchoolsRelations Between Other Governmental Agencies And The Schools |

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| 3100 | <u>BudgetBudget</u> |
| 3100 | <u>BudgetBudget</u> |
| 3250 | <u>Transportation FeesTransportation Fees</u> |
| 3250 | <u>Transportation FeesTransportation Fees</u> |
| 3260 | <u>Fees And ChargesFees And Charges</u> |
| 3260 | <u>Fees And ChargesFees And Charges</u> |
| 3550 | <u>Food Service/Child Nutrition ProgramFood Service/Child Nutrition Program</u> |
| 3550 | <u>Food Service/Child Nutrition ProgramFood Service/Child Nutrition Program</u> |
| 3551 | <u>Food Service Operations/Cafeteria FundFood Service Operations/Cafeteria Fund</u> |
| 3551 | <u>Food Service Operations/Cafeteria FundFood Service Operations/Cafeteria Fund</u> |
| 3552 | <u>Summer Meal ProgramSummer Meal Program</u> |
| <u>3552</u> | <u>Summer Meal Program</u> |
| 3554 | <u>Other Food SalesOther Food Sales</u> |
| 3554 | <u>Other Food SalesOther Food Sales</u> |
| 3555 | <u>Nutrition Program ComplianceNutrition Program Compliance</u> |
| 3555-E PDF(1) | <u>Nutrition Program ComplianceNutrition Program Compliance</u> |
| 4119.23 | <u>Unauthorized Release Of Confidential/Privileged InformationUnauthorized Release Of Confidential/Privileged Information</u> |
| 4219.23 | <u>Unauthorized Release Of Confidential/Privileged InformationUnauthorized Release Of Confidential/Privileged Information</u> |
| 4319.23 | <u>Unauthorized Release Of Confidential/Privileged InformationUnauthorized Release Of Confidential/Privileged Information</u> |
| 5030 | <u>Student WellnessStudent Wellness</u> |
| 5117 | <u>Interdistrict AttendanceInterdistrict Attendance</u> |
| 5117 | <u>Interdistrict AttendanceInterdistrict Attendance</u> |
| 5125 | <u>Student RecordsStudent Records</u> |

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| 5125 | <u>Student Records</u> Student Records |
| 5141.6 | <u>School Health Services</u> School Health Services |
| 5141.6 | <u>School Health Services</u> School Health Services |
| 5145.3 | <u>Nondiscrimination/Harassment</u> Nondiscrimination/Harassment |
| 5145.3 | <u>Nondiscrimination/Harassment</u> Nondiscrimination/Harassment |
| 5145.6 | <u>Parent/Guardian Notifications</u> Parent/Guardian Notifications |
| 5145.6-E PDF(1) | <u>Parent/Guardian Notifications</u> Parent/Guardian Notifications |
| 5148 | <u>Child Care And Development</u> Child Care And Development |
| 5148 | <u>Child Care And Development</u> Child Care And Development |
| 5148.2 | <u>Before/After School Programs</u> Before/After School Programs |
| 5148.2 | <u>Before/After School Programs</u> Before/After School Programs |
| 6162.51 | <u>State Academic Achievement Tests</u> State Academic Achievement Tests |
| 6162.51 | <u>State Academic Achievement Tests</u> State Academic Achievement Tests |
| 6171 | <u>Title I Programs</u> Title I Programs |
| 6171 | <u>Title I Programs</u> Title I Programs |
| 6173 | <u>Education For Homeless Children</u> Education For Homeless Children |
| 6173 | <u>Education For Homeless Children</u> Education For Homeless Children |
| 6173-E PDF(1) | <u>Education For Homeless Children</u> Education For Homeless Children |
| 6173 | <u>Education For Homeless Children</u> |
| 6173.1 | <u>Education For Foster Youth</u> Education For Foster Youth |
| 6173.1 | <u>Education For Foster Youth</u> Education For Foster Youth |
| 6175 | <u>Migrant Education Program</u> Migrant Education Program |
| 6175 | <u>Migrant Education Program</u> Migrant Education Program |
| 6176 | <u>Weekend/Saturday Classes</u> Weekend/Saturday Classes |
| 6176 | <u>Weekend/Saturday Classes</u> |
| 6177 | <u>Summer Learning Programs</u> Summer Learning Programs |

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Policy 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: 11/15/2016 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students in the district's food service program.

Each school day, the district shall make available, free of charge, one nutritionally adequate breakfast and one nutritionally adequate lunch for any student who requests a meal. (Education Code 49501.5)

After a student has been provided a school meal at no cost, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service. (Education Code 49431)

To provide optimal nutrition and ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a. The Superintendent or designee shall submit an application to operate a federal universal meal provision to the California Department of Education (CDE) on behalf of any district school that meets the definition of a "high poverty school." (Education Code 49564.3)

The Superintendent or designee shall ensure that meals served under the school nutrition program meet applicable state and/or federal nutritional standards, as specified in law and district-adopted guidelines.

The Board shall approve, and shall submit to CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals are not treated differently from other students and that meets other requirements specified in Education Code 49557.

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be disclosed except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data

2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576
3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist that other educational agency in ensuring that the student continues to receive school meals.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

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 15510 | Mandatory meals for needy students |
| 5 CCR 15530-15535 | Nutrition education |
| 5 CCR 15550-15565 | School lunch and breakfast programs |
| Ed. Code 48980 | Parent/Guardian notifications |

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|--|--|
| Ed. Code 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed. Code 49490-49494 | School breakfast and lunch programs |
| Ed. Code 49501.5-49506 | School meals |
| Ed. Code 49510-49520 | Nutrition |
| Ed. Code 49530-49536 | Child Nutrition Act |
| Ed. Code 49547-49548.3 | Comprehensive nutrition services |
| Ed. Code 49550.3-49562 | Meals for needy students |
| Ed. Code 49564.3 | High-poverty schools; universal meal service |
| Federal | Description |
| 20 USC 1232g | Family Educational Rights and Privacy Act (FERPA) of 1974 |
| 20 USC 6301-6576 | Title I Improving the Academic Achievement of the Disadvantaged |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1771-1791 | Child nutrition |
| 42 USC 1773 | School Breakfast Program |
| 7 CFR 210.1-210.33 | National School Lunch Program |
| 7 CFR 220.10-220.21 | National School Breakfast Program |
| 7 CFR 245.1-245.13 | Eligibility for free and reduced-price meals and free milk |
| Management Resources | Description |
| California Department of Education Publication | Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, Management Bulletin SNP-12-2015, July 2015 |
| California Department of Education Publication | Clarification on the Sharing of Individual Student Eligibility Information for Local Control and Accountability Plan Purposes, Management Bulletin SNP-02-2018, May 2018 |
| CSBA Publication | Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012 |
| CSBA Publication | Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, April 2006 |
| U.S. Department of Agriculture Publication | Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002 |

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| U.S. Dept of Agriculture Publication | Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2017 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | U.S. Department of Agriculture, Food and Nutrition Service |
| Website | Nourish California |
| Website | California Project LEAN (Leaders Encouraging Activity and Nutrition) |
| Website | California Department of Education, School Nutrition |
| Website | CSBA |

Cross References

| Code | Description |
|------|---|
| 0200 | Goals For The School District |
| 0410 | Nondiscrimination In District Programs And Activities |
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 3100 | Budget |
| 3100 | Budget |
| 3250 | Transportation Fees |
| 3250 | Transportation Fees |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |
| 3550 | Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program |
| 3551 | Food Service Operations/Cafeteria Fund |
| 3551 | Food Service Operations/Cafeteria Fund |

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| 3552 | Summer Meal Program |
| 3552 | Summer Meal Program |
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 3555 | Nutrition Program Compliance |
| 3555 | Nutrition Program Compliance |
| 4119.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4219.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4319.23 | Unauthorized Release Of Confidential/Privileged Information |
| 5030 | Student Wellness |
| 5117 | Interdistrict Attendance |
| 5117 | Interdistrict Attendance |
| 5125 | Student Records |
| 5125 | Student Records |
| 5141.6 | School Health Services |
| 5141.6 | School Health Services |
| 5145.3 | Nondiscrimination/Harassment |
| 5145.3 | Nondiscrimination/Harassment |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6 | Parent/Guardian Notifications |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 5148.2 | Before/After School Programs |
| 5148.2 | Before/After School Programs |
| 6162.51 | State Academic Achievement Tests |
| 6162.51 | State Academic Achievement Tests |
| 6171 | Title I Programs |

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| 6171 | Title I Programs |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173.1 | Education For Foster Youth |
| 6173.1 | Education For Foster Youth |
| 6175 | Migrant Education Program |
| 6175 | Migrant Education Program |
| 6176 | Weekend/Saturday Classes |
| 6177 | Summer Learning Programs |

Policy 5116.2: Involuntary Student Transfers

Status: ADOPTED

Original Adopted Date: 12/01/2016TBD | **Last Revised Date:** 12/01/2023TBD | **Last Reviewed Date:** 12/01/2023TBD

While the Governing Board desires to enroll students in the district school of their choice, it recognizes that circumstances sometimes necessitate the involuntary transfer of a student to another school or program in the district.

The Superintendent or designee shall develop procedures to facilitate the involuntary transfer of such students.

As applicable and as permitted by law, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at the schools or programs to which the student could be involuntary transferred, and the availability of support services and other resources.

The Superintendent or designee shall ensure that involuntary transfers are made in a non-discriminatory manner as specified in Board Policy 0410 - Nondiscrimination In District Programs And Activities.

Involuntary Transfer of a Student Convicted of Violent Felony or Misdemeanor Related to Possession of Firearms

A student may be transferred to another district school if the student is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which the student was convicted. However, before recommending such a transfer, the Superintendent, the principal, or other designee shall notify the student and the student's parent(s)/guardian(s) of the right to request a meeting with the principal or designee and shall attempt to resolve the conflict using restorative justice, counseling, or other such services. Participation of the victim in any conflict resolution program shall be voluntary, and the victim shall not be subjected to any disciplinary action for refusing to participate. (Education Code 48929)

If the attempt to resolve the conflict using restorative justice, counseling, or other such services is not successful or the victim elects not to participate, the principal or designee may submit to the Superintendent or designee a recommendation that the student should be involuntarily transferred. If the Superintendent or designee agrees with the recommendation, the Superintendent shall submit such recommendation to the Board for approval. The Superintendent's recommendation to the Board shall include the date by which the Superintendent or designee will review the involuntary transfer to determine whether to recommend to the Board that the student be permitted to transfer back to the student's original school.

The Board shall, in accordance with Board Bylaw 9321 - Closed Session, deliberate and vote on the

recommendation, as well as any subsequent recommendation to permit the student to transfer back to the student's original school, in closed session to maintain the confidentiality of student information, unless a parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decisions in these instances shall be final.

Involuntary Transfers to a Continuation Education Program or Class within the District

The Superintendent or designee may involuntarily transfer a high school student to a continuation education program or class in the district if the student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance and either of the following conditions are met: (Education Code 48432.5)

1. Other means to improve the student's behavior have failed
2. It is the first time the student committed an act enumerated in Section 48900 and the principal of the student's school determines that the student's presence causes a danger to person(s) or property or threatens to disrupt the instructional process.

Prior any final decision to involuntarily transfer a student, the Superintendent or designee shall notify the student and the student's parent(s)/guardian(s) of the right to request a hearing with the Superintendent or designee. If such a hearing is requested, the Superintendent or designee shall provide the specific facts and reasons for the proposed transfer, including all documents relied upon. At the hearing, the Superintendent or designee shall also allow the student or the student's parent(s)/guardian(s) to question any evidence or witnesses presented and present evidence, including witnesses, on the student's behalf. The student shall be allowed to bring one or more representatives to present at the hearing. (Education Code 48432.5)

If the Superintendent or designee decides to involuntarily transfer the student, the Superintendent or designee shall provide the decision to the student and the student's parent(s)/guardian(s) in writing. The decision shall include the facts and reasons for the decision and whether the decision is subject to periodic review and the periodic review procedure. (Education Code 48432.5)

The decision shall also include the date by which the student may transfer back to the student's original school, which shall be no longer than the end of the semester following the semester during which the acts leading directly to the involuntary transfer occurred. (Education Code 48432.5)

The final decision to involuntarily transfer the student may not involve a member of the staff of the school in which the student is enrolled at the time that the decision is made. (Education Code 48432.5)

~~Involuntary Transfers to a Community Day School within the District~~

~~If a student is expelled from school for any reason in accordance with Board Policy 5144.1 – Suspension And Expulsion/Due Process, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, the student may be transferred to a district community day school as specified in Board Policy 6185 – Community Day School. (Education Code 48662)~~

Notice, Information, and Reports

The Superintendent or designee shall include notice of this policy in the annual notification to parents/guardians in accordance with Education Code 48980. (Education Code 48929)

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices and reports sent to the parent(s)/guardian(s) of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications or reports for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

When a foster youth or American Indian Student, as defined in Welfare and Institutions Code 224.1, is being considered for an involuntary transfer, all notices, documents, and information that would be provided to parents/guardians shall be provided to the foster youth's educational rights holder, attorney, and county social worker and the American Indian Student's tribal social worker and, if applicable, county social worker. (Education Code 48853.5)

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

Ed. Code 234.1

Description

Monitoring, review, and assessment of antidiscrimination, antiharassment, anti-intimidation, and antibullying requirements

Ed. Code 35146

[Closed sessions; student matters](#)

Ed. Code 48430-48438

[Continuation classes](#)

Ed. Code 48432.5

[Involuntary transfer to continuation school](#)

Ed. Code 48660-48666

[Community day schools](#)

Ed. Code 48662

[Involuntary transfer to community day school](#)

Ed. Code 48853.5

Foster children; notice of educational rights; educational liaison; duties; continuation at school of origin; complaint of noncompliance

Ed. Code 48900

[Grounds for suspension or expulsion](#)

Ed. Code 48915

Expulsion

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| Ed. Code 48929 | Transfer of student convicted of violent felony or misdemeanor |
| Ed. Code 48980 | Parent/Guardian notifications |
| Ed. Code 48981 | Timing and method of parent/guardian notifications |
| Ed. Code 48985 | Notices to parents in language other than English |
| Ed. Code 52164 | Census of pupils of limited English proficiency |
| Pen. Code 29805 | Misdemeanors involving firearms |
| Pen. Code 667.5 | Definition of violent felony |
| W&I Code 224.1 | Indian child; definition |
| W&I Code 300 | Minors subject to jurisdiction |
| Management Resources | Description |
| California Department of Education Memorandum | Overuse and Improper Use of Voluntary and Involuntary Transfers, September 2023 |
| Court Decision | Nathan G. v. Clovis Unified School District (2014) 224 Cal.App.5th 1393 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education |
| Website | CSBA |

Cross References

| Code | Description |
|--------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 3515 | Campus Security |
| 3515 | Campus Security |
| 5113.1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5116.1 | Intradistrict Open Enrollment |
| 5116.1 | Intradistrict Open Enrollment |
| 5131.2 | Bullying |
| 5131.2 | Bullying |
| 5138 | Conflict Resolution/Peer Mediation |
| 5144 | Discipline |
| 5144 | Discipline |
| 5144.1 | Suspension And Expulsion/Due Process |
| 5144.1 | Suspension And Expulsion/Due Process |

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| 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 | Parent/Guardian Notifications |
| 6173.1 | Education For Foster Youth |
| 6173.1 | Education For Foster Youth |
| 6173.4 | Education For American Indian Students |
| 6184 | Continuation Education |
| 6184 | Continuation Education |
| 6185 | Community Day School |
| 6185 | Community Day School |

Policy 5116.2: Involuntary Student Transfers

Status: ADOPTED

Original Adopted Date: TBD | **Last Revised Date:** TBD | **Last Reviewed Date:** TBD

While the Governing Board desires to enroll students in the district school of their choice, it recognizes that circumstances sometimes necessitate the involuntary transfer of a student to another school or program in the district.

The Superintendent or designee shall develop procedures to facilitate the involuntary transfer of such students.

As applicable and as permitted by law, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at the schools or programs to which the student could be involuntary transferred, and the availability of support services and other resources.

The Superintendent or designee shall ensure that involuntary transfers are made in a non-discriminatory manner as specified in Board Policy 0410 - Nondiscrimination In District Programs And Activities.

Involuntary Transfer of a Student Convicted of Violent Felony or Misdemeanor Related to Possession of Firearms

A student may be transferred to another district school if the student is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which the student was convicted. However, before recommending such a transfer, the Superintendent, the principal, or other designee shall notify the student and the student's parent(s)/guardian(s) of the right to request a meeting with the principal or designee and shall attempt to resolve the conflict using restorative justice, counseling, or other such services. Participation of the victim in any conflict resolution program shall be voluntary, and the victim shall not be subjected to any disciplinary action for refusing to participate. (Education Code 48929)

If the attempt to resolve the conflict using restorative justice, counseling, or other such services is not successful or the victim elects not to participate, the principal or designee may submit to the Superintendent or designee a recommendation that the student should be involuntarily transferred. If the Superintendent or designee agrees with the recommendation, the Superintendent shall submit such recommendation to the Board for approval. The Superintendent's recommendation to the Board shall include the date by which the Superintendent or designee will review the involuntary transfer to determine whether to recommend to the Board that the student be permitted to transfer back to the student's original school.

The Board shall, in accordance with Board Bylaw 9321 - Closed Session, deliberate and vote on the recommendation, as well as any subsequent recommendation to permit the student to transfer back to the student's original school, in closed session to maintain the confidentiality of student information, unless a parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student.

The Board's decisions in these instances shall be final.

Involuntary Transfers to a Continuation Education Program or Class within the District

The Superintendent or designee may involuntarily transfer a high school student to a continuation education program or class in the district if the student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance and either of the following conditions are met: (Education Code 48432.5)

1. Other means to improve the student's behavior have failed
2. It is the first time the student committed an act enumerated in Section 48900 and the principal of the student's school determines that the student's presence causes a danger to person(s) or property or threatens to disrupt the instructional process.

Prior any final decision to involuntarily transfer a student, the Superintendent or designee shall notify the student and the student's parent(s)/guardian(s) of the right to request a hearing with the Superintendent or designee. If such a hearing is requested, the Superintendent or designee shall provide the specific facts and reasons for the proposed transfer, including all documents relied upon. At the hearing, the Superintendent or designee shall also allow the student or the student's parent(s)/guardian(s) to question any evidence or witnesses presented and present evidence, including witnesses, on the student's behalf. The student shall be allowed to bring one or more representatives to present at the hearing. (Education Code 48432.5)

If the Superintendent or designee decides to involuntarily transfer the student, the Superintendent or designee shall provide the decision to the student and the student's parent(s)/guardian(s) in writing. The decision shall include the facts and reasons for the decision and whether the decision is subject to periodic review and the periodic review procedure. (Education Code 48432.5)

The decision shall also include the date by which the student may transfer back to the student's original school, which shall be no longer than the end of the semester following the semester during which the acts leading directly to the involuntary transfer occurred. (Education Code 48432.5)

The final decision to involuntarily transfer the student may not involve a member of the staff of the school in which the student is enrolled at the time that the decision is made. (Education Code 48432.5)

Notice, Information, and Reports

The Superintendent or designee shall include notice of this policy in the annual notification to parents/guardians in accordance with Education Code 48980. (Education Code 48929)

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices and reports sent to the parent(s)/guardian(s) of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications or reports for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of

communication.

When a foster youth or American Indian Student, as defined in Welfare and Institutions Code 224.1, is being considered for an involuntary transfer, all notices, documents, and information that would be provided to parents/guardians shall be provided to the foster youth's educational rights holder, attorney, and county social worker and the American Indian Student's tribal social worker and, if applicable, county social worker. (Education Code 48853.5)

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 | Description |
|---|--|
| Ed. Code 234.1 | Monitoring, review, and assessment of antidiscrimination, antiharassment, anti-intimidation, and antibullying requirements |
| Ed. Code 35146 | Closed sessions; student matters |
| Ed. Code 48430-48438 | Continuation classes |
| Ed. Code 48432.5 | Involuntary transfer to continuation school |
| Ed. Code 48660-48666 | Community day schools |
| Ed. Code 48662 | Involuntary transfer to community day school |
| Ed. Code 48853.5 | Foster children; notice of educational rights; educational liaison; duties; continuation at school of origin; complaint of noncompliance |
| Ed. Code 48900 | Grounds for suspension or expulsion |
| Ed. Code 48915 | Expulsion |
| Ed. Code 48929 | Transfer of student convicted of violent felony or misdemeanor |
| Ed. Code 48980 | Parent/Guardian notifications |
| Ed. Code 48981 | Timing and method of parent/guardian notifications |
| Ed. Code 48985 | Notices to parents in language other than English |
| Ed. Code 52164 | Census of pupils of limited English proficiency |
| Pen. Code 29805 | Misdemeanors involving firearms |
| Pen. Code 667.5 | Definition of violent felony |
| W&I Code 224.1 | Indian child; definition |
| W&I Code 300 | Minors subject to jurisdiction |
| Management Resources | Description |
| California Department of Education Memorandum | Overuse and Improper Use of Voluntary and Involuntary Transfers, September 2023 |

Court Decision

Nathan G. v. Clovis Unified School District (2014) 224
Cal.App.5th 1393

Website

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

Website

[California Department of Education](#)

Website

[CSBA](#)

Cross References

| Code | Description |
|--------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 3515 | Campus Security |
| 3515 | Campus Security |
| 5113.1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5116.1 | Intradistrict Open Enrollment |
| 5116.1 | Intradistrict Open Enrollment |
| 5131.2 | Bullying |
| 5131.2 | Bullying |
| 5138 | Conflict Resolution/Peer Mediation |
| 5144 | Discipline |
| 5144 | Discipline |
| 5144.1 | Suspension And Expulsion/Due Process |
| 5144.1 | Suspension And Expulsion/Due Process |
| 5144.2 | Suspension And Expulsion/Due Process (Students With Disabilities) |
| 5145.3 | Nondiscrimination/Harassment |
| 5145.3 | Nondiscrimination/Harassment |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6 | Parent/Guardian Notifications |
| 6173.1 | Education For Foster Youth |
| 6173.1 | Education For Foster Youth |
| 6173.4 | Education For American Indian Students |
| 6184 | Continuation Education |
| 6184 | Continuation Education |
| 6185 | Community Day School |

Policy 5126: Awards For Achievement

Status: ADOPTED

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Original Adopted Date: 08/25/03/01/2009 | Last Revised Date: 03/22/2022/01/2024 | Last Reviewed Date: 03/22/2022/01/2024

The Governing Board encourages excellence as a goal for all students and wishes to publicly recognize students for exemplary achievement in academic, artistic, extracurricular, athletic, and community service activities.

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~~(cf. 5121--Grades/Evaluation-of-Student-Achievement)~~
~~(cf. 5127--Graduation-Ceremonies-and-Activities)~~
~~(cf. 6142.4--~~

No fee or other cost shall be charged to any student in relation to any requirements in qualifying for or receiving any district achievement awards.

District/School Awards
~~Service-Learning/Community-Service Classes)~~

District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque, or monetary gift. The Board shall establish a budget for this purpose. (Education Code 44015)

The Superintendent or designee shall develop criteria for the selection of student award recipients.

Golden State Seal Merit Diploma

At graduation from high school, students whose academic achievements in core curriculum areas have been outstanding shall receive special recognition.

The Superintendent or designee shall identify graduating high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

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~~(cf. 6162.51--State Academic Achievement Tests)~~

State Seal of Biliteracy

The district shall present the State Seal of Biliteracy to each graduating high school student who has

attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English, as specified in the accompanying administrative regulation. (Education Code 51460-51464)

~~(cf. 6142.2-).~~

~~District Awards~~World Language Instruction)

~~(cf. 6174- Education, for English Learners)~~Biliteracy

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In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English. The Superintendent or designee may also present awards to English learners who are reclassified as fluent English proficient to recognize proficiency in both English and the student's native language.

State Seal of Civic Engagement

The Superintendent or designee shall present the State Seal of Civic Engagement to each 11th or 12th grade student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. ~~—~~ (Education Code 51470-~~51474~~)51475)

All district students shall be afforded the opportunity to earn the State Seal of Civic Engagement, regardless of their background, communities, or experiences. No student shall be denied such opportunity based on academic ability, alternative school setting, or unique or unconventional expression of civic engagement.

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

~~(cf. 0415-~~

Scholarship and Loan Fund

Equity)

~~(cf. 6157- Distance Learning)~~

~~(cf. 6158- Independent Study)~~

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

~~(cf. 6172- Gifted and Talented Student Program)~~

~~(cf. 6181- Alternative Schools/Programs of Choice)~~

~~(cf. 6183- Home and Hospital Instruction)~~

~~(cf. 6184- Continuation Education)~~

Scholarship and Loan Fund

The Board shall establish and maintain a scholarship and loan fund which shall be used to provide interest-free loans for educational advancement, scholarship, and/or grants-in-aid to bona fide organizations, students, or graduates of district schools. (Education Code 35310, 35315)

~~(cf. 1260 - Educational Foundation)~~
~~(cf. 3290 - Gifts, Grants and Bequests)~~

The district's scholarship and loan fund shall be administered by a district committee composed of Board members, the Superintendent, and such other community, staff, administrative, and/or student representatives as determined by the Board. ~~—~~ (Education Code 35310)

The Board shall select its own representatives to the committee. ~~—~~ Staff, community, and/or student representatives shall be selected by the Superintendent. ~~—~~ Members of this committee shall serve two-year terms.

~~(cf. 1220 - Citizen Advisory Committees)~~
~~(cf. 9140 - Board Representatives)~~

The committee may accept gifts, donations, and bequests made for the purposes of the fund and may prescribe conditions or restrictions on these gifts and bequests. If the donor imposes any conditions, the committee shall review the conditions and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes. ~~as specified in Board Policy 3290 - Gifts, Grants and Requests.~~ (Education Code 35313)

The Superintendent or designee shall report to the Board at least annually regarding the status and activity of the fund. ~~—~~ (Education Code 35319)
~~—~~

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 11517.6-11519.5 | English Language Proficiency Assessments for California |
| 5 CCR 1632 | Alternative credits toward graduation for foreign language instruction in private school |
| 5 CCR 876 | Golden State Seal Merit Diploma |
| Ed. Code 220 | Prohibition of discrimination |
| Ed. Code 35160 | Authority of governing boards |
| Ed. Code 35310-35319 | Scholarship and loan funds |
| Ed. Code 44015 | Awards to employees and students |

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| Ed. Code 51007 | Equitable access to programs designed to strengthen technological skills |
| Ed. Code 51243-51245 | Credit for private school foreign language instruction |
| Ed. Code 51450-51455 | Golden State Seal Merit Diploma |
| Ed. Code 51460-51464 | State Seal of Biliteracy |
| Ed. Code 51470-51475 | State Seal of Civic Engagement |
| Ed. Code 52164.1 | Assessment of English language skills of English learners |
| Gov. Code 54950-54963 | The Ralph M. Brown Act |
| Management Resources | Description |
| California Department of Education Publication | State Seal of Biliteracy FAQs |
| California Department of Education Publication | SSCE Implementation Guidance |
| Website | CSBA District and County Office of Education Legal Services |
| Website | Californians Together |
| Website | CSBA |
| Website | California Department of Education |

Cross References

| Code | Description |
|-----------------|---|
| 0410 | Nondiscrimination In District Programs And Activities Nondiscrimination In District Programs And Activities |
| 0415 | Equity Equity |
| 0415 | Equity Equity |
| 1150 | Commendations And Awards Commendations And Awards |
| 1150 | Commendations And Awards Commendations And Awards |
| 1220 | Citizen Advisory Committees Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees Citizen Advisory Committees |
| 1260 | Educational Foundation Educational Foundation |

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| 3290 | <u>Gifts, Grants And Bequests</u> Gifts, Grants And Bequests |
| 3400 | <u>Management Of District Assets/Accounts</u> Management Of District Assets/Accounts |
| 3400 | <u>Management Of District Assets/Accounts</u> Management Of District Assets/Accounts |
| 3460 | <u>Financial Reports And Accountability</u> Financial Reports And Accountability |
| 3460 | <u>Financial Reports And Accountability</u> Financial Reports And Accountability |
| 4156.2 | <u>Awards And Recognition</u> Awards And Recognition |
| 4256.2 | <u>Awards And Recognition</u> Awards And Recognition |
| 4356.2 | <u>Awards And Recognition</u> Awards And Recognition |
| 5022 | <u>Student And Family Privacy Rights</u> Student And Family Privacy Rights |
| 5022 | <u>Student And Family Privacy Rights</u> Student And Family Privacy Rights |
| 5113.1 | <u>Chronic Absence And Truancy</u> Chronic Absence And Truancy |
| 5113.1 | <u>Chronic Absence And Truancy</u> Chronic Absence And Truancy |
| 5113.11 | <u>Attendance Supervision</u> Attendance Supervision |
| <u>5113.12</u> | <u>District School Attendance Review Board</u> |
| <u>5113.12</u> | <u>District School Attendance Review Board</u> |
| 5121 | <u>Grades/Evaluation Of Student Achievement</u> Grades/Evaluation Of Student Achievement |
| 5121 | <u>Grades/Evaluation Of Student Achievement</u> Grades/Evaluation Of Student Achievement |
| 5125 | <u>Student Records</u> Student Records |
| 5125 | <u>Student Records</u> Student Records |
| 5127 | <u>Graduation Ceremonies And Activities</u> Graduation Ceremonies And Activities |
| 5137 | <u>Positive School Climate</u> Positive School Climate |

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| 6141.54 | <u>Advanced Placement International Baccalaureate Program</u> |
| 6141.5 | <u>Advanced Placement Advanced Placement</u> |
| 6142.2 | <u>World Language Instruction World Language Instruction</u> |
| 6142.2 | <u>World Language Instruction World Language Instruction</u> |
| 6142.4 | <u>Service Learning/Community Service Classes Service Learning/Community Service Classes</u> |
| 6143 | <u>Courses Of Study Courses Of Study</u> |
| 6143 | <u>Courses Of Study Courses Of Study</u> |
| 6146.1 | <u>High School Graduation Requirements High School Graduation Requirements</u> |
| 6146.11 | <u>Alternative Credits Toward Graduation Alternative Credits Toward Graduation</u> |
| 6146.11 | <u>Alternative Credits Toward Graduation Alternative Credits Toward Graduation</u> |
| 6158 | <u>Independent Study Independent Study</u> |
| 6158 | <u>Independent Study Independent Study</u> |
| 6159 | <u>Individualized Education Program Individualized Education Program</u> |
| 6159 | <u>Individualized Education Program Individualized Education Program</u> |
| 6162.51 | <u>State Academic Achievement Tests State Academic Achievement Tests</u> |
| 6162.51 | <u>State Academic Achievement Tests State Academic Achievement Tests</u> |
| 61746172 | <u>Education For English Learners Gifted And Talented Student Program</u> |
| 6172 | <u>Gifted And Talented Student Program</u> |
| 6174 | <u>Education For English Learners Education For English Learners</u> |
| 6174-E PDF(1) | <u>Education For English Learners Education For English Learners</u> |
| 6181 | <u>Alternative Schools/Programs Of Choice Alternative Schools/Programs Of Choice</u> |

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| 6181 | <u>Alternative Schools/Programs Of Choice</u> <u>Alternative Schools/Programs Of Choice</u> |
| 6183 | <u>Home And Hospital Instruction</u> <u>Home And Hospital Instruction</u> |
| 6184 | <u>Continuation Education</u> <u>Continuation Education</u> |
| 6184 | <u>Continuation Education</u> <u>Continuation Education</u> |
| 9140 | <u>Board Representatives</u> <u>Board Representatives</u> |

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Policy 5126: Awards For Achievement

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board encourages excellence as a goal for all students and wishes to publicly recognize students for exemplary achievement in academic, artistic, extracurricular, athletic, and community service activities.

No fee or other cost shall be charged to any student in relation to any requirements in qualifying for or receiving any district achievement awards.

District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque, or monetary gift. The Board shall establish a budget for this purpose. (Education Code 44015)

The Superintendent or designee shall develop criteria for the selection of student award recipients.

Golden State Seal Merit Diploma

At graduation from high school, students whose academic achievements in core curriculum areas have been outstanding shall receive special recognition.

The Superintendent or designee shall identify graduating high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

State Seal of Biliteracy

The district shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English, as specified in the accompanying administrative regulation. (Education Code 51460-51464).

District Awards for Biliteracy

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English. The Superintendent or designee may also present awards to English learners who are reclassified as fluent English proficient to recognize proficiency in both English and the student's native language.

State Seal of Civic Engagement

The Superintendent or designee shall present the State Seal of Civic Engagement to each 11th or 12th grade student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. (Education Code 51470-51475)

All district students shall be afforded the opportunity to earn the State Seal of Civic Engagement, regardless of their background, communities, or experiences. No student shall be denied such opportunity based on academic ability, alternative school setting, or unique or unconventional expression of civic engagement.

Scholarship and Loan Fund

The Board shall establish and maintain a scholarship and loan fund which shall be used to provide interest-free loans for educational advancement, scholarship, and/or grants-in-aid to bona fide organizations, students, or graduates of district schools. (Education Code 35310, 35315)

The district's scholarship and loan fund shall be administered by a district committee composed of Board members, the Superintendent, and such other community, staff, administrative, and/or student representatives as determined by the Board. (Education Code 35310)

The Board shall select its own representatives to the committee. Staff, community, and/or student representatives shall be selected by the Superintendent. Members of this committee shall serve two-year terms.

The committee may accept gifts, donations, and bequests made for the purposes of the fund and may prescribe conditions or restrictions on these gifts and bequests. If the donor imposes any conditions, the committee shall review the conditions and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes as specified in Board Policy 3290 - Gifts, Grants and Requests. (Education Code 35313)

The Superintendent or designee shall report to the Board at least annually regarding the status and activity of the fund. (Education Code 35319)

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.

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|-----------------------|--|
| 5 CCR 11517.6-11519.5 | English Language Proficiency Assessments for California |
| 5 CCR 1632 | Alternative credits toward graduation for foreign language instruction in private school |

| | |
|--|---|
| 5 CCR 876 | Golden State Seal Merit Diploma |
| Ed. Code 220 | Prohibition of discrimination |
| Ed. Code 35160 | Authority of governing boards |
| Ed. Code 35310-35319 | Scholarship and loan funds |
| Ed. Code 44015 | Awards to employees and students |
| Ed. Code 51007 | Equitable access to programs designed to strengthen technological skills |
| Ed. Code 51243-51245 | Credit for private school foreign language instruction |
| Ed. Code 51450-51455 | Golden State Seal Merit Diploma |
| Ed. Code 51460-51464 | State Seal of Biliteracy |
| Ed. Code 51470-51475 | State Seal of Civic Engagement |
| Ed. Code 52164.1 | Assessment of English language skills of English learners |
| Gov. Code 54950-54963 | The Ralph M. Brown Act |
| Management Resources | Description |
| California Department of Education Publication | State Seal of Biliteracy FAQs |
| California Department of Education Publication | SSCE Implementation Guidance |
| Website | CSBA District and County Office of Education Legal Services |
| Website | Californians Together |
| Website | CSBA |
| Website | California Department of Education |

Cross References

| Code | Description |
|------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 0415 | Equity |
| 1150 | Commendations And Awards |
| 1220 | Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees |
| 1260 | Educational Foundation |

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| 3290 | Gifts, Grants And Bequests |
| 3400 | Management Of District Assets/Accounts |
| 3400 | Management Of District Assets/Accounts |
| 3460 | Financial Reports And Accountability |
| 3460 | Financial Reports And Accountability |
| 4156.2 | Awards And Recognition |
| 4256.2 | Awards And Recognition |
| 4356.2 | Awards And Recognition |
| 5022 | Student And Family Privacy Rights |
| 5022 | Student And Family Privacy Rights |
| 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 | Grades/Evaluation Of Student Achievement |
| 5125 | Student Records |
| 5125 | Student Records |
| 5127 | Graduation Ceremonies And Activities |
| 5137 | Positive School Climate |
| 6141.4 | International Baccalaureate Program |
| 6141.5 | Advanced Placement |
| 6142.2 | World Language Instruction |
| 6142.2 | World Language Instruction |
| 6142.4 | Service Learning/Community Service Classes |
| 6143 | Courses Of Study |
| 6143 | Courses Of Study |
| 6146.1 | High School Graduation Requirements |
| 6146.11 | Alternative Credits Toward Graduation |

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| 6146.11 | Alternative Credits Toward Graduation |
| 6158 | Independent Study |
| 6158 | Independent Study |
| 6159 | Individualized Education Program |
| 6159 | Individualized Education Program |
| 6162.51 | State Academic Achievement Tests |
| 6162.51 | State Academic Achievement Tests |
| 6172 | Gifted And Talented Student Program |
| 6172 | Gifted And Talented Student Program |
| 6174 | Education For English Learners |
| 6174 | Education For English Learners |
| 6181 | Alternative Schools/Programs Of Choice |
| 6181 | Alternative Schools/Programs Of Choice |
| 6183 | Home And Hospital Instruction |
| 6184 | Continuation Education |
| 6184 | Continuation Education |
| 9140 | Board Representatives |

Policy 5131.2: Bullying

Status: ADOPTED

Original Adopted Date: 06/25/2013 | Last Revised Date: 10/17/2019 | Last Reviewed Date:
10/17/2019

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a welcoming, safe, and supportive school environment that protects students from physical, mental and emotional harm.

District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. Superintendent or designee shall take steps to ensure that district employees become familiar with the AUSD Anti-Bullying Statement and the AUSD bullying reporting form.

No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

"Bullying" is legally defined by California Education Code 48900(r) as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. These acts can be reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. Bullying may be motivated either by bias or prejudice based upon any actual or perceived characteristic (such as race, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression); a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. An "electronic act" means the transmission of a communication (including but not limited to a message, text, sound, or image, or a post on a social network internet website) by means of an electronic device (including but not limited to a telephone, wireless telephone or other wireless communication device, computer or pager). A "reasonable pupil" means a pupil (including but not limited to an exceptional needs pupil) who exercises average care, skill, and judgment in conduct for a person of his or her age or for a person of his or her age with his or her exceptional needs.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks, the AUSD Anti-Bullying Statement, and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying. The District shall provide access to the AUSD Anti-Bullying Statement, the Bullying Complaint Form, and information about the Uniform Complaint Procedure to all student families at the beginning of each school year.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. Written complaints of bullying shall be transmitted to school staff via the Uniform Complaint Procedure Form or AUSD Anti-bullying form, as more fully explained in this policy under "Complaints and Investigation," below. These forms shall be readily available on the District's website and in all classrooms in the District.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex,¹⁹⁹

sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610) including race, religion, national origin, gender or sexual orientation (actual or perceived), or disability, shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. Complaints of other forms of bullying may be documented on the AUSD Bullying Complaint Form found on the District's website.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

Discipline

Any student who engages in bullying on school premises or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance shall be subject to discipline which may include suspension or expulsion in accordance with the Education Code and district policies and regulations.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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.

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| 5 CCR 4600-4670 | Uniform complaint procedures |
| Bus. and Prof. Code 22589-22589.4 | Cyberbullying Protection Act |
| Ed. Code 200-262.4 | Prohibition of discrimination |
| Ed. Code 32280-32289.5 | School safety plans |
| Ed. Code 35181 | Governing board authority to set policy on responsibilities of students |
| Ed. Code 35291-35291.5 | School discipline rules |
| Ed. Code 46600 | Student transfers |
| Ed. Code 48900-48925 | Suspension and expulsion |
| Ed. Code 48985 | Notices to parents in language other than English |
| Ed. Code 52060-52077 | Local control and accountability plan |
| Pen. Code 422.55 | Definition of hate crime |
| Pen. Code 647 | Use of camera or other instrument to invade person's privacy; misdemeanor |
| Pen. Code 647.7 | Use of camera or other instrument to invade person's privacy; punishment |
| Pen. Code 653.2 | Electronic communication devices; threats to safety |
| Federal | Description |
| 28 CFR 35.107 | Nondiscrimination on basis of disability; complaints |
| 34 CFR 104.7 | Section 504; Designation of responsible employee and adoption of grievances procedures |
| 34 CFR 106.8 | Designation of coordinator; dissemination of policy, and adoption of grievance procedures |
| 34 CFR 110.25 | Notification of nondiscrimination on the basis of age |
| 47 USC 254 | Universal service discounts (E-rate) |
| Management Resources | Description |
| CA Office of the Attorney General Publication | Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018 |
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| U.S. DOE, Office for Civil Rights Publication | Dear Colleague Letter: Discrimination, Including Harassment, Based on Shared Ancestry or Ethnic Characteristics, November 2023 |
| U.S. DOE, Office for Civil Rights Publication | Dear Colleague Letter: Harassment and Bullying, October 2010 |

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| US Dept of Health and Human Services Publication | Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Health Effects of Social Connection and the Community, 2023 |
| Website | U.S. Department of Health and Human Services, Stop Bullying |
| Website | CSBA District and County Office of Education Legal Services |
| Website | National School Safety Center |
| Website | Partnership for Children and Youth |
| Website | Center on Great Teachers and Leaders |
| Website | Collaborative for Academic Social and Emotional Learning |
| Website | Common Sense Media |
| Website | California Department of Education, Safe Schools |
| Website | California Office of the Attorney General |
| Website | CSBA |
| Website | U.S. Department of Education |

Cross References

| Code | Description |
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| 0100 | Philosophy |
| 0410 | Nondiscrimination In District Programs And Activities |
| 0440 | District Technology Plan |
| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 1113 | District And School Websites |
| 1113 | District And School Websites |
| 1113-E PDF(1) | District And School Websites |
| 3515 | Campus Security |
| 3515 | Campus Security |
| 4131 | Staff Development |
| 4131 | Staff Development |
| 4219.21 | Professional Standards |
| 4219.21-E PDF(1) | Professional Standards - Code Of Ethics Classified Employees |
| 4231 | Staff Development |

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| 4231 | Staff Development |
| 4319.21 | Professional Standards |
| 4319.21-E PDF(1) | Professional Standards |
| 5030 | Student Wellness |
| 5113.1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5116.1 | Intradistrict Open Enrollment |
| 5116.1 | Intradistrict Open Enrollment |
| 5117 | Interdistrict Attendance |
| 5117 | Interdistrict Attendance |
| 5125 | Student Records |
| 5125 | Student Records |
| 5131 | Conduct |
| 5131.8 | Mobile Communication Devices |
| 5136 | Gangs |
| 5136 | Gangs |
| 5137 | Positive School Climate |
| 5138 | Conflict Resolution/Peer Mediation |
| 5141.27 | Food Allergies/Special Dietary Needs |
| 5141.27 | Food Allergies/Special Dietary Needs |
| 5141.5 | Mental Health |
| 5141.52 | Suicide Prevention |
| 5141.52 | Suicide Prevention |
| 5141.52-E PDF(1) | Suicide Prevention |
| 5144 | Discipline |
| 5144 | Discipline |
| 5144.1 | Suspension And Expulsion/Due Process |
| 5144.1 | Suspension And Expulsion/Due Process |
| 5144.2 | Suspension And Expulsion/Due Process (Students With Disabilities) |
| 5145.12 | Search And Seizure |
| 5145.12 | Search And Seizure |
| 5145.2 | Freedom Of Speech/Expression |

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| 5145.2 | <u>Freedom Of Speech/Expression</u> |
| 5145.3 | <u>Nondiscrimination/Harassment</u> |
| 5145.3 | <u>Nondiscrimination/Harassment</u> |
| 5145.7 | <u>Sexual Harassment</u> |
| 5145.7 | <u>Sexual Harassment</u> |
| 5145.9 | <u>Hate-Motivated Behavior</u> |
| 6142.8 | <u>Comprehensive Health Education</u> |
| 6142.8 | <u>Comprehensive Health Education</u> |
| 6144 | <u>Controversial Issues</u> |
| 6144 | <u>Controversial Issues</u> |
| 6163.4 | <u>Student Use Of Technology</u> |
| 6163.4 | <u>Student Use Of Technology</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> |
| 6173.1 | <u>Education For Foster Youth</u> |
| 6173.1 | <u>Education For Foster Youth</u> |
| 6184 | <u>Continuation Education</u> |
| 6184 | <u>Continuation Education</u> |

Policy 5131.2: Bullying

Status: ADOPTED

Original Adopted Date: 06/25/2013 | **Last Revised Date:** 10/17/2019 | **Last Reviewed Date:**

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a welcoming, safe, and supportive school environment that protects students from physical, mental and emotional harm.

District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. Superintendent or designee shall take steps to ensure that district employees become familiar with the AUSD Anti-Bullying Statement and the AUSD bullying reporting form.

No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

"Bullying" is legally defined by California Education Code 48900(r) as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. These acts can be reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. Bullying may be motivated either by bias or prejudice based upon any actual or perceived characteristic (such as race, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression); a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. An "electronic act" means the transmission of a communication (including but not limited to a message, text, sound, or image, or a post on a social network internet website) by means of an electronic device (including but not limited to a telephone, wireless telephone or other wireless communication device, computer or pager). A "reasonable pupil" means a pupil (including but not limited to an exceptional needs pupil) who exercises average care, skill, and judgment in conduct for a person of his or her age or for a person of his or her age with his or her exceptional needs.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks, the AUSD Anti-Bullying Statement, and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying. The District shall provide access to the AUSD Anti-Bullying Statement, the Bullying Complaint Form, and information about the Uniform Complaint Procedure to all student families at the beginning of each school year.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. Written complaints of bullying shall be transmitted to school staff via the Uniform Complaint Procedure Form or AUSD Anti-bullying form, as more fully explained in this policy under "Complaints and Investigation," below. These forms shall be readily available on the District's website and in all classrooms in the District.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other

characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610) including race, religion, national origin, gender or sexual orientation (actual or perceived), or disability, shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. Complaints of other forms of bullying may be documented on the AUSD Bullying Complaint Form found on the District's website.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

Discipline

Any student who engages in bullying on school premises or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance shall be subject to discipline which may include suspension or expulsion in accordance with the Education Code and district policies and regulations.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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| 1113-E PDF(1) | District And School Websites |
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| 4219.21 | Professional Standards |
| 4219.21-E PDF(1) | Professional Standards - Code Of Ethics Classified Employees |
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| 5141.5 | Mental Health |
| 5141.52 | Suicide Prevention |
| 5141.52 | Suicide Prevention |
| 5141.52-E PDF(1) | Suicide Prevention |
| 5144 | Discipline |
| 5144 | Discipline |
| 5144.1 | Suspension And Expulsion/Due Process |
| 5144.1 | Suspension And Expulsion/Due Process |
| 5144.2 | Suspension And Expulsion/Due Process (Students With Disabilities) |
| 5145.12 | Search And Seizure |
| 5145.12 | Search And Seizure |
| 5145.2 | Freedom Of Speech/Expression |
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| 5145.3 | Nondiscrimination/Harassment |
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| 5145.7 | Sexual Harassment |
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| 5145.9 | <u>Hate-Motivated Behavior</u> |
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| 6164.2 | <u>Guidance/Counseling Services</u> |
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| 6173.1 | <u>Education For Foster Youth</u> |
| 6184 | <u>Continuation Education</u> |
| 6184 | <u>Continuation Education</u> |

Board District Policy Manual
Alameda Unified School District
CSBA Policy Management Console

Policy 5141.21: Administering Medication And Monitoring Health Conditions

Status: ADOPTED

Original Adopted Date: ~~06/26/2012~~11/01/2011 | Last Revised Date: 03/22/202201/2024 |
Last Reviewed Date: 03/22/202201/2024

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program.

~~(cf. 5113 - Absences and Excuses)~~

~~(cf. 5113.1 - Chronic Absence and Truancy)~~

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

~~(cf. 5141.24 - Specialized Health Care Services)~~

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

~~(cf. 6164.6 - Identification and Education Under Section 504)~~

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing parents/guardians to administer medication to their child at school, designate other individuals to do so on their behalf, and, with the student's authorized health care provider's approval, request the district's permission for the student to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

~~(cf. 1250 - Visitors/Outsiders)~~

~~(cf. 5141 - Health Care and Emergencies)~~

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

~~(cf. 5141.23 - Asthma Management)~~

~~(cf. 5141.27 - Food Allergies/Special Dietary Needs)~~

~~(cf. 6116 - Classroom Interruptions)~~

The Superintendent or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

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In accordance with law, the Superintendent or designee shall may make naloxone hydrochloride or

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another opioid antagonist and stock albuterol inhalers available ~~for~~ at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from ~~an~~ opioid overdose ~~or respiratory distress.~~ (Education Code 49414.3)

, 49414.7)

OPTION 1: The parent/guardian of a student who is a qualified patient pursuant to Health and Safety Code 11362.7-11362.85 may administer medicinal cannabis, excluding medicinal cannabis or cannabis products in a smokeable or vapeable form, to the student at a school site. ~~School personnel are not authorized to administer medicinal cannabis to a student.~~ (Education Code 49414.1)

Before administering medicinal cannabis at a school site, the parent/guardian shall provide to the principal or designee a valid written medical recommendation for the student to be given medicinal cannabis, which shall be kept on file at the school. The parent/guardian shall sign in at the school site before administering the medication, and shall not administer the medication in a manner that disrupts the educational environment or exposes other students. ~~After the parent/guardian administers the medication, the parent/guardian shall remove any remaining medicinal cannabis from the school site.~~ ~~(Education Code 49414.1)~~ (Education Code 49414.1)

END OF OPTION 1

OPTION 2: Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

END OF OPTION 2

~~The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.~~
~~(cf. 3516 - Emergencies and Disaster Preparedness Plan)~~

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Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

~~(cf. 3530 – Risk Management/Insurance)~~
~~(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)~~
~~(cf. 4119.43/4219.43/4319.43 – Universal Precautions)~~

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.–

~~(cf. 4131 – Staff Development)~~
~~(cf. 4231 – Staff Development)~~
~~(cf. 4331 – Staff Development)~~

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

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 600-611 | Administering medication to students |
| Bus. Code 2700-2837 | Nursing |
| Bus. Code 3500-3546 | Physician assistants |
| Bus. Code 4119.2 | Acquisition of epinephrine auto-injectors |
| Bus. Code 4119.8 | Acquisition of naloxone hydrochloride or another opioid antagonist |
| Ed. Code 48980 | Parent/Guardian notifications |
| Ed. Code 49407 | Liability for treatment |
| Ed. Code 49408 | Student emergency information |
| Ed. Code 49414 | Emergency epinephrine auto-injectors |
| Ed. Code 49414.3 | Emergency medical assistance; administration of medication for opioid overdose |
| Ed. Code 49414.4 | Opioid Misuse |

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| Ed. Code 49414.5 | Providing school personnel with voluntary emergency training |
| Ed. Code 49414.7 | Emergency albuterol inhalers |
| Ed. Code 49414.8 | Funding for emergency opioid antagonists; requirements |
| Ed. Code 49422-49427 | Employment of medical personnel |
| Ed. Code 49423 | Administration of prescribed medication for student |
| Ed. Code 49423.1 | Inhaled asthma medication |
| Ed. Code 49426.5 | Licensed vocational nurses |
| Ed. Code 49468-49468.5 | The Seizure Safe Schools Act |
| Ed. Code 49480 | Continuing medication regimen; notice |
| H&S 1799.113 | Opioid overdose treatment |
| H&S Code 11362.7-11362.85 | Medicinal cannabis |
| Federal | Description |
| 20 USC 1232g | Family Educational Rights and Privacy Act (FERPA) of 1974 |
| 20 USC 1400-1482 | Individuals with Disabilities Education Act |
| 21 USC 812 | Schedule of controlled substances |
| 21 USC 844 | Penalties for possession of controlled substance |
| 29 USC 794 | Rehabilitation Act of 1973; Section 504 |
| 34 CFR 99.30 | Conditions under which prior written consent is required to disclose information |
| Management Resources | Description |
| American Diabetes Association Publication | Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007 |
| American Diabetes Association Publication | Program Advisory on Medication Administration, 2005 |
| American Diabetes Association Publication | Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006 |
| Court Decision | American Nurses Association v. Torlakson (2013) 57 Cal.4th 570 |
| National Diabetes Education Program Publication | Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003 |

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| Website | CSBA District and County Office of Education Legal Services |
| Website | National Diabetes Education Program |
| Website | U.S. Department of Health and Human Services, National Heart, Lung, and Blood Institute |
| Website | American Diabetes Association |
| Website | California Department of Education, Health Services and School Nursing |
| Website | CSBA |
| Website | California Department of Public Health |

Cross References

| Code | Description |
|----------------------------|--|
| 3513.4 | Drug And Alcohol Free Schools |
| 3516 | Emergencies And Disaster Preparedness Plan Emergencies And Disaster Preparedness Plan |
| 3516 | Emergencies And Disaster Preparedness Plan Emergencies And Disaster Preparedness Plan |
| 4112.9 | Employee Notifications Employee Notifications |
| 4112.9 | Employee Notifications Employee Notifications |
| 4112.9-E PDF(1) | Employee Notifications |
| 4119.43 | Universal Precautions Universal Precautions |
| 4119.43 | Universal Precautions Universal Precautions |
| 4131 | Staff Development Staff Development |
| 4131 | Staff Development |
| 4212.9 | Employee Notifications Employee Notifications |
| 4212.9 | Employee Notifications Employee Notifications |
| 4212.9-E PDF(1) | Employee Notifications |
| 4219.43 | Universal Precautions Universal Precautions |
| 4219.43 | Universal Precautions Universal Precautions |
| 4231 | Staff Development Staff Development |
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| 4312.9 | <u>Employee NotificationsEmployee Notifications</u> |
| 4312.9 | <u>Employee NotificationsEmployee Notifications</u> |
| 4312.9-E PDF(1) | <u>Employee Notifications</u> |
| 4319.43 | <u>Universal PrecautionsUniversal Precautions</u> |
| 4319.43 | <u>Universal PrecautionsUniversal Precautions</u> |
| 5022 | <u>Student And Family Privacy RightsStudent And Family Privacy Rights</u> |
| 5022 | <u>Student And Family Privacy RightsStudent And Family Privacy Rights</u> |
| 5113 | <u>Absences And ExcusesAbsences And Excuses</u> |
| 5113 | <u>Absences And ExcusesAbsences And Excuses</u> |
| 5113.1 | <u>Chronic Absence And TruancyChronic Absence And Truancy</u> |
| 5113.1 | <u>Chronic Absence And TruancyChronic Absence And Truancy</u> |
| 5125 | <u>Student RecordsStudent Records</u> |
| 5125 | <u>Student RecordsStudent Records</u> |
| 5131.62 | <u>TobaccoTobacco</u> |
| 5131.62 | <u>TobaccoTobacco</u> |
| 5141 | <u>Health Care And EmergenciesHealth Care And Emergencies</u> |
| 5141 | <u>Health Care And EmergenciesHealth Care And Emergencies</u> |
| 5141.22 | <u>Infectious DiseasesInfectious Diseases</u> |
| 5141.22 | <u>Infectious DiseasesInfectious Diseases</u> |
| 5141.23 | <u>Asthma ManagementAsthma Management</u> |
| 5141.23 | <u>Asthma ManagementAsthma Management</u> |
| 5141.24 | <u>Specialized Health Care ServicesSpecialized Health Care Services</u> |
| 5141.24 | <u>Specialized Health Care Services</u> |
| 5141.27 | <u>Food Allergies/Special Dietary NeedsFood Allergies/Special Dietary Needs</u> |

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| 5141.27 | <u>Food Allergies/Special Dietary Needs</u> <u>Food Allergies/Special Dietary Needs</u> |
| 5141.6 | <u>School Health Services</u> <u>School Health Services</u> |
| 5141.6 | <u>School Health Services</u> <u>School Health Services</u> |
| 5145.6 | <u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u> |
| 5145.6-E PDF(1) | <u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u> |
| 5148.2 | <u>Before/After School Programs</u> <u>Before/After School Programs</u> |
| 5148.2 | <u>Before/After School Programs</u> <u>Before/After School Programs</u> |
| 6142.8 | <u>Comprehensive Health Education</u> <u>Comprehensive Health Education</u> |
| 6142.8 | <u>Comprehensive Health Education</u> <u>Comprehensive Health Education</u> |
| 6145.2 | <u>Athletic Competition</u> <u>Athletic Competition</u> |
| 6145.2 | <u>Athletic Competition</u> <u>Athletic Competition</u> |
| 6163.2 | <u>Animals At School</u> <u>Animals At School</u> |
| 6163.2 | <u>Animals At School</u> <u>Animals At School</u> |
| 6164.6 | <u>Identification And Education Under Section 504</u> <u>Identification And Education Under Section 504</u> |
| 6164.6 | <u>Identification And Education Under Section 504</u> <u>Identification And Education Under Section 504</u> |

Policy 5141.21: Administering Medication And Monitoring Health Conditions

Status: ADOPTED

Original Adopted Date: 06/26/2012 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing parents/guardians to administer medication to their child at school, designate other individuals to do so on their behalf, and, with the student's authorized health care provider's approval, request the district's permission for the student to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The Superintendent or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

In accordance with law, the Superintendent or designee may make naloxone hydrochloride or another opioid antagonist and stock albuterol inhalers available at each school for providing emergency medical aid to any person suffering or reasonably believed to be suffering from opioid overdose or respiratory distress. (Education Code 49414.3, 49414.7)

The parent/guardian of a student who is a qualified patient pursuant to Health and Safety Code 11362.7-11362.85 may administer medicinal cannabis, excluding medicinal cannabis or cannabis products in a smokeable or vapeable form, to the student at a school site. School personnel are not authorized to administer medicinal cannabis to a student. (Education Code 49414.1)

Before administering medicinal cannabis at a school site, the parent/guardian shall provide to the principal or designee a valid written medical recommendation for the student to be given medicinal cannabis, which shall be kept on file at the school. The parent/guardian shall sign in at the school site before administering the medication, and shall not administer the medication in a manner that disrupts the educational environment or exposes other students. After the parent/guardian administers the medication, the parent/guardian shall remove any remaining medicinal cannabis from the school site. (Education Code 49414.1)

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

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 600-611 | Administering medication to students |
| Bus. Code 2700-2837 | Nursing |
| Bus. Code 3500-3546 | Physician assistants |
| Bus. Code 4119.2 | Acquisition of epinephrine auto-injectors |
| Bus. Code 4119.8 | Acquisition of naloxone hydrochloride or another opioid antagonist |
| Ed. Code 48980 | Parent/Guardian notifications |

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| Ed. Code 49407 | Liability for treatment |
| Ed. Code 49408 | Student emergency information |
| Ed. Code 49414 | Emergency epinephrine auto-injectors |
| Ed. Code 49414.3 | Emergency medical assistance; administration of medication for opioid overdose |
| Ed. Code 49414.4 | Opioid Misuse |
| Ed. Code 49414.5 | Providing school personnel with voluntary emergency training |
| Ed. Code 49414.7 | Emergency albuterol inhalers |
| Ed. Code 49414.8 | Funding for emergency opioid antagonists; requirements |
| Ed. Code 49422-49427 | Employment of medical personnel |
| Ed. Code 49423 | Administration of prescribed medication for student |
| Ed. Code 49423.1 | Inhaled asthma medication |
| Ed. Code 49426.5 | Licensed vocational nurses |
| Ed. Code 49468-49468.5 | The Seizure Safe Schools Act |
| Ed. Code 49480 | Continuing medication regimen; notice |
| H&S 1799.113 | Opioid overdose treatment |
| H&S Code 11362.7-11362.85 | Medicinal cannabis |
| Federal | Description |
| 20 USC 1232g | Family Educational Rights and Privacy Act (FERPA) of 1974 |
| 20 USC 1400-1482 | Individuals with Disabilities Education Act |
| 21 USC 812 | Schedule of controlled substances |
| 21 USC 844 | Penalties for possession of controlled substance |
| 29 USC 794 | Rehabilitation Act of 1973; Section 504 |
| 34 CFR 99.30 | Conditions under which prior written consent is required to disclose information |
| Management Resources | Description |
| American Diabetes Association Publication | Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007 |
| American Diabetes Association Publication | Program Advisory on Medication Administration, 2005 |

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| American Diabetes Association Publication | Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006 |
| Court Decision | American Nurses Association v. Torlakson (2013) 57 Cal.4th 570 |
| National Diabetes Education Program Publication | Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | National Diabetes Education Program |
| Website | U.S. Department of Health and Human Services, National Heart, Lung, and Blood Institute |
| Website | American Diabetes Association |
| Website | California Department of Education, Health Services and School Nursing |
| Website | CSBA |
| Website | California Department of Public Health |

Cross References

| Code | Description |
|---------|--|
| 3513.4 | Drug And Alcohol Free Schools |
| 3516 | Emergencies And Disaster Preparedness Plan |
| 3516 | Emergencies And Disaster Preparedness Plan |
| 4112.9 | Employee Notifications |
| 4112.9 | Employee Notifications |
| 4119.43 | Universal Precautions |
| 4119.43 | Universal Precautions |
| 4131 | Staff Development |
| 4212.9 | Employee Notifications |
| 4212.9 | Employee Notifications |
| 4219.43 | Universal Precautions |
| 4219.43 | Universal Precautions |

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| 4231 | Staff Development |
| 4312.9 | Employee Notifications |
| 4312.9 | Employee Notifications |
| 4319.43 | Universal Precautions |
| 4319.43 | Universal Precautions |
| 5022 | Student And Family Privacy Rights |
| 5022 | Student And Family Privacy Rights |
| 5113 | Absences And Excuses |
| 5113 | Absences And Excuses |
| 5113.1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5125 | Student Records |
| 5125 | Student Records |
| 5131.62 | Tobacco |
| 5131.62 | Tobacco |
| 5141 | Health Care And Emergencies |
| 5141 | Health Care And Emergencies |
| 5141.22 | Infectious Diseases |
| 5141.22 | Infectious Diseases |
| 5141.23 | Asthma Management |
| 5141.23 | Asthma Management |
| 5141.24 | Specialized Health Care Services |
| 5141.27 | Food Allergies/Special Dietary Needs |
| 5141.27 | Food Allergies/Special Dietary Needs |
| 5141.6 | School Health Services |
| 5141.6 | School Health Services |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6 | Parent/Guardian Notifications |
| 5148.2 | Before/After School Programs |

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| 5148.2 | Before/After School Programs |
| 6142.8 | Comprehensive Health Education |
| 6142.8 | Comprehensive Health Education |
| 6145.2 | Athletic Competition |
| 6145.2 | Athletic Competition |
| 6163.2 | Animals At School |
| 6163.2 | Animals At School |
| 6164.6 | Identification And Education Under Section 504 |
| 6164.6 | Identification And Education Under Section 504 |

Policy 5144: Discipline

Status: ADOPTED

Original Adopted Date: 08/23/2011 | **Last Revised Date:** ~~04/23/2019~~ | **Last Reviewed Date:**
~~04/23/2019~~

The Governing Board desires to prepare students to be contributing members of our community who are ready to succeed in college and career. The Board expects each school to create a safe and positive school culture in which all students feel included, supported, and respected. The Board desires that its disciplinary policies further its mission of serving the whole child. The Board desires that this policy is used to help eliminate inequality in the use of punitive consequences and provide each child with excellent teachers who are equipped to promote academic and social emotional growth in all students.

The Board desires the use of a positive approach to student behavior and the use of restorative practices to minimize the need for punitive consequences and maximize instructional time for every student. The Board recognizes the importance of developing the social and emotional health of all youth and adults in our organization.

The Board desires the adoption of a Multi Tiered System of Support (MTSS) wherein schools provide a tiered system of academic and behavioral supports to enable all students to equitably access the core curriculum. Each school is responsible for adopting strategies, programs, and interventions within this framework to facilitate a consistent approach for positive, pro-social behavior management in order to reduce student loss of instructional time due to disciplinary consequences.

The Board recognizes that an opportunity/access gap for significant portions of its student population exists, namely amongst African American, Latino, English Language Learner students, and students with disabilities. The Board desires to identify and address the causes of disproportionate treatment in discipline to reduce and eliminate the racial disparities in the use of punitive school discipline and any other disparities that may exist for other under-served populations. Schools shall enforce disciplinary rules fairly, consistently, and without discrimination.

The Board recognizes the importance of all schools using classroom management strategies that keep students in school and in the classroom. Missing too much school for any reason has a direct impact on academic achievement—both short-term and long-term. Removal of students from the classroom environment for misbehavior should be avoided.

The Board does not support a zero tolerance approach to discipline except where mandated by law. Schools may not adopt zero tolerance policies or practices that conflict with District discipline policies.

Except where suspension for a first offense is permitted by Education Code 48900.5, as further described in AR 5144.1, an administrator or administrator's designee may only impose in-school and out-of-school suspension when other means of correction fail to bring about proper conduct or the student's presence causes a danger to persons. (Education Code 48900.5) The other means of correction that have been attempted must be documented and evaluated for effectiveness prior to referring the student for a disciplinary sanction that results in the student's removal from an assigned classroom or the school site.

A student shall not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. If, due to such immediate threat, a student is denied recess, staff shall make all reasonable efforts to resolve the threat and minimize the student's exclusion from recess, to the greatest extent practicable. (Education Code 49056)

Other means of correction include, but are not limited to, conferences with students and their parents/guardians; use of coordination of services teams or other intervention-related teams; enrollment in a program teaching social/emotional behavior or anger management; participation in a restorative practices programs or restorative circles; and positive behavior support approaches. (Education Code 48900.5)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, eliminating unconscious bias, and establishing cooperative relationships with parents/guardians.

With the participation of community stakeholders, each school may develop behavior expectations and disciplinary consequences to meet the school's particular needs as described in AR 5144. The rules shall be consistent with law, Board policy, district regulations, and school-level discipline data.

The Superintendent or designee shall provide professional development where appropriate to assist staff in developing classroom management skills and implementing effective disciplinary techniques.

To ensure that discipline is appropriate and equitable, schools and the District shall collect and review discipline data that is disaggregated by school, race, gender, status as an English Language Learner, status as a student with a disability, and type of infraction on a monthly basis. The District will perform a centralized review of school-level and District-wide discipline data to measure progress toward the goal of eliminating disproportionate rates of suspension and referral for African-American students and determine whether the site strategies require adjustment to meet the goal. Site administrators, on an ongoing basis, shall meet with the site's teaching staff to review the school site's discipline data and discuss strategies for teaching, encouraging, and reinforcing positive student behavior that do not require engagement with the discipline system and loss of instructional time.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to property or to obtain possession of weapons or other dangerous objects within the control of the student. (Education Code 49001)

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.

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| 5 CCR 307 | Participation in school activities until departure of bus |
| 5 CCR 353 | Detention after school |
| Civ. Code 1714.1 | Liability of parent or guardian for act of willful misconduct by a minor |
| Ed. Code 32280-32289.5 | School safety plans |
| Ed. Code 35146 | Closed sessions |
| Ed. Code 35291-35291.5 | Rules |
| Ed. Code 35291.5 | School-adopted discipline rules |
| Ed. Code 37223 | Weekend classes |
| Ed. Code 48900-48926 | Suspension and expulsion |
| Ed. Code 48980-48985 | Parent/Guardian notifications |
| Ed. Code 49005-49006.4 | Seclusion and restraint |
| Ed. Code 49055 | Restorative justice practices |
| Ed. Code 49056 | Recess restriction |
| Ed. Code 49330-49335 | Injurious objects |
| Ed. Code 49414.4 | Opioid misuse; alternative to referral to law enforcement |
| Ed. Code 49550-49564.5 | Meals for needy students |
| Ed. Code 52060-52077 | Local control and accountability plan |
| Federal | Description |
| 20 USC 1400-1482 | Individuals with Disabilities Education Act |
| 29 USC 794 | Rehabilitation Act of 1973; Section 504 |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1773 | School Breakfast Program |
| Management Resources | Description |
| California Dept of Education Program Advisories | Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000 |
| CSBA Publication | The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014 |
| CSBA Publication | Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015 |

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| CSBA Publication | Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 |
| CSBA Publication | Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 |
| CSBA Publication | Maximizing Opportunities for Physical Activity During the School Day, Fact Sheet, November 2009 |
| Fix School Discipline Project | Sample alternative discipline policy |
| U.S. DOE, Office for Civil Rights Publication | Resource on Confronting Racial Discrimination in Student Discipline |
| U.S. DOE, Office for Civil Rights Publication | Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973 |
| U.S. DOE, Office for Civil Rights Publication | Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | Public Counsel |
| Website | U.S. Department of Education, Office for Civil Rights |
| Website | California Department of Education |
| Website | CSBA |

Cross References

| Code | Description |
|-----------------|---|
| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 1114 | District-Sponsored Social Media |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3-E PDF(1) | Uniform Complaint Procedures |
| 3512 | Equipment |

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| 3512-E PDF(1) | Equipment |
| 3513.3 | Tobacco-Free Schools |
| 3513.3 | Tobacco-Free Schools |
| 3515 | Campus Security |
| 3515 | Campus Security |
| 3515.21 | Unmanned Aircraft Systems (Drones) |
| 3515.4 | Recovery For Property Loss Or Damage |
| 3515.4 | Recovery For Property Loss Or Damage |
| 3543 | Transportation Safety And Emergencies |
| 4131 | Staff Development |
| 4131 | Staff Development |
| 4158 | Employee Security |
| 4158 | Employee Security |
| 4258 | Employee Security |
| 4258 | Employee Security |
| 4358 | Employee Security |
| 4358 | Employee Security |
| 5000 | Concepts And Roles |
| 5020 | Parent Rights And Responsibilities |
| 5020 | Parent Rights And Responsibilities |
| 5030 | Student Wellness |
| 5112.1 | Exemptions From Attendance |
| 5112.1 | Exemptions From Attendance |
| 5112.5 | Open/Closed Campus |
| 5113.1 | Chronic Absence And Truancy |
| 5113.1 | Chronic Absence And Truancy |
| 5125 | Student Records |
| 5125 | Student Records |
| 5127 | Graduation Ceremonies And Activities |
| 5131 | Conduct |

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| 5131.1 | <u>Bus Conduct</u> |
| 5131.1 | <u>Bus Conduct</u> |
| 5131.2 | <u>Bullying</u> |
| 5131.2 | <u>Bullying</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 5131.41 | <u>Use Of Seclusion And Restraint</u> |
| 5131.5 | <u>Vandalism And Graffiti</u> |
| 5131.6 | <u>Alcohol And Other Drugs</u> |
| 5131.6 | <u>Alcohol And Other Drugs</u> |
| 5131.62 | <u>Tobacco</u> |
| 5131.62 | <u>Tobacco</u> |
| 5131.63 | <u>Steroids</u> |
| 5131.63 | <u>Steroids</u> |
| 5131.63-E PDF(1) | <u>Steroids</u> |
| 5131.7 | <u>Weapons And Dangerous Instruments</u> |
| 5131.7 | <u>Weapons And Dangerous Instruments</u> |
| 5131.9 | <u>Academic Honesty</u> |
| 5132 | <u>Dress And Grooming</u> |
| 5132 | <u>Dress And Grooming</u> |
| 5137 | <u>Positive School Climate</u> |
| 5138 | <u>Conflict Resolution/Peer Mediation</u> |
| 5141.4 | <u>Child Abuse Prevention And Reporting</u> |
| 5141.4 | <u>Child Abuse Prevention And Reporting</u> |
| 5142 | <u>Safety</u> |
| 5142 | <u>Safety</u> |
| 5144.1 | <u>Suspension And Expulsion/Due Process</u> |
| 5144.1 | <u>Suspension And Expulsion/Due Process</u> |
| 5144.2 | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |

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| 5145.2 | Freedom Of Speech/Expression |
| 5145.2 | Freedom Of Speech/Expression |
| 5145.3 | Nondiscrimination/Harassment |
| 5145.3 | Nondiscrimination/Harassment |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6-E PDF(1) | Parent/Guardian Notifications |
| 5145.7 | Sexual Harassment |
| 5145.7 | Sexual Harassment |
| 5145.71 | Title IX Sexual Harassment Complaint Procedures |
| 5145.71-E PDF(1) | Title IX Sexual Harassment Complaint Procedures |
| 5145.9 | Hate-Motivated Behavior |
| 5148.2 | Before/After School Programs |
| 5148.2 | Before/After School Programs |
| 6145 | Extracurricular And Cocurricular Activities |
| 6145 | Extracurricular And Cocurricular Activities |
| 6145.2 | Athletic Competition |
| 6145.2 | Athletic Competition |
| 6145.8 | Assemblies And Special Events |
| 6153 | School-Sponsored Trips |
| 6153 | School-Sponsored Trips |
| 6159.4 | Behavioral Interventions For Special Education Students |
| 6162.54 | Test Integrity/Test Preparation |
| 6163.4 | Student Use Of Technology |
| 6163.4 | Student Use Of Technology |
| 6164.2 | Guidance/Counseling Services |
| 6164.2 | Guidance/Counseling Services |
| 6164.5 | Student Success Teams |
| 6164.5 | Student Success Teams |
| 6184 | Continuation Education |
| 6184 | Continuation Education |

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| 6185 | <u>Community Day School</u> |
| 6185 | <u>Community Day School</u> |
| 9321 | <u>Closed Session</u> |
| 9321-E PDF(1) | <u>Closed Session</u> |
| 9321-E PDF(2) | <u>Closed Session</u> |

Policy 5144: Discipline

Status: ADOPTED

Original Adopted Date: 08/23/2011 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board desires to prepare students to be contributing members of our community who are ready to succeed in college and career. The Board expects each school to create a safe and positive school culture in which all students feel included, supported, and respected. The Board desires that its disciplinary policies further its mission of serving the whole child. The Board desires that this policy is used to help eliminate inequality in the use of punitive consequences and provide each child with excellent teachers who are equipped to promote academic and social emotional growth in all students.

The Board desires the use of a positive approach to student behavior and the use of restorative practices to minimize the need for punitive consequences and maximize instructional time for every student. The Board recognizes the importance of developing the social and emotional health of all youth and adults in our organization.

The Board desires the adoption of a Multi Tiered System of Support (MTSS) wherein schools provide a tiered system of academic and behavioral supports to enable all students to equitably access the core curriculum. Each school is responsible for adopting strategies, programs, and interventions within this framework to facilitate a consistent approach for positive, pro-social behavior management in order to reduce student loss of instructional time due to disciplinary consequences.

The Board recognizes that an opportunity/access gap for significant portions of its student population exists, namely amongst African American, Latino, English Language Learner students, and students with disabilities. The Board desires to identify and address the causes of disproportionate treatment in discipline to reduce and eliminate the racial disparities in the use of punitive school discipline and any other disparities that may exist for other under-served populations. Schools shall enforce disciplinary rules fairly, consistently, and without discrimination.

The Board recognizes the importance of all schools using classroom management strategies that keep students in school and in the classroom. Missing too much school for any reason has a direct impact on academic achievement, or both, short-term and long-term. Removal of students from the classroom environment for misbehavior should be avoided.

The Board does not support a zero tolerance approach to discipline except where mandated by law. Schools may not adopt zero tolerance policies or practices that conflict with District discipline policies.

Except where suspension for a first offense is permitted by Education Code 48900.5, as further described in AR 5144.1, an administrator or administrator's designee may only impose in-school and out-of-school suspension when other means of correction fail to bring about proper conduct or the student's presence causes a danger to persons. (Education Code 48900.5) The other means of correction that have been attempted must be documented and evaluated for effectiveness prior to referring the student for a disciplinary sanction that results in the student's removal from an assigned classroom or the school site.

A student shall not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers.²³⁵ If,

due to such immediate threat, a student is denied recess, staff shall make all reasonable efforts to resolve the threat and minimize the student's exclusion from recess, to the greatest extent practicable. (Education Code 49056)

Other means of correction include, but are not limited to, conferences with students and their parents/guardians; use of coordination of services teams or other intervention-related teams; enrollment in a program teaching social/emotional behavior or anger management; participation in a restorative practices programs or restorative circles; and positive behavior support approaches. (Education Code 48900.5)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, eliminating unconscious bias, and establishing cooperative relationships with parents/guardians.

With the participation of community stakeholders, each school may develop behavior expectations and disciplinary consequences to meet the school's particular needs as described in AR 5144. The rules shall be consistent with law, Board policy, district regulations, and school-level discipline data.

The Superintendent or designee shall provide professional development where appropriate to assist staff in developing classroom management skills and implementing effective disciplinary techniques.

To ensure that discipline is appropriate and equitable, schools and the District shall collect and review discipline data that is disaggregated by school, race, gender, status as an English Language Learner, status as a student with a disability, and type of infraction on a monthly basis. The District will perform a centralized review of school-level and District-wide discipline data to measure progress toward the goal of eliminating disproportionate rates of suspension and referral for African-American students and determine whether the site strategies require adjustment to meet the goal. Site administrators, on an ongoing basis, shall meet with the site's teaching staff to review the school site's discipline data and discuss strategies for teaching, encouraging, and reinforcing positive student behavior that do not require engagement with the discipline system and loss of instructional time.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to property or to obtain possession of weapons or other dangerous objects within the control of the student. (Education Code 49001)

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 307

Description

Participation in school activities until departure of bus

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|---|---|
| 5 CCR 353 | Detention after school |
| Civ. Code 1714.1 | Liability of parent or guardian for act of willful misconduct by a minor |
| Ed. Code 32280-32289.5 | School safety plans |
| Ed. Code 35146 | Closed sessions |
| Ed. Code 35291-35291.5 | Rules |
| Ed. Code 35291.5 | School-adopted discipline rules |
| Ed. Code 37223 | Weekend classes |
| Ed. Code 48900-48926 | Suspension and expulsion |
| Ed. Code 48980-48985 | Parent/Guardian notifications |
| Ed. Code 49005-49006.4 | Seclusion and restraint |
| Ed. Code 49055 | Restorative justice practices |
| Ed. Code 49056 | Recess restriction |
| Ed. Code 49330-49335 | Injurious objects |
| Ed. Code 49414.4 | Opioid misuse; alternative to referral to law enforcement |
| Ed. Code 49550-49564.5 | Meals for needy students |
| Ed. Code 52060-52077 | Local control and accountability plan |
| Federal | Description |
| 20 USC 1400-1482 | Individuals with Disabilities Education Act |
| 29 USC 794 | Rehabilitation Act of 1973; Section 504 |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1773 | School Breakfast Program |
| Management Resources | Description |
| California Dept of Education Program Advisories | Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000 |
| CSBA Publication | The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014 |
| CSBA Publication | Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015 |

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| CSBA Publication | Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 |
| CSBA Publication | Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 |
| CSBA Publication | Maximizing Opportunities for Physical Activity During the School Day, Fact Sheet, November 2009 |
| Fix School Discipline Project | Sample alternative discipline policy |
| U.S. DOE, Office for Civil Rights Publication | Resource on Confronting Racial Discrimination in Student Discipline |
| U.S. DOE, Office for Civil Rights Publication | Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973 |
| U.S. DOE, Office for Civil Rights Publication | Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | Public Counsel |
| Website | U.S. Department of Education, Office for Civil Rights |
| Website | California Department of Education |
| Website | CSBA |

Cross References

| Code | Description |
|-----------------|---|
| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 1114 | District-Sponsored Social Media |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3-E PDF(1) | Uniform Complaint Procedures |
| 3512 | Equipment |

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| 3512-E PDF(1) | <u>Equipment</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3515 | <u>Campus Security</u> |
| 3515 | <u>Campus Security</u> |
| 3515.21 | <u>Unmanned Aircraft Systems (Drones)</u> |
| 3515.4 | <u>Recovery For Property Loss Or Damage</u> |
| 3515.4 | <u>Recovery For Property Loss Or Damage</u> |
| 3543 | <u>Transportation Safety And Emergencies</u> |
| 4131 | <u>Staff Development</u> |
| 4131 | <u>Staff Development</u> |
| 4158 | <u>Employee Security</u> |
| 4158 | <u>Employee Security</u> |
| 4258 | <u>Employee Security</u> |
| 4258 | <u>Employee Security</u> |
| 4358 | <u>Employee Security</u> |
| 4358 | <u>Employee Security</u> |
| 5000 | <u>Concepts And Roles</u> |
| 5020 | <u>Parent Rights And Responsibilities</u> |
| 5020 | <u>Parent Rights And Responsibilities</u> |
| 5030 | <u>Student Wellness</u> |
| 5112.1 | <u>Exemptions From Attendance</u> |
| 5112.1 | <u>Exemptions From Attendance</u> |
| 5112.5 | <u>Open/Closed Campus</u> |
| 5113.1 | <u>Chronic Absence And Truancy</u> |
| 5113.1 | <u>Chronic Absence And Truancy</u> |
| 5125 | <u>Student Records</u> |
| 5125 | <u>Student Records</u> |
| 5127 | <u>Graduation Ceremonies And Activities</u> |
| 5131 | <u>Conduct</u> |

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| 5131.1 | <u>Bus Conduct</u> |
| 5131.1 | <u>Bus Conduct</u> |
| 5131.2 | <u>Bullying</u> |
| 5131.2 | <u>Bullying</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 5131.41 | <u>Use Of Seclusion And Restraint</u> |
| 5131.5 | <u>Vandalism And Graffiti</u> |
| 5131.6 | <u>Alcohol And Other Drugs</u> |
| 5131.6 | <u>Alcohol And Other Drugs</u> |
| 5131.62 | <u>Tobacco</u> |
| 5131.62 | <u>Tobacco</u> |
| 5131.63 | <u>Steroids</u> |
| 5131.63 | <u>Steroids</u> |
| 5131.63-E PDF(1) | <u>Steroids</u> |
| 5131.7 | <u>Weapons And Dangerous Instruments</u> |
| 5131.7 | <u>Weapons And Dangerous Instruments</u> |
| 5131.9 | <u>Academic Honesty</u> |
| 5132 | <u>Dress And Grooming</u> |
| 5132 | <u>Dress And Grooming</u> |
| 5137 | <u>Positive School Climate</u> |
| 5138 | <u>Conflict Resolution/Peer Mediation</u> |
| 5141.4 | <u>Child Abuse Prevention And Reporting</u> |
| 5141.4 | <u>Child Abuse Prevention And Reporting</u> |
| 5142 | <u>Safety</u> |
| 5142 | <u>Safety</u> |
| 5144.1 | <u>Suspension And Expulsion/Due Process</u> |
| 5144.1 | <u>Suspension And Expulsion/Due Process</u> |
| 5144.2 | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |

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| 5145.2 | <u>Freedom Of Speech/Expression</u> |
| 5145.2 | <u>Freedom Of Speech/Expression</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> |
| 5145.7 | <u>Sexual Harassment</u> |
| 5145.7 | <u>Sexual Harassment</u> |
| 5145.71 | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 5145.71-E PDF(1) | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 5145.9 | <u>Hate-Motivated Behavior</u> |
| 5148.2 | <u>Before/After School Programs</u> |
| 5148.2 | <u>Before/After School Programs</u> |
| 6145 | <u>Extracurricular And Cocurricular Activities</u> |
| 6145 | <u>Extracurricular And Cocurricular Activities</u> |
| 6145.2 | <u>Athletic Competition</u> |
| 6145.2 | <u>Athletic Competition</u> |
| 6145.8 | <u>Assemblies And Special Events</u> |
| 6153 | <u>School-Sponsored Trips</u> |
| 6153 | <u>School-Sponsored Trips</u> |
| 6159.4 | <u>Behavioral Interventions For Special Education Students</u> |
| 6162.54 | <u>Test Integrity/Test Preparation</u> |
| 6163.4 | <u>Student Use Of Technology</u> |
| 6163.4 | <u>Student Use Of Technology</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> |
| 6164.5 | <u>Student Success Teams</u> |
| 6164.5 | <u>Student Success Teams</u> |
| 6184 | <u>Continuation Education</u> |
| 6184 | <u>Continuation Education</u> |

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| 6185 | <u>Community Day School</u> |
| 6185 | <u>Community Day School</u> |
| 9321 | <u>Closed Session</u> |
| 9321-E PDF(1) | <u>Closed Session</u> |
| 9321-E PDF(2) | <u>Closed Session</u> |

Policy 5148.3: Preschool/Early Childhood Education

Status: ADOPTED

Original Adopted Date: ~~08/25/2009~~11/01/2012 | **Last Revised Date:** 02/14/2023 | **Last Reviewed Date:** 02/14/2023

The Governing Board recognizes the value of high-quality preschool experiences to enhance children's social-emotional development and acquisition of instructional knowledge, skills, and abilities. The Board desires to provide a supervised and cognitively rich learning environment designed to facilitate the transition to kindergarten for three- and four-year-old children.

The Superintendent or designee shall collaborate with the local child care and development planning council, the county office of education, other public agencies, organizations, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

To receive preschool services, a child and the child's parent(s)/guardian(s) shall be required to provide evidence of residency in California. However, any person identified as experiencing homelessness shall only be required to submit a declaration that the person resides in California. (5 CCR 17745)

Preschool eligibility determinations shall be made without regard to a child's immigration status or that of the child's parent(s)/guardian(s) unless the child or the child's parent(s)/guardian(s) are under a final order of deportation from the ~~United States~~U.S. Department of Homeland Security. (5 CCR 17745)

District Preschool Programs

When the Board determines that it is feasible, the district may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near district schools, either directly or through a subcontract with a public or private provider.

District preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.

The Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be

served and address the program components specified in 5 CCR 17701-17711 and the accompanying administrative regulation. (5 CCR 17701)

The Board shall set priorities for establishing or expanding services as resources become available, giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

Preschool classroom needs shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

The Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program (TK), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge. In order to provide families with the option of a full-day, high-quality instructional program, the district may enroll children who are in a TK or kindergarten program in a California State Preschool Program (CSPP) before and/or after the regular school day.

If an early enrollment child is enrolled in the district's TK program, the district shall concurrently offer the child enrollment in the district's CSPP program, subject to available space. (Education Code 48000.15)

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or child care program. (Education Code 8205, 48000)

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The Superintendent or designee shall identify dual language learners in district preschool programs, and shall collect and report related data to CDE as required by Education Code 8241.5. The district's preschool program shall include activities and services that meet the needs of dual language learners for support in the development of their home language and English. (Education Code 8203)

The district's preschool program shall serve children with exceptional needs as required by Education Code 8208. Children with exceptional needs attending any CSPP program shall be

educated in the least restrictive environment in accordance with 20 USC 1412.

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

The district shall encourage volunteerism by families participating in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (5 CCR 17743; 22 CCR 101218.1)

The Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8208, 8210, and 8211 and 5 CCR 17746-17748.

The Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community in order to assist families whose child care needs extend beyond the length of time that the district's preschool program is offered.

The Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of preschool children and their families as specified in [BP Board Policy](#) 6170.1 - Transitional Kindergarten. (Education Code ~~8322~~[8281.5](#))

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 17709-17711)

The district's uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the [California State Preschool Program CSPP](#). However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8212; 5 CCR 4610, 4611, 4690-4694, 17781)

The Superintendent or designee shall regularly report to the Board regarding enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

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 |
|------------------------|---|
| 22 CCR 101151-101191 | Licensing and application procedures |
| 22 CCR 101151-101239.2 | General requirements; licensed child care centers |
| 22 CCR 101212-101231 | Continuing requirements |
| 22 CCR 101237-101239.2 | Facilities and equipment |
| 5 CCR 14001-14036 | School housing |
| 5 CCR 17700-17833 | California State Preschool Program |
| 5 CCR 17701-17711 | General Program Requirements |
| 5 CCR 17746-17748 | Enrollment priorities |
| 5 CCR 18295 | Waiver of qualifications for site supervisor |
| 5 CCR 4600-4670 | Uniform complaint procedures |
| 5 CCR 4690-4694 | Complaints regarding health and safety issues in license-exempt preschool programs |
| 5 CCR 80067 | Professional Clear Early Childhood Education Specialist Instruction Credential |
| 5 CCR 80105-80125 | Commission on Teacher Credentialing; child care and development permits |
| Ed. Code 17375 | California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program |
| Ed. Code 44065 | Issuance of and functions requiring credentials |
| Ed. Code 44256 | Authorization for teaching credentials |
| Ed. Code 48000-48003 | Kindergartens |
| Ed. Code 48985 | Notices to parents in language other than English |
| Ed. Code 60910 | Data for students enrolled in California State Preschool Program |
| Ed. Code 69617 | Golden State Teacher Grant Program |
| Ed. Code 8200-8340 | California State Preschool Program |
| Ed. Code 8489-8489.1 | Expulsion and suspension procedures |
| H&S Code 120325-120380 | Immunization against communicable diseases |

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| H&S Code 1596.70-1596.895 | California Child Day Care Act |
| H&S Code 1596.90-1597.21 | Day care centers |
| W&I Code 10207-10215 | General provisions |
| W&I Code 10207-10492.2 | Child Care and Development Services Act |
| W&I Code 10217-10224.5 | Resource and referral programs |
| W&I Code 10225-10234 | Alternative payment programs |
| W&I Code 10235-10238 | Migrant child care and development programs |
| W&I Code 10240-10243 | General child care and development programs |
| W&I Code 10250-10252 | Family child care home education networks |
| W&I Code 10260-10263 | Child care and development services for children with special needs |
| W&I Code 10480-10487 | Local planning councils |
| Federal | Description |
| 20 USC 1400-1482 | Individuals with Disabilities Education Act |
| 20 USC 6311-6322 | Title I, relative to preschool |
| 20 USC 6391-6399 | Education of migratory children |
| 42 USC 9831-9852c | Head Start programs |
| 42 USC 9857-9858r | Child Care and Development Block Grant |
| 45 CFR 1301.1-1305.2 | Head Start |
| Management Resources | Description |
| CA Commission on Teacher Credentialing Publication | Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education Specialist Credential, Coded Correspondence 23-02, February 10, 2023 |
| California Department of Education Publication | California State Preschool Program and Children with Disabilities (Exceptional Needs), Early Education Division Management Bulletin 23-02, February 2023 |
| California Department of Education Publication | Part-day California State Preschool Program as an Extended Learning and Care Option, Early Education Division Management Bulletin 23-05, April 2023 |
| California Department of Education Publication | Assessment and Reporting of Family Fees for Fiscal Year (FY) 2023–24, Early Education Division Management Bulletin 23-07, September 2023 |
| California Department of Education Publication | Suspension and Expulsion in the California State Preschool Program, Early Education Division Management Bulletin 23-08, September 2023 |
| California Department of Education Publication | Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009 |

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| California Department of Education Publication | California Preschool Learning Foundations |
| California Department of Education Publication | First Class: A Guide for Early Primary Education, 1999 |
| CSBA Publication | The Importance of Early Childhood Education Programs, September 2019 |
| CSBA Publication | The Preschool Landscape in California and Strategies for Expansion, January 2020 |
| U.S. Department of Education Publication | Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016 |
| Website | California Department of Education, Universal PreKindergarten, California's Great Start |
| Website | California Office of Administrative Law |
| Website | California County Superintendents Educational Services Association |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Commission on Teacher Credentialing |
| Website | National Institute for Early Education Research |
| Website | California Head Start Association |
| Website | California Preschool Instructional Network |
| Website | Child Development Policy Institute |
| Website | California Association for the Education of Young Children |
| Website | First 5 California |
| Website | California Department of Social Services |
| Website | Cities Counties and Schools Partnership |
| Website | CSBA |
| Website | U.S. Department of Education |
| Website | California Department of Education |

Cross References

| Code | Description |
|----------------------|--|
| 0415 | Equity Equity |
| 0415 0470 | Equity COVID-19 Mitigation Plan |
| 0500 | Accountability Accountability |
| 1240 | Volunteer Assistance Volunteer Assistance |
| 1240 | Volunteer Assistance Volunteer Assistance |

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| 1312.3 | Uniform Complaint Procedures Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures Uniform Complaint Procedures |
| 1312.3-E PDF(1) | Uniform Complaint Procedures Uniform Complaint Procedures |
| 1330 1312.3 | Use Of School Facilities Uniform Complaint Procedures |
| 1330 | Use Of School Facilities Use Of School Facilities |
| 1330-E PDF(1) | Use Of School Facilities Use Of School Facilities |
| 1330.1 | Joint Use Agreements Joint Use Agreements |
| 1340 | Access To District Records Access To District Records |
| 1340 | Access To District Records Access To District Records |
| 1400 | Relations Between Other Governmental Agencies And The Schools Relations Between Other Governmental Agencies And The Schools |
| 1700 | Relations Between Private Industry And The Schools Relations Between Private Industry And The Schools |
| 3260 | Fees And Charges Fees And Charges |
| 3260 | Fees And Charges Fees And Charges |
| 3280 | Sale Or Lease Of District-Owned Real Property Sale Or Lease Of District-Owned Real Property |
| 3280 | Sale Or Lease Of District-Owned Real Property Sale Or Lease Of District-Owned Real Property |
| 3523 | Electronic Signatures Electronic Signatures |
| 3523 | Electronic Signatures Electronic Signatures |
| 3541 | Transportation Routes And Services Transportation Routes And Services |
| 3550 | Food Service/Child Nutrition Program Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program Food Service/Child Nutrition Program |
| 3580 | District Records District Records |
| 3580 | District Records District Records |
| 4112 | Appointment And Conditions Of Employment Appointment And Conditions Of Employment |
| 4112.2 | Certification Certification |
| 4112.2 | Certification Certification |

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| 4112.4 | Health Examinations Health Examinations |
| 4112.5 | Criminal Record Check Criminal Record Check |
| 4112.5 | Criminal Record Check |
| 4112.6 | Personnel Files Personnel Files |
| 4131 | Staff Development Staff Development |
| 4131 | Staff Development |
| 4212.4 | Health Examinations Health Examinations |
| 4212.5 | Criminal Record Check Criminal Record Check |
| 4212.5 | Criminal Record Check |
| 4212.6 | Personnel Files Personnel Files |
| 4222 | Teacher Aides/Paraprofessionals Teacher Aides/Paraprofessionals |
| 4222 | Teacher Aides/Paraprofessionals Teacher Aides/Paraprofessionals |
| 4231 | Staff Development Staff Development |
| 4231 | Staff Development |
| 4312.4 | Health Examinations Health Examinations |
| 4312.5 | Criminal Record Check Criminal Record Check |
| 4312.5 | Criminal Record Check |
| 4312.6 | Personnel Files Personnel Files |
| 4331 | Staff Development Staff Development |
| 4331 | Staff Development |
| 5020 | Parent Rights And Responsibilities Parent Rights And Responsibilities |
| 5020 | Parent Rights And Responsibilities Parent Rights And Responsibilities |
| 5030 | Student Wellness Student Wellness |
| 5111 | Admission Admission |
| 5111 | Admission Admission |
| 5125 | Student Records Student Records |
| 5125 | Student Records Student Records |
| 5141.23 | Asthma Management Asthma Management |
| 5141.23 | Asthma Management Asthma Management |
| 5141.26 | Tuberculosis Testing Tuberculosis Testing |

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| 5141.26 | Tuberculosis Testing |
| 5141.31 | Immunizations Immunizations |
| 5141.31 | Immunizations Immunizations |
| 5141.32 | Health Screening For School Entry Health Screening For School Entry |
| 5141.6 | School Health Services School Health Services |
| 5141.6 | School Health Services School Health Services |
| 5144.1 | Suspension And Expulsion/Due Process Suspension And Expulsion/Due Process |
| 5144.1 | Suspension And Expulsion/Due Process Suspension And Expulsion/Due Process |
| 5145.6 | Parent/Guardian Notifications Parent/Guardian Notifications |
| 5145.6-E PDF(1) | Parent/Guardian Notifications Parent/Guardian Notifications |
| 5148 | Child Care And Development Child Care And Development |
| 5148 | Child Care And Development Child Care And Development |
| 6011 | Academic Standards Academic Standards |
| 6020 | Parent Involvement Parent Involvement |
| 6020 | Parent Involvement Parent Involvement |
| 6159 | Individualized Education Program Individualized Education Program |
| 6159 | Individualized Education Program Individualized Education Program |
| 6164.4 | Identification And Evaluation Of Individuals For Special Education Identification And Evaluation Of Individuals For Special Education |
| 6164.4 | Identification And Evaluation Of Individuals For Special Education Identification And Evaluation Of Individuals For Special Education |
| 6170.1 | Transitional Kindergarten Transitional Kindergarten |
| 6171 | Title I Programs Title I Programs |
| 6171 | Title I Programs Title I Programs |
| 6173 | Education For Homeless Children Education For Homeless Children |
| 6173 | Education For Homeless Children Education For Homeless Children |
| 6173-E PDF(1) | Education For Homeless Children Education For Homeless Children |

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| <u>6173</u> | <u>Education For Homeless Children</u> |
| 6173.1 | Education For Foster Youth <u>Education For Foster Youth</u> |
| 6173.1 | Education For Foster Youth <u>Education For Foster Youth</u> |
| 6173.2 | Education Of Children Of Military Families <u>Education Of Children Of Military Families</u> |
| 6174 <u>6173.2</u> | Education For English Learners <u>Education Of Children Of Military Families</u> |
| 6174 | Education For English Learners <u>Education For English Learners</u> |
| 6174-E PDF(1) | Education For English Learners <u>Education For English Learners</u> |
| 6175 | Migrant Education Program <u>Migrant Education Program</u> |
| 6175 | Migrant Education Program <u>Migrant Education Program</u> |
| 6200 | Adult Education <u>Adult Education</u> |
| 6200 | Adult Education <u>Adult Education</u> |
| 6200-E PDF(1) | Adult Education |
| 7110 | Facilities Master Plan <u>Facilities Master Plan</u> |
| 7210 | Facilities Financing <u>Facilities Financing</u> |

Policy 5148.3: Preschool/Early Childhood Education

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board recognizes the value of high-quality preschool experiences to enhance children's social-emotional development and acquisition of instructional knowledge, skills, and abilities. The Board desires to provide a supervised and cognitively rich learning environment designed to facilitate the transition to kindergarten for three- and four-year-old children.

The Superintendent or designee shall collaborate with the local child care and development planning council, the county office of education, other public agencies, organizations, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

To receive preschool services, a child and the child's parent(s)/guardian(s) shall be required to provide evidence of residency in California. However, any person identified as experiencing homelessness shall only be required to submit a declaration that the person resides in California. (5 CCR 17745)

Preschool eligibility determinations shall be made without regard to a child's immigration status or that of the child's parent(s)/guardian(s) unless the child or the child's parent(s)/guardian(s) are under a final order of deportation from the U.S. Department of Homeland Security. (5 CCR 17745)

District Preschool Programs

When the Board determines that it is feasible, the district may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near district schools, either directly or through a subcontract with a public or private provider.

District preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.

The Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 17701-17711 and the accompanying administrative regulation. (5 CCR 17701)

The Board shall set priorities for establishing or expanding services as resources become available, giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

Preschool classroom needs shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

The Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program (TK), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge. In order to provide families with the option of a full-day, high-quality instructional program, the district may enroll children who are in a TK or kindergarten program in a California State Preschool Program (CSPP) before and/or after the regular school day.

If an early enrollment child is enrolled in the district's TK program, the district shall concurrently offer the child enrollment in the district's CSPP program, subject to available space. (Education Code 48000.15)

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or child care program. (Education Code 8205, 48000)

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The Superintendent or designee shall identify dual language learners in district preschool programs, and shall collect and report related data to CDE as required by Education Code 8241.5. The district's preschool program shall include activities and services that meet the needs of dual language learners for support in the development of their home language and English. (Education Code 8203)

The district's preschool program shall serve children with exceptional needs as required by Education Code 8208. Children with exceptional needs attending any CSPP program shall be educated in the least restrictive environment in accordance with 20 USC 1412.

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

The district shall encourage volunteerism by families participating in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher

Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (5 CCR 17743; 22 CCR 101218.1)

The Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8208, 8210, and 8211 and 5 CCR 17746-17748.

The Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community in order to assist families whose child care needs extend beyond the length of time that the district's preschool program is offered.

The Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of preschool children and their families as specified in Board Policy 6170.1 - Transitional Kindergarten. (Education Code 8281.5)

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 17709-17711)

The district's uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the CSPP. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8212; 5 CCR 4610, 4611, 4690-4694, 17781)

The Superintendent or designee shall regularly report to the Board regarding enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

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 |
|------------------------|---|
| 22 CCR 101151-101191 | Licensing and application procedures |
| 22 CCR 101151-101239.2 | General requirements; licensed child care centers |
| 22 CCR 101212-101231 | Continuing requirements |
| 22 CCR 101237-101239.2 | Facilities and equipment |
| 5 CCR 14001-14036 | School housing |
| 5 CCR 17700-17833 | California State Preschool Program |

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|---------------------------|---|
| 5 CCR 17701-17711 | General Program Requirements |
| 5 CCR 17746-17748 | Enrollment priorities |
| 5 CCR 18295 | Waiver of qualifications for site supervisor |
| 5 CCR 4600-4670 | Uniform complaint procedures |
| 5 CCR 4690-4694 | Complaints regarding health and safety issues in license-exempt preschool programs |
| 5 CCR 80067 | Professional Clear Early Childhood Education Specialist Instruction Credential |
| 5 CCR 80105-80125 | Commission on Teacher Credentialing; child care and development permits |
| Ed. Code 17375 | California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program |
| Ed. Code 44065 | Issuance of and functions requiring credentials |
| Ed. Code 44256 | Authorization for teaching credentials |
| Ed. Code 48000-48003 | Kindergartens |
| Ed. Code 48985 | Notices to parents in language other than English |
| Ed. Code 60910 | Data for students enrolled in California State Preschool Program |
| Ed. Code 69617 | Golden State Teacher Grant Program |
| Ed. Code 8200-8340 | California State Preschool Program |
| Ed. Code 8489-8489.1 | Expulsion and suspension procedures |
| H&S Code 120325-120380 | Immunization against communicable diseases |
| H&S Code 1596.70-1596.895 | California Child Day Care Act |
| H&S Code 1596.90-1597.21 | Day care centers |
| W&I Code 10207-10215 | General provisions |
| W&I Code 10207-10492.2 | Child Care and Development Services Act |
| W&I Code 10217-10224.5 | Resource and referral programs |
| W&I Code 10225-10234 | Alternative payment programs |
| W&I Code 10235-10238 | Migrant child care and development programs |
| W&I Code 10240-10243 | General child care and development programs |
| W&I Code 10250-10252 | Family child care home education networks |
| W&I Code 10260-10263 | Child care and development services for children with special needs |
| W&I Code 10480-10487 | Local planning councils |
| Federal | Description |

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| 20 USC 1400-1482 | Individuals with Disabilities Education Act |
| 20 USC 6311-6322 | Title I, relative to preschool |
| 20 USC 6391-6399 | Education of migratory children |
| 42 USC 9831-9852c | Head Start programs |
| 42 USC 9857-9858r | Child Care and Development Block Grant |
| 45 CFR 1301.1-1305.2 | Head Start |
| Management Resources | Description |
| CA Commission on Teacher Credentialing Publication | Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education Specialist Credential, Coded Correspondence 23-02, February 10, 2023 |
| California Department of Education Publication | California State Preschool Program and Children with Disabilities (Exceptional Needs), Early Education Division Management Bulletin 23-02, February 2023 |
| California Department of Education Publication | Part-day California State Preschool Program as an Extended Learning and Care Option, Early Education Division Management Bulletin 23-05, April 2023 |
| California Department of Education Publication | Assessment and Reporting of Family Fees for Fiscal Year (FY) 2023–24, Early Education Division Management Bulletin 23-07, September 2023 |
| California Department of Education Publication | Suspension and Expulsion in the California State Preschool Program, Early Education Division Management Bulletin 23-08, September 2023 |
| California Department of Education Publication | Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009 |
| California Department of Education Publication | California Preschool Learning Foundations |
| California Department of Education Publication | First Class: A Guide for Early Primary Education, 1999 |
| CSBA Publication | The Importance of Early Childhood Education Programs, September 2019 |
| CSBA Publication | The Preschool Landscape in California and Strategies for Expansion, January 2020 |
| U.S. Department of Education Publication | Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016 |
| Website | California Department of Education, Universal PreKindergarten, California’s Great Start |
| Website | California Office of Administrative Law |
| Website | California County Superintendents Educational Services Association |
| Website | CSBA District and County Office of Education Legal Services |

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| Website | California Commission on Teacher Credentialing |
| Website | National Institute for Early Education Research |
| Website | California Head Start Association |
| Website | California Preschool Instructional Network |
| Website | Child Development Policy Institute |
| Website | California Association for the Education of Young Children |
| Website | First 5 California |
| Website | California Department of Social Services |
| Website | Cities Counties and Schools Partnership |
| Website | CSBA |
| Website | U.S. Department of Education |
| Website | California Department of Education |

Cross References

| Code | Description |
|--------|---|
| 0415 | Equity |
| 0470 | COVID-19 Mitigation Plan |
| 0500 | Accountability |
| 1240 | Volunteer Assistance |
| 1240 | Volunteer Assistance |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1330 | Use Of School Facilities |
| 1330 | Use Of School Facilities |
| 1330.1 | Joint Use Agreements |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 1700 | Relations Between Private Industry And The Schools |
| 3260 | Fees And Charges |
| 3260 | Fees And Charges |

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| 3280 | Sale Or Lease Of District-Owned Real Property |
| 3280 | Sale Or Lease Of District-Owned Real Property |
| 3523 | Electronic Signatures |
| 3523 | Electronic Signatures |
| 3541 | Transportation Routes And Services |
| 3550 | Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program |
| 3580 | District Records |
| 3580 | District Records |
| 4112 | Appointment And Conditions Of Employment |
| 4112.2 | Certification |
| 4112.2 | Certification |
| 4112.4 | Health Examinations |
| 4112.5 | Criminal Record Check |
| 4112.5 | Criminal Record Check |
| 4112.6 | Personnel Files |
| 4131 | Staff Development |
| 4212.4 | Health Examinations |
| 4212.5 | Criminal Record Check |
| 4212.5 | Criminal Record Check |
| 4212.6 | Personnel Files |
| 4222 | Teacher Aides/Paraprofessionals |
| 4222 | Teacher Aides/Paraprofessionals |
| 4231 | Staff Development |
| 4312.4 | Health Examinations |
| 4312.5 | Criminal Record Check |
| 4312.5 | Criminal Record Check |
| 4312.6 | Personnel Files |
| 4331 | Staff Development |
| 5020 | Parent Rights And Responsibilities |
| 5020 | Parent Rights And Responsibilities |
| 5030 | Student Wellness |
| 5111 | Admission |

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| 5111 | Admission |
| 5125 | Student Records |
| 5125 | Student Records |
| 5141.23 | Asthma Management |
| 5141.23 | Asthma Management |
| 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 |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6 | Parent/Guardian Notifications |
| 5148 | Child Care And Development |
| 5148 | Child Care And Development |
| 6011 | Academic Standards |
| 6020 | Parent Involvement |
| 6020 | Parent Involvement |
| 6159 | Individualized Education Program |
| 6159 | Individualized Education Program |
| 6164.4 | Identification And Evaluation Of Individuals For Special Education |
| 6164.4 | Identification And Evaluation Of Individuals For Special Education |
| 6170.1 | Transitional Kindergarten |
| 6171 | Title I Programs |
| 6171 | Title I Programs |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173.1 | Education For Foster Youth |

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| 6173.1 | Education For Foster Youth |
| 6173.2 | Education Of Children Of Military Families |
| 6173.2 | Education Of Children Of Military Families |
| 6174 | Education For English Learners |
| 6174 | Education For English Learners |
| 6175 | Migrant Education Program |
| 6175 | Migrant Education Program |
| 6200 | Adult Education |
| 6200 | Adult Education |
| 7110 | Facilities Master Plan |
| 7210 | Facilities Financing |

Board District Policy Manual
Alameda Unified School District
CSBA Policy Management Console

Policy 6141.2: Recognition Of Religious Beliefs And Customs

Status: ADOPTED

Original Adopted Date: ~~08/25/2009~~12/01/1988 | **Last Revised Date:** 03/01/2024 | **Last Reviewed Date:** 03/01/2024

The ~~Governing Board of Education~~ recognizes that students' education would be incomplete without an understanding of the role of religion in society. As appropriate for a particular course, teachers may objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with culture, literature, or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the diversity of religions and customs in the world.

and be consistent with the adopted instructional materials and state standards, as applicable.

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is ~~clearly~~ forbidden in ~~the~~ public schools. ~~Instruction~~The Superintendent or designee shall ensure that instruction about religion ~~shall~~does not promote or denigrate the beliefs or customs of any particular religion or sect, nor ~~should that~~ a preference be shown for one religious viewpoint over another. Staff members shall be highly sensitive to their obligation not to interfere with the religious development of any student in whatever tradition the student embraces.

, and treat all religions and religious conviction, including nonbelief, with fairness and respect.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among students during class time. ~~As part of their official duties, staff~~

~~Staff~~ shall not ~~lead~~coerce students in prayer or other religious activities. ~~as part of their official duties. However, Staff are not prohibited, when acting in their private capacity, from encouraging students' participation in personal prayer or other religious activity. Additionally, staff shall not prohibit or discourage any student from praying or otherwise expressing his/her the student's religious belief as so long as this does not disrupt the classroom.~~

or other school sponsored activity.

Students may express their beliefs about religion in their homework, artwork, and other class work if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards.

, relevance, and other legitimate pedagogical objectives.

While teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the ~~public schools district~~. School-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration. School and classroom decorations may express seasonal themes that are not religious in nature.

Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of the cultural and religious heritage. The use of religious symbols that are part of a religious holiday is permitted as a teaching aid or resource provided that such symbols are displayed as an example of cultural and religious heritage of the holiday and are temporary in nature.

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Classroom methods in instruction about religion shall not include religious role-playing activities or simulated religious devotional acts.

Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of cultural and religious heritage.

District schools shall not prohibit religious activities if the same or similar non-religious activities are permitted.

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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

Ed. Code 38130-38139

Description

[Civic Center Act](#)

Ed. Code 46014

[Absences for religious purposes](#)

Ed. Code 51511

[Religious matters properly included in courses of study](#)

Ed. Code 51938

[Right of parent/guardian to excuse from sexual health instruction](#)

Federal

20 USC 4071-4074

Description

Equal Access Act

20 USC 6061

School prayer

20 USC 7904

School prayer

Management Resources

California Department of Education
Publication

Description

[Appendix F history social science framework for California public schools](#)

Court Decision

Florey v. Sioux Falls (1980) 619 F.2d 1311

Court Decision

Fellowship of Christian Athletes v. San Jose Unified School District Board of Education (2023) 82 F.4th 664

Court Decision

Kennedy v. Bremerton (2022) 142 S.Ct. 2407

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|--|---|
| Court Decision | Cole v. Oroville Union High School District (2000, 9th Cir.) 228 F.3d 1092 |
| Court Decision | Lassonde v. Pleasanton Unified School District (2003, 9th Cir.) 320 F.3d 979 |
| Court Decision | Lemon v. Kurtzman (1971) 403 U.S. 602 |
| U.S. Department of Education Publication | Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education |
| Website | CSBA |
| Website | U.S. Department of Education |

Cross References

| Code | Description |
|-------------------------------|--|
| 0410 | Nondiscrimination In District Programs And Activities Nondiscrimination In District Programs And Activities |
| 0450 | Comprehensive Safety Plan Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan Comprehensive Safety Plan |
| 1325 | Advertising And Promotion Advertising And Promotion |
| 1330 | Use Of School Facilities Use Of School Facilities |
| 1330 | Use Of School Facilities Use Of School Facilities |
| 1330-E-PDF(1) | Use Of School Facilities |
| 5113 | Absences And Excuses Absences And Excuses |
| 5113 | Absences And Excuses Absences And Excuses |
| 5121 | Grades/Evaluation Of Student Achievement Grades/Evaluation Of Student Achievement |
| 5121 | Grades/Evaluation Of Student Achievement Grades/Evaluation Of Student Achievement |

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| 5127 | <u>Graduation Ceremonies And Activities</u> <u>Graduation Ceremonies And Activities</u> |
| 5132 | <u>Dress And Grooming</u> <u>Dress And Grooming</u> |
| 5132 | <u>Dress And Grooming</u> <u>Dress And Grooming</u> |
| 5141.31 | <u>Immunizations</u> <u>Immunizations</u> |
| 5141.31 | <u>Immunizations</u> <u>Immunizations</u> |
| 5145.2 | <u>Freedom Of Speech/Expression</u> <u>Freedom Of Speech/Expression</u> |
| 5145.2 | <u>Freedom Of Speech/Expression</u> <u>Freedom Of Speech/Expression</u> |
| 6111 | <u>School Calendar</u> <u>School Calendar</u> |
| 6115 | <u>Ceremonies And Observances</u> <u>Ceremonies And Observances</u> |
| 6115 | <u>Ceremonies And Observances</u> <u>Ceremonies And Observances</u> |
| 6142.8 | <u>Comprehensive Health Education</u> <u>Comprehensive Health Education</u> |
| 6142.8 | <u>Comprehensive Health Education</u> <u>Comprehensive Health Education</u> |
| 6142.93 | <u>Science Instruction</u> <u>Science Instruction</u> |
| 6142.94 | <u>History-Social Science Instruction</u> <u>History-Social Science Instruction</u> |
| 6143 | <u>Courses Of Study</u> <u>Courses Of Study</u> |
| 6143 | <u>Courses Of Study</u> <u>Courses Of Study</u> |
| 6144 | <u>Controversial Issues</u> <u>Controversial Issues</u> |
| 6144 | <u>Controversial Issues</u> |
| 6145.5 | <u>Student Organizations And Equal Access</u> <u>Student Organizations And Equal Access</u> |
| 6145.5 | <u>Student Organizations And Equal Access</u> <u>Student Organizations And Equal Access</u> |
| 6145.8 | <u>Assemblies And Special Events</u> <u>Assemblies And Special Events</u> |
| 6154 | <u>Homework/Makeup Work</u> <u>Homework/Makeup Work</u> |

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6154

Homework/Makeup Work

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Homework/Makeup Work

6161.11

Supplementary Instructional MaterialsSupplementary
Instructional Materials

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6176

Weekend/Saturday ClassesWeekend/Saturday Classes

6176

Weekend/Saturday Classes

Policy 6141.2: Recognition Of Religious Beliefs And Customs

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board recognizes that students' education would be incomplete without an understanding of the role of religion in society. As appropriate for a particular course, teachers may objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with culture, literature, or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the diversity of religions and customs in the world and be consistent with the adopted instructional materials and state standards, as applicable.

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is forbidden in public schools. The Superintendent or designee shall ensure that instruction about religion does not promote or denigrate the beliefs or customs of any particular religion or sect, nor that a preference be shown for one religious viewpoint over another. Staff members shall be highly sensitive to their obligation not to interfere with the religious development of any student in whatever tradition the student embraces, and treat all religions and religious conviction, including nonbelief, with fairness and respect.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among students during class time.

Staff shall not coerce students in prayer or other religious activities as part of their official duties. However, Staff are not prohibited, when acting in their private capacity, from encouraging students' participation in personal prayer or other religious activity. Additionally, staff shall not prohibit or discourage any student from praying or otherwise expressing the student's religious belief so long as this does not disrupt the classroom or other school sponsored activity.

Students may express their beliefs about religion in their homework, artwork, and other class work if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards, relevance, and other legitimate pedagogical objectives.

While teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the district. School-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration. School and classroom decorations may express seasonal themes that are not religious in nature. The use of religious symbols that are part of a religious holiday is permitted as a teaching aid or resource provided that such symbols are displayed as an example of cultural and religious heritage of the holiday and temporary in nature.

Classroom methods in instruction about religion shall not include religious role-playing activities or simulated religious devotional acts.

Music, art, literature or drama programs having religious themes are permitted as part of the

curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of cultural and religious heritage.

District schools shall not prohibit religious activities if the same or similar non-religious activities are permitted.

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

Ed. Code 38130-38139

Description

[Civic Center Act](#)

Ed. Code 46014

[Absences for religious purposes](#)

Ed. Code 51511

[Religious matters properly included in courses of study](#)

Ed. Code 51938

[Right of parent/guardian to excuse from sexual health instruction](#)

Federal

20 USC 4071-4074

Description

Equal Access Act

20 USC 6061

School prayer

20 USC 7904

School prayer

Management Resources

California Department of Education
Publication

Description

[Appendix F history social science framework for California public schools](#)

Court Decision

Florey v. Sioux Falls (1980) 619 F.2d 1311

Court Decision

Fellowship of Christian Athletes v. San Jose Unified School District Board of Education (2023) 82 F.4th 664

Court Decision

Kennedy v. Bremerton (2022) 142 S.Ct. 2407

Court Decision

Cole v. Oroville Union High School District (2000, 9th Cir.) 228 F.3d 1092

Court Decision

Lassonde v. Pleasanton Unified School District (2003, 9th Cir.) 320 F.3d 979

Court Decision

Lemon v. Kurtzman (1971) 403 U.S. 602

U.S. Department of Education
Publication

[Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023](#)

| | |
|---------|---|
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education |
| Website | CSBA |
| Website | U.S. Department of Education |

Cross References

| Code | Description |
|---------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 1325 | Advertising And Promotion |
| 1330 | Use Of School Facilities |
| 1330 | Use Of School Facilities |
| 5113 | Absences And Excuses |
| 5113 | Absences And Excuses |
| 5121 | Grades/Evaluation Of Student Achievement |
| 5121 | Grades/Evaluation Of Student Achievement |
| 5127 | Graduation Ceremonies And Activities |
| 5132 | Dress And Grooming |
| 5132 | Dress And Grooming |
| 5141.31 | Immunizations |
| 5141.31 | Immunizations |
| 5145.2 | Freedom Of Speech/Expression |
| 5145.2 | Freedom Of Speech/Expression |
| 6111 | School Calendar |
| 6115 | Ceremonies And Observances |
| 6115 | Ceremonies And Observances |
| 6142.8 | Comprehensive Health Education |
| 6142.8 | Comprehensive Health Education |

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| 6142.93 | Science Instruction |
| 6142.94 | History-Social Science Instruction |
| 6143 | Courses Of Study |
| 6143 | Courses Of Study |
| 6144 | Controversial Issues |
| 6145.5 | Student Organizations And Equal Access |
| 6145.5 | Student Organizations And Equal Access |
| 6145.8 | Assemblies And Special Events |
| 6154 | Homework/Makeup Work |
| 6161.11 | Supplementary Instructional Materials |
| 6176 | Weekend/Saturday Classes |

Policy 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: ~~08/25/2009~~11/01/2003 | **Last Revised Date:** ~~03/22/2022~~12/01/2023 |
Last Reviewed Date: ~~03/22/2022~~12/01/2023

The Governing Board believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial in promoting healthy development for all students. -The district's health education program shall be part of a coordinated school health system which recognizes that mental health and social connection are critical to student's overall health, well-being, and academic success, supports the physical, mental, and social well-being of students, reflects the importance of digital and media literacy, and is linked to district and community services and resources.

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition promotion and education, physical activity, and other school-based activities that promote student well-being.

Any health education course offered to middle or high school students shall include instruction in mental health that meets the requirements of Education Code 51925-51926, and as specified in Administrative Regulation 6143 - Courses of Study.

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework and integrated with other content areas of the district's curriculum. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. -Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards, the state curriculum framework, and effective instructional methodologies.

The Superintendent or designee shall provide periodic reports to the Board regarding the

implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, and the manner in which the district's health education program supports the physical, mental, and social well-being of students.

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 11800-11801 | District health education plan |
| Ed. Code 35183.5 | Sun protection |
| Ed. Code 49413 | First aid and cardiopulmonary resuscitation training |
| Ed. Code 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed. Code 49490-49494 | School breakfast and lunch programs |
| Ed. Code 49500-49505 | School meals |
| Ed. Code 51202 | Instruction in personal and public health and safety |
| Ed. Code 51203 | Instruction on alcohol, narcotics and dangerous drugs |
| Ed. Code 51210 | Course of study for grades 1-6 |
| Ed. Code 51210.8 | Health education curriculum |
| Ed. Code 51220.5 | Parenting skills; areas of instruction |
| Ed. Code 51225.36 | Instruction in sexual harassment and violence; districts that require health education for graduation |
| Ed. Code 51225.6 | Instruction in cardiopulmonary resuscitation; districts that require health education for graduation |
| Ed. Code 51260-51269 | Drug education |
| Ed. Code 51513 | Personal beliefs |
| Ed. Code 51880-51881.5 | Health education; legislative findings and intent |
| Ed. Code 51890-51891 | Comprehensive health education programs and community participation; definitions |
| Ed. Code 51900.6 | Sexual abuse and sexual assault awareness and prevention instruction |
| Ed. Code 51913 | District health education plan |
| Ed. Code 51920 | Inservice training; health education |

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| Ed. Code 51925-51929 | Mandatory mental health education and in-service training |
| Ed. Code 51930-51939 | California Healthy Youth Act |
| Ed. Code 67386 | Student safety; affirmative consent standard |
| Ed. Code 8850.5 | Family relationships and parenting education |
| Federal | Description |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1758b | Local wellness policy |
| 42 USC 1771-1793 | Child Nutrition Act |
| Management Resources | Description |
| California Department of Education Publication | Health Education Framework for California Public Schools: Kindergarten Through Grade Twelve, 2019 |
| California Department of Education Publication | Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008 |
| CSBA Publication | Integrating Oral Health into School Health Programs and Policies, May 2010 |
| CSBA Publication | Promoting Healthy Relationships for Adolescents: Board Policy Considerations, August 2014 |
| CSBA Publication | Integrating Physical Activity into the School Day, April 2016 |
| CSBA Publication | Preventing Catastrophic Health Illness, Governance Brief, July 2018 |
| CSBA Publication | The Impact of Marijuana Legalization on K-12: The Effect of Marijuana on the Brain, November 2018 |
| CSBA Publication | Why Schools Hold the Promise for Adolescent Mental Health, Governance Brief, May 2019 |
| CSBA Publication | Sun Safety in Schools, Policy Brief, July 2006 |
| CSBA Publication | Asthma Management in the Schools, Policy Brief, March 2008 |
| CSBA Publication | Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006 |
| CSBA Publication | Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012 |
| CSBA Publication | Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, November 2008 |
| Human Rights Campaign Foundation Publication | California LGBTQ Youth Report, January 2019 |
| Society of Health & Physical Educators Publication | National Health Education Standards: Achieving Excellence, rev. November 2012 |
| US Department of Health and Human Services | Social Media and Youth Mental Health: The U.S. Surgeon General's Advisory, 2023 |

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| US Dept of Health and Human Services Publication | Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Health Effects of Social Connection and the Community, 2023 |
| Website | SHAPE America, Society of Health and Physical Educators |
| Website | CSBA District and County Office of Education Legal Services |
| Website | Human Rights Campaign Foundation |
| Website | U.S. Department of Health and Human Services |
| Website | American School Health Association |
| Website | California Association of School Health Educators |
| Website | California Department of Education, Health Education |
| Website | National Center for Health Education |
| Website | National Hearing Conservation Association |
| Website | California Subject Matter Project, Physical Education-Health Project |
| Website | Center for Injury Prevention Policy and Practice |
| Website | Centers for Disease Control and Prevention |
| Website | CSBA |
| Website | California Department of Public Health |
| Website | California Healthy Kids Resource Center |

Cross References

| Code | Description |
|-----------------|--|
| 0200 | Goals For The School District Goals For The School District |
| 0415 | Equity Equity |
| 0415 | Equity |
| 0450 | Comprehensive Safety Plan Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan Comprehensive Safety Plan |
| 0470 | COVID-19 Mitigation Plan |
| 0500 | Accountability Accountability |
| 1220 | Citizen Advisory Committees Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees Citizen Advisory Committees |
| 1240 | Volunteer Assistance Volunteer Assistance |
| 1240 | Volunteer Assistance Volunteer Assistance |
| 1325 | Advertising And Promotion Advertising And Promotion |

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| 1400 | Relations Between Other Governmental Agencies And The Schools <u>Relations Between Other Governmental Agencies And The Schools</u> |
| 1700 | Relations Between Private Industry And The Schools <u>Relations Between Private Industry And The Schools</u> |
| 3513.3 | Tobacco-Free Schools <u>Tobacco-Free Schools</u> |
| 3513.3 | Tobacco-Free Schools <u>Tobacco-Free Schools</u> |
| 3513.4 | <u>Drug And Alcohol Free Schools</u> |
| 3514 | Environmental Safety <u>Environmental Safety</u> |
| 3514 | Environmental Safety <u>Environmental Safety</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> |
| 3543 | <u>Transportation Safety And Emergencies</u> |
| 3550 | <u>Food Service/Child Nutrition Program</u> |
| 3550 | <u>Food Service/Child Nutrition Program</u> |
| 3554 | <u>Other Food Sales</u> |
| 3554 | <u>Other Food Sales</u> |
| 4131 | <u>Staff Development</u> |
| 4131 | <u>Staff Development</u> |
| 5020 | <u>Parent Rights And Responsibilities</u> |
| 5020 | <u>Parent Rights And Responsibilities</u> |
| 5022 | <u>Student And Family Privacy Rights</u> |
| 5022 | <u>Student And Family Privacy Rights</u> |
| 5030 | <u>Student Wellness</u> |
| 5131 | <u>Conduct</u> |
| 5131.2 | <u>Bullying</u> |
| 5131.2 | <u>Bullying</u> |
| 5131.6 | <u>Alcohol And Other Drugs</u> |

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| 5131.6 | Alcohol And Other Drugs Alcohol And Other Drugs |
| 5131.62 | Tobacco Tobacco |
| 5131.62 | Tobacco Tobacco |
| 5131.63 | Steroids Steroids |
| 5131.63 | Steroids Steroids |
| 5131.63-E PDF(1) | Steroids |
| 5137 | Positive School Climate Positive School Climate |
| 5138 | Conflict Resolution/Peer Mediation Conflict Resolution/Peer Mediation |
| 5141 | Health Care And Emergencies Health Care And Emergencies |
| 5141 | Health Care And Emergencies Health Care And Emergencies |
| 5141.21 | Administering Medication And Monitoring Health Conditions Administering Medication And Monitoring Health Conditions |
| 5141.21 | Administering Medication And Monitoring Health Conditions Administering Medication And Monitoring Health Conditions |
| 5141.22 | Infectious Diseases Infectious Diseases |
| 5141.22 | Infectious Diseases Infectious Diseases |
| 5141.23 | Asthma Management Asthma Management |
| 5141.23 | Asthma Management Asthma Management |
| 5141.3 | Health Examinations Health Examinations |
| 5141.3 | Health Examinations Health Examinations |
| 5141.31 | Immunizations Immunizations |
| 5141.31 | Immunizations Immunizations |
| 5141.32 | Health Screening For School Entry Health Screening For School Entry |
| 5141.4 | Child Abuse Prevention And Reporting Child Abuse Prevention And Reporting |
| 5141.4 | Child Abuse Prevention And Reporting Child Abuse Prevention And Reporting |
| 5141.5 | Mental Health Mental Health |
| 5141.52 | Suicide Prevention Suicide Prevention |
| 5141.52 | Suicide Prevention Suicide Prevention |
| 5141.52-E PDF(1) | Suicide Prevention |
| 5141.6 | School Health Services School Health Services |

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| 5141.6 | <u>School Health Services</u> <u>School Health Services</u> |
| 5141.7 | <u>Sun Safety</u> <u>Sun Safety</u> |
| 5142 | <u>Safety</u> <u>Safety</u> |
| 5142 | <u>Safety</u> <u>Safety</u> |
| 5142.2 | <u>Safe Routes To School Program</u> <u>Safe Routes To School Program</u> |
| 5142.2 | <u>Safe Routes To School Program</u> <u>Safe Routes To School Program</u> |
| 5145.3 | <u>Nondiscrimination/Harassment</u> <u>Nondiscrimination/Harassment</u> |
| 5145.3 | <u>Nondiscrimination/Harassment</u> <u>Nondiscrimination/Harassment</u> |
| 5145.6 | <u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u> |
| 5145.6-E PDF(1) | <u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u> |
| 5145.7 | <u>Sexual Harassment</u> <u>Sexual Harassment</u> |
| 5145.7 | <u>Sexual Harassment</u> <u>Sexual Harassment</u> |
| 5145.9 | <u>Hate-Motivated Behavior</u> <u>Hate-Motivated Behavior</u> |
| 5146 | <u>Married/Pregnant/Parenting</u> <u>Students</u> <u>Married/Pregnant/Parenting Students</u> |
| 5146 | <u>Married/Pregnant/Parenting Students</u> |
| 6011 | <u>Academic Standards</u> <u>Academic Standards</u> |
| 6020 | <u>Parent Involvement</u> <u>Parent Involvement</u> |
| 6020 | <u>Parent Involvement</u> <u>Parent Involvement</u> |
| 6141 | <u>Curriculum Development And Evaluation</u> <u>Curriculum Development And Evaluation</u> |
| 6141 | <u>Curriculum Development And Evaluation</u> <u>Curriculum Development And Evaluation</u> |
| 6141.2 | <u>Recognition Of Religious Beliefs And Customs</u> <u>Recognition Of Religious Beliefs And Customs</u> |
| 6141.2 | <u>Recognition Of Religious Beliefs And Customs</u> <u>Recognition Of Religious Beliefs And Customs</u> |
| 6142.1 | <u>Sexual Health And HIV/AIDS Prevention Instruction</u> <u>Sexual Health And HIV/AIDS Prevention Instruction</u> |
| 6142.1 | <u>Sexual Health And HIV/AIDS Prevention Instruction</u> <u>Sexual Health And HIV/AIDS Prevention Instruction</u> |
| 6142.5 | <u>Environmental Education</u> <u>Environmental Education</u> |
| 6142.7 | <u>Physical Education And Activity</u> <u>Physical Education And Activity</u> |
| 6142.7 | <u>Physical Education And Activity</u> <u>Physical Education And Activity</u> |

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| 6143 | Courses Of Study Courses Of Study |
| 6143 | Courses Of Study Courses Of Study |
| 6144 | Controversial Issues Controversial Issues |
| 6144 | Controversial Issues |
| 6145.2 | Athletic Competition Athletic Competition |
| 6145.2 | Athletic Competition Athletic Competition |
| 6145.8 | Assemblies And Special Events Assemblies And Special Events |
| 6146.1 | High School Graduation Requirements High School Graduation Requirements |
| 6161.1 | Selection And Evaluation Of Instructional Materials Selection And Evaluation Of Instructional Materials |
| 6161.1 | Selection And Evaluation Of Instructional Materials Selection And Evaluation Of Instructional Materials |
| 6161.1-E PDF(1) | Selection And Evaluation Of Instructional Materials Selection And Evaluation Of Instructional Materials |
| 6162.8 | Research Research |
| 6162.8 | Research Research |
| 6163.4 | Student Use Of Technology Student Use Of Technology |
| 6163.4 | Student Use Of Technology Student Use Of Technology |
| 6164.2 | Guidance/Counseling Services Guidance/Counseling Services |
| 6164.2 6172 | Guidance/Counseling Services Gifted And Talented Student Program |
| 6172 | Gifted And Talented Student Program |
| 6190 | Evaluation Of The Instructional Program Evaluation Of The Instructional Program |

Policy 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial in promoting healthy development for all students. The district's health education program shall be part of a coordinated school health system which recognizes that mental health and social connection are critical to student's overall health, well-being, and academic success, supports the physical, mental, and social well-being of students, reflects the importance of digital and media literacy, and is linked to district and community services and resources.

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The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework and integrated with other content areas of the district's curriculum. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards, the state curriculum framework, and effective instructional methodologies.

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, and the manner in which the district's health education program supports the physical, mental, and social well-being of students.

Policy Reference Disclaimer:

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| State | Description |
|------------------------|---|
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| Ed. Code 35183.5 | Sun protection |
| Ed. Code 49413 | First aid and cardiopulmonary resuscitation training |
| Ed. Code 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| Ed. Code 49490-49494 | School breakfast and lunch programs |
| Ed. Code 49500-49505 | School meals |
| Ed. Code 51202 | Instruction in personal and public health and safety |
| Ed. Code 51203 | Instruction on alcohol, narcotics and dangerous drugs |
| Ed. Code 51210 | Course of study for grades 1-6 |
| Ed. Code 51210.8 | Health education curriculum |
| Ed. Code 51220.5 | Parenting skills; areas of instruction |
| Ed. Code 51225.36 | Instruction in sexual harassment and violence; districts that require health education for graduation |
| Ed. Code 51225.6 | Instruction in cardiopulmonary resuscitation; districts that require health education for graduation |
| Ed. Code 51260-51269 | Drug education |
| Ed. Code 51513 | Personal beliefs |
| Ed. Code 51880-51881.5 | Health education; legislative findings and intent |
| Ed. Code 51890-51891 | Comprehensive health education programs and community participation; definitions |
| Ed. Code 51900.6 | Sexual abuse and sexual assault awareness and prevention instruction |
| Ed. Code 51913 | District health education plan |
| Ed. Code 51920 | Inservice training; health education |
| Ed. Code 51925-51929 | Mandatory mental health education and in-service training |
| Ed. Code 51930-51939 | California Healthy Youth Act |
| Ed. Code 67386 | Student safety; affirmative consent standard |
| Ed. Code 8850.5 | Family relationships and parenting education |
| Federal | Description |
| 42 USC 1751-1769j | School Lunch Program |
| 42 USC 1758b | Local wellness policy |

42 USC 1771-1793

Child Nutrition Act

Management Resources

Description

California Department of Education
Publication

[Health Education Framework for California Public Schools:
Kindergarten Through Grade Twelve, 2019](#)

California Department of Education
Publication

[Health Education Content Standards for California Public
Schools: Kindergarten Through Grade Twelve, 2008](#)

CSBA Publication

[Integrating Oral Health into School Health Programs and
Policies, May 2010](#)

CSBA Publication

[Promoting Healthy Relationships for Adolescents: Board
Policy Considerations, August 2014](#)

CSBA Publication

[Integrating Physical Activity into the School Day, April 2016](#)

CSBA Publication

[Preventing Catastrophic Health Illness, Governance Brief, July
2018](#)

CSBA Publication

[The Impact of Marijuana Legalization on K-12: The Effect of
Marijuana on the Brain, November 2018](#)

CSBA Publication

[Why Schools Hold the Promise for Adolescent Mental Health,
Governance Brief, May 2019](#)

CSBA Publication

[Sun Safety in Schools, Policy Brief, July 2006](#)

CSBA Publication

[Asthma Management in the Schools, Policy Brief, March 2008](#)

CSBA Publication

[Student Wellness: A Healthy Food and Physical Activity Policy
Resource Guide, rev. April 2006](#)

CSBA Publication

[Monitoring for Success: A Guide for Assessing and
Strengthening Student Wellness Policies, rev. 2012](#)

CSBA Publication

[Promoting Oral Health for California's Students: New Roles,
New Opportunities for Schools, Policy Brief, November 2008](#)

Human Rights Campaign Foundation
Publication

[California LGBTQ Youth Report, January 2019](#)

Society of Health & Physical Educators
Publication

[National Health Education Standards: Achieving Excellence,
rev. November 2012](#)

US Department of Health and Human
Services

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

US Dept of Health and Human Services
Publication

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

Website

[SHAPE America, Society of Health and Physical Educators](#)

Website

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

Website

[Human Rights Campaign Foundation](#)

Website

[U.S. Department of Health and Human Services](#)

Website

[American School Health Association](#)

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|---------|--|
| Website | California Association of School Health Educators |
| Website | California Department of Education, Health Education |
| Website | National Center for Health Education |
| Website | National Hearing Conservation Association |
| Website | California Subject Matter Project, Physical Education-Health Project |
| Website | Center for Injury Prevention Policy and Practice |
| Website | Centers for Disease Control and Prevention |
| Website | CSBA |
| Website | California Department of Public Health |
| Website | California Healthy Kids Resource Center |

Cross References

| Code | Description |
|--------|---|
| 0200 | Goals For The School District |
| 0415 | Equity |
| 0450 | Comprehensive Safety Plan |
| 0450 | Comprehensive Safety Plan |
| 0470 | COVID-19 Mitigation Plan |
| 0500 | Accountability |
| 1220 | Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees |
| 1240 | Volunteer Assistance |
| 1240 | Volunteer Assistance |
| 1325 | Advertising And Promotion |
| 1400 | Relations Between Other Governmental Agencies And The Schools |
| 1700 | Relations Between Private Industry And The Schools |
| 3513.3 | Tobacco-Free Schools |
| 3513.3 | Tobacco-Free Schools |
| 3513.4 | Drug And Alcohol Free Schools |
| 3514 | Environmental Safety |
| 3514 | Environmental Safety |
| 3516 | Emergencies And Disaster Preparedness Plan |

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| 3516 | Emergencies And Disaster Preparedness Plan |
| 3543 | Transportation Safety And Emergencies |
| 3550 | Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program |
| 3554 | Other Food Sales |
| 3554 | Other Food Sales |
| 4131 | Staff Development |
| 5020 | Parent Rights And Responsibilities |
| 5020 | Parent Rights And Responsibilities |
| 5022 | Student And Family Privacy Rights |
| 5022 | Student And Family Privacy Rights |
| 5030 | Student Wellness |
| 5131 | Conduct |
| 5131.2 | Bullying |
| 5131.2 | Bullying |
| 5131.6 | Alcohol And Other Drugs |
| 5131.6 | Alcohol And Other Drugs |
| 5131.62 | Tobacco |
| 5131.62 | Tobacco |
| 5131.63 | Steroids |
| 5131.63 | Steroids |
| 5137 | Positive School Climate |
| 5138 | Conflict Resolution/Peer Mediation |
| 5141 | Health Care And Emergencies |
| 5141 | Health Care And Emergencies |
| 5141.21 | Administering Medication And Monitoring Health Conditions |
| 5141.21 | Administering Medication And Monitoring Health Conditions |
| 5141.22 | Infectious Diseases |
| 5141.22 | Infectious Diseases |
| 5141.23 | Asthma Management |
| 5141.23 | Asthma Management |
| 5141.3 | Health Examinations |
| 5141.3 | Health Examinations |

| | |
|---------|---|
| 5141.31 | Immunizations |
| 5141.31 | Immunizations |
| 5141.32 | Health Screening For School Entry |
| 5141.4 | Child Abuse Prevention And Reporting |
| 5141.4 | Child Abuse Prevention And Reporting |
| 5141.5 | Mental Health |
| 5141.52 | Suicide Prevention |
| 5141.52 | Suicide Prevention |
| 5141.6 | School Health Services |
| 5141.6 | School Health Services |
| 5141.7 | Sun Safety |
| 5142 | Safety |
| 5142 | Safety |
| 5142.2 | Safe Routes To School Program |
| 5142.2 | Safe Routes To School Program |
| 5145.3 | Nondiscrimination/Harassment |
| 5145.3 | Nondiscrimination/Harassment |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6 | Parent/Guardian Notifications |
| 5145.7 | Sexual Harassment |
| 5145.7 | Sexual Harassment |
| 5145.9 | Hate-Motivated Behavior |
| 5146 | Married/Pregnant/Parenting Students |
| 6011 | Academic Standards |
| 6020 | Parent Involvement |
| 6020 | Parent Involvement |
| 6141 | Curriculum Development And Evaluation |
| 6141 | Curriculum Development And Evaluation |
| 6141.2 | Recognition Of Religious Beliefs And Customs |
| 6141.2 | Recognition Of Religious Beliefs And Customs |
| 6142.1 | Sexual Health And HIV/AIDS Prevention Instruction |
| 6142.1 | Sexual Health And HIV/AIDS Prevention Instruction |
| 6142.5 | Environmental Education |

| | |
|--------|---|
| 6142.7 | Physical Education And Activity |
| 6142.7 | Physical Education And Activity |
| 6143 | Courses Of Study |
| 6143 | Courses Of Study |
| 6144 | Controversial Issues |
| 6145.2 | Athletic Competition |
| 6145.2 | Athletic Competition |
| 6145.8 | Assemblies And Special Events |
| 6146.1 | High School Graduation Requirements |
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6162.8 | Research |
| 6162.8 | Research |
| 6163.4 | Student Use Of Technology |
| 6163.4 | Student Use Of Technology |
| 6164.2 | Guidance/Counseling Services |
| 6172 | Gifted And Talented Student Program |
| 6172 | Gifted And Talented Student Program |
| 6190 | Evaluation Of The Instructional Program |

Policy 6146.1: High School Graduation Requirements

Status: ADOPTED

Original Adopted Date: 06/12/2012 | **Last Revised Date:** 08/22/2023 | **Last Reviewed Date:** 08/22/2023

The Governing Board desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

District students shall complete graduation course requirements as specified in Education Code 51225.3. Unless exempted as provided in "Exemptions from District-Adopted Graduation Requirements," district students shall also complete other course requirements adopted by the Board. Students who are exempted from district-adopted graduation requirements shall be eligible to participate in any graduation ceremony and school activity related to graduation in which other students are eligible to participate.

Pathway Support

Alameda Unified School District is to support 9th – 12th grade students understand the multiple pathways to earning high school credit toward graduation along with the necessary classes that need to be taken in order to achieve A-G readiness. Students' will be given multiple opportunities to engage with staff to learn about opportunities that exist outside the traditional high school such as concurrent enrollment at the Peralta colleges or alternative programs to help plan their own path to college and career.

Course Requirements

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)
2. Two courses in Mathematics (Education Code 51225.3)

Students shall complete at least one mathematics course that meets the state academic content standards for Algebra I or Mathematics I. Students may complete such coursework prior to grade 9 provided that they also complete two mathematics courses in grades 9-12. (Education Code 51224.5)

~~3.~~ Successful completion of an approved computer science course that is classified as a "category C" course based on the University of California (UC) and California State University (CSU) "A-G" admission requirements shall be counted toward the satisfaction of additional graduation requirements in mathematics. (Education Code 51225.3, 51225.35)

- ~~4.~~ 3. Two courses in science (including a year each in both biological and physical lab sciences that are UC approved "d" requirements).

Students shall be counseled that foundational science requirements for state public college admission include completion of 1) Biology and 2) Chemistry or Physics. Students shall be

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counseled that these two years of laboratory science are required for UC-CSU admission but that three years of lab science are recommended. This graduation requirement takes effect for AUSD students graduating in 2020 and thereafter. (Education Code 51225.3)

5.4. Three courses in social studies, including United States (U.S.) history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

6.5. One course in visual or performing arts, world language, or career technical education (CTE). For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language (Education Code 51225.3)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education. (Education Code 51225.3)

7.6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

~~8. One course in Navigating Life (one semester)~~

7.9. Beginning with the 2025-26 school year, a one-semester course in ethnic studies (Education Code 51225.3)

~~8. One course in Navigating Life (one semester)~~

The normal course load for students is six courses per semester.

a. Each student must complete a total of 220 credits for graduation.

b. Each student shall complete a total of 20 hours of community service work during the 10th, 11th, and/or 12th grades.

Only passing grades of "D" or above will be used to establish credit. **Class standing will be based upon the individual accumulation of credit as follows:**

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

Exemptions from District-Adopted Graduation Requirements

Prior to the beginning of grade 10, the individualized education program (IEP) team for each student with disabilities shall determine whether the student is eligible for exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, and if so, shall notify the student's parent/guardian of the exemption. A student with disabilities shall be eligible for the exemption, if the student's IEP provides for both of the following requirements: (Education Code 51225.31)

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1. ~~That the student take the alternate assessment aligned to alternate achievement standards in grade 11 as described in Education Code 60640~~

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2. ~~That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3~~

~~In addition, a~~ foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a ~~newcomer newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program,~~ shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the additional requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer into a school by ~~a the~~ foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or a ~~newcomer student newly arrived immigrant student, or of the commencement of participation in a newcomer program,~~ as applicable, the Superintendent or designee shall notify any eligible student, and others as required by law, of the availability of the exemption from local graduation requirements and whether the student qualifies for it.

The Superintendent or designee shall not require or request ~~a the~~ foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or ~~a newly arrived immigrant student participating in a newcomer program student~~ who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (Education Code 51225.1)

If ~~a the~~ foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or a ~~newly arrived immigrant newcomer student participating in a newcomer program~~ was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the ~~student's person holding the right to make~~ educational decisions for the student rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. Any such student who at one time qualified for the exemption may request the exemption even if the student is no longer eligible. (Education Code 51225.1)

Additionally, a student with disabilities shall be eligible for an exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, if the student's individualized education program (IEP) provides for both of the following requirements: (Education Code 51225.31)

1. That the student is eligible to take the alternate assessment as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

The district's responsibility to provide a free appropriate public education shall not terminate when

a student with a disability who is exempted from district- adopted graduation requirements participates in graduation activities unless the IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education Code 51225.31)

Annually, the Superintendent or designee shall report to the California Department of Education, in accordance with Education Code 51225.1, the number of student's graduating from the fourth or fifth year of high school who, for the prior school year, graduated with an exemption from district-established graduation requirements that are in addition to statewide coursework requirements.

Continuation High School Graduation Requirements

The following requirements are specific to AUSD's Continuation High School program. Students who return to a comprehensive or other non-continuation program will be required to complete the standard AUSD graduation requirements outlined in BP 6146.1.

Course Requirements

To obtain a diploma of graduation from the district's continuation high school, AUSD students shall complete at least the following courses in grades 9-12, with each course being an equivalent of one year unless otherwise specified (Education Code 51225.3):

1. Three courses in English. (Education Code 51225.3)
2. Two courses in Mathematics, one which must be Algebra I. A student who completes coursework in grades 7 through 12 that meets or exceeds state academic content standards for Algebra I in less than two courses shall be considered to have met the requirement for Algebra I. Completion, prior to grade 9, of Algebra coursework that meets or exceeds state academic content standards shall not exempt a student from the requirement to complete two mathematics courses in grades 9-1 (Education Code 51224.5 and 51225.3)
3. Two courses in Laboratory Sciences (including a year each in both biological and physical lab sciences). Students shall be counseled that foundational science requirements for state public college admission include completion of 1) Biology and 2) Chemistry or Physics. Students shall be counseled that two years of approved laboratory science are required for UC-CSU admission but that three years of lab science are recommended. (Education Code 51225.3)
4. Four courses in Social Studies, including United States History and Geography; World History, culture, and geography; a one semester course in Economics; a one-semester course in American Government and Civics; and a one-semester course in Ethnic Studies. (Education Code 51225 .3)
5. One course in Visual and Performing Arts and one course in World Language. For purposes of this requirement, American Sign Language shall qualify as a world language (Education Code 51223).

Students may substitute a course in Career Technical Education for one of these required courses (Assembly Bill 1330). Students shall be counseled that one year of visual and performing arts and two years of world language are required for UC-CSU admission but three years of a world language are recommended for UC-CSU admission. This graduation requirement takes effect for students graduating in 2016 and thereafter.

6. Two courses in Physical Education, unless the student has been otherwise exempted pursuant

to other sections of the Education Code (Education Code 51225.3). Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

7. One course in Navigating Life (one semester).

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

1. Each student must complete a total of 200 credits for graduation.
2. Each student must attain a cumulative Grade Point Average (GPA) of not less than 1.75.
3. Each student shall complete a total of 20 hours of community service work during the 10th, 11th, and/or 12th grade(s).
4. Each student must complete at least two (2) of the following community college experiences:
 - a. Meet with a community college counselor
 - b. Complete a community college course
 - c. Create a community college online account
 - d. Participate in an official tour of a community college campus
5. Each student must complete all of the following as part of a career planning course or portfolio:
 - a. Resume
 - b. Cover Letter
 - c. Career Interest Survey/Inventory

Only passing grades of "D" or above will be used to establish credit. **Class standing will be based upon the individual accumulation of credit as follows:**

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Any student enrolled in the Continuation High School who meets all the continuation school graduation requirements will receive an AUSD Diploma of Graduation and may participate in commencement exercises.

Because the prescribed course of study may not accommodate needs of some students, the Board shall provide alternative means for the completion of prescribed course in accordance with law.

Additional Opportunities to Complete Required Coursework

The Superintendent or designee shall provide a student who was enrolled in the third or fourth year of high school during the 2020-21 school year and is not on track to graduate in the 2020-21 or 2021-22 school years the opportunity to complete the statewide coursework required for graduation, which may include, but is not limited to, completion of the coursework through a fifth

year of instruction, credit recovery, or other opportunity to complete the required coursework. (Education Code 51225)

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the U.S. or through online or virtual courses.

2. Were interned by order of the federal government during World War II or are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district high school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the U.S. while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school

- 3.4. Are former members of the military, a resident of California, and received an honorable discharge, or, are current members of the military, a resident of California, and a resident of California when entering the military

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall evaluate classes completed in any high school, community college, or state college, grant credit toward graduation for military service and training received while in the military, and if satisfied that the person has completed the equivalent of the requirements for graduation from high school, grant the person a diploma of graduation.

- 4.5. Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of

March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis.

Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district.
2. A student who is terminally ill.

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district.

Certificates of Completion

Any Special Education student who completes a course of study as prescribed in the Individual Education Plan (but whose IEP Team determines s/he is unable to meet AUSD graduation requirements because of disability) will receive an AUSD Certificate of Completion and may participate in commencement exercise. (Education Code 51225.5)

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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 1600-1651 | Graduation of students from grade 12 and credit toward graduation |
| 5 CCR 4600-4670 | Uniform complaint procedures |
| Ed Code 60900.2 | Students with Disabilities Graduation Reporting |
| Ed. Code 220 | Prohibition of discrimination |
| Ed. Code 47612 | Average daily attendance in charter school |
| Ed. Code 48200 | Compulsory attendance |
| Ed. Code 48204.4 | Parents/guardians departing California against their will |
| Ed. Code 48412 | Certificate of proficiency |
| Ed. Code 48430 | Continuation education schools and classes |
| Ed. Code 48645.5 | Former juvenile court school students; enrollment |
| Ed. Code 48980 | Parent/Guardian notifications |
| Ed. Code 49701 | Provisions of the Interstate Compact on Educational Opportunities for Military Children |
| Ed. Code 51224 | Skills and knowledge required for adult life |
| Ed. Code 51224.5 | Algebra in course of study for grades 7-12 |

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| 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 51225.31 | Graduation exemption for students with disabilities |
| Ed. Code 51225.35 | Mathematics course requirements; computer science |
| Ed. Code 51225.36 | Instruction in sexual harassment and violence; districts that require health education for graduation |
| Ed. Code 51225.5 | Honorary diplomas; foreign exchange and terminally ill students |
| Ed. Code 51225.6 | Instruction in cardiopulmonary resuscitation; districts that require health education for graduation |
| Ed. Code 51225.9 | Courses of study, grades 7 to 12; career technical education |
| Ed. Code 51226.7 | Model curriculum in ethnic studies |
| Ed. Code 51228 | Course of study; offerings and timely opportunity |
| Ed. Code 51230 | Credit for community emergency response training |
| Ed. Code 51240-51246 | Exemptions from requirements |
| Ed. Code 51250-51251 | Assistance to military dependents |
| Ed. Code 51410-51413 | Diplomas |
| Ed. Code 51420-51427 | High school equivalency certificates |
| Ed. Code 51430 | Retroactive high school diplomas |
| Ed. Code 51440 | Credit and granting of diploma to veterans and members of the military service |
| Ed. Code 51450-51455 | Golden State Seal Merit Diploma |
| Ed. Code 51744-51749.6 | Independent study |
| Ed. Code 56390-56392 | Recognition for educational achievement; special education |
| Ed. Code 60640 | California Assessment of Student Performance and Progress |
| Ed. Code 66204 | Certification of high school courses as meeting university admission criteria |
| Ed. Code 67386 | Student safety; affirmative consent standard |
| Federal | Description |
| 20 USC 7011 | Definition of newcomer student |
| 34 CFR 300.1-300.818 | Individuals with Disabilities Education Act |
| Management Resources | Description |
| Court Decision | O'Connell v. Superior Court (Valenzuela) (2006) 141 Cal.App.4th 1452 |
| Website | CSBA District and County Office of Education Legal Services |

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| Website | California Department of Education, High School |
| Website | University of California, List of Approved A-G Courses |
| Website | CSBA |

Cross References

| Code | Description |
|-----------------|---|
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3-E PDF(1) | Uniform Complaint Procedures |
| 4112.2 | Certification |
| 4112.2 | Certification |
| 5113.2 | Work Permits |
| 5113.2 | Work Permits |
| 5126 | Awards For Achievement |
| 5126 | Awards For Achievement |
| 5127 | Graduation Ceremonies And Activities |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6-E PDF(1) | Parent/Guardian Notifications |
| 5147 | Dropout Prevention |
| 6000 | Concepts And Roles |
| 6011 | Academic Standards |
| 6141 | Curriculum Development And Evaluation |
| 6141 | Curriculum Development And Evaluation |
| 6142.1 | Sexual Health And HIV/AIDS Prevention Instruction |
| 6142.1 | Sexual Health And HIV/AIDS Prevention Instruction |
| 6142.2 | World Language Instruction |
| 6142.2 | World Language Instruction |
| 6142.3 | Civic Education |
| 6142.4 | Service Learning/Community Service Classes |
| 6142.6 | Visual And Performing Arts Education |
| 6142.7 | Physical Education And Activity |

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| 6142.7 | Physical Education And Activity |
| 6142.8 | Comprehensive Health Education |
| 6142.8 | Comprehensive Health Education |
| 6142.91 | Reading/Language Arts Instruction |
| 6142.91 | Reading/Language Arts Instruction |
| 6142.92 | Mathematics Instruction |
| 6142.93 | Science Instruction |
| 6142.94 | History-Social Science Instruction |
| 6143 | Courses Of Study |
| 6143 | Courses Of Study |
| 6145 | Extracurricular And Cocurricular Activities |
| 6145 | Extracurricular And Cocurricular Activities |
| 6145.2 | Athletic Competition |
| 6145.2 | Athletic Competition |
| 6145.6 | International Exchange |
| 6145.6 | International Exchange |
| 6146.11 | Alternative Credits Toward Graduation |
| 6146.11 | Alternative Credits Toward Graduation |
| 6146.2 | Certificate Of Proficiency/High School Equivalency |
| 6146.2 | Certificate Of Proficiency/High School Equivalency |
| 6146.2-E PDF(1) | Certificate Of Proficiency/High School Equivalency |
| 6146.3 | Reciprocity Of Academic Credit |
| 6146.3 | Reciprocity Of Academic Credit |
| 6146.4 | Differential Graduation And Competency Standards For Students With Disabilities |
| 6151 | Class Size |
| 6151 | Class Size |
| 6152.1 | Placement In Mathematics Courses |
| 6152.1 | Placement In Mathematics Courses |
| 6155 | Challenging Courses By Examination |
| 6155 | Challenging Courses By Examination |
| 6158 | Independent Study |
| 6158 | Independent Study |

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| 6159 | Individualized Education Program |
| 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 |
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6161.1-E PDF(1) | Selection And Evaluation Of Instructional Materials |
| 6162.5 | Student Assessment |
| 6172.1 | Concurrent Enrollment In College Classes |
| 6172.1 | Concurrent Enrollment In College Classes |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173-E PDF(1) | Education For Homeless Children |
| 6173.1 | Education For Foster Youth |
| 6173.1 | Education For Foster Youth |
| 6173.2 | Education Of Children Of Military Families |
| 6175 | Migrant Education Program |
| 6175 | Migrant Education Program |
| 6176 | Weekend/Saturday Classes |
| 6176 | Weekend/Saturday Classes |
| 6177 | Summer Learning Programs |
| 6178 | Career Technical Education |
| 6178 | Career Technical Education |
| 6178.1 | Work-Based Learning |
| 6178.1 | Work-Based Learning |
| 6178.2 | Regional Occupational Center/Program |
| 6179 | Supplemental Instruction |
| 6179 | Supplemental Instruction |
| 6181 | Alternative Schools/Programs Of Choice |
| 6181 | Alternative Schools/Programs Of Choice |
| 6184 | Continuation Education |
| 6184 | Continuation Education |

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| 6200 | Adult Education |
| 6200 | Adult Education |
| 6200-E PDF(1) | Adult Education |
| 9000 | Role Of The Board |

Policy 6146.1: High School Graduation Requirements

Status: ADOPTED

Original Adopted Date: 06/12/2012 | **Last Revised Date:** 08/22/2023 | **Last Reviewed Date:** 08/22/2023

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3. Two courses in science (including a year each in both biological and physical lab sciences that are UC approved "d" requirements).

Students shall be counseled that foundational science requirements for state public college admission include completion of 1) Biology and 2) Chemistry or Physics. Students shall ~~be~~

counseled that these two years of laboratory science are required for UC-CSU admission but that three years of lab science are recommended. This graduation requirement takes effect for AUSD students graduating in 2020 and thereafter. (Education Code 51225.3)

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To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education. (Education Code 51225.3)

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7. Beginning with the 2025-26 school year, a one-semester course in ethnic studies (Education Code 51225.3)
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The normal course load for students is six courses per semester.

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Exemptions from District-Adopted Graduation Requirements

A foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newcomer student who is in the third or fourth year of high school shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the additional requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer into a school by the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or a newcomer student, as applicable, the Superintendent or designee shall notify any eligible student, and others as required by law, of the availability of the exemption from local graduation requirements and whether the student qualifies for it.

The Superintendent or designee shall not require or request the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (Education Code 51225.1)

If the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or a newcomer student was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the student's educational rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. Any such student who at one time qualified for the exemption may request the exemption even if the student is no longer eligible. (Education Code 51225.1)

Additionally, a student with disabilities shall be eligible for an exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, if the student's individualized education program (IEP) provides for both of the following requirements: (Education Code 51225.31)

1. That the student is eligible to take the alternate assessment as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

The district's responsibility to provide a free appropriate public education shall not terminate when a student with a disability who is exempted from district-adopted graduation requirements participates in graduation activities unless the IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education Code 51225.31)

Annually, the Superintendent or designee shall report to the California Department of Education, in accordance with Education Code 51225.1, the number of student's graduating from the fourth or fifth year of high school who, for the prior school year, graduated with an exemption from district-established graduation requirements that are in addition to statewide coursework requirements.

Continuation High School Graduation Requirements

The following requirements are specific to AUSD's Continuation High School program. Students who return to a comprehensive or other non-continuation program will be required to complete the standard AUSD graduation requirements outlined in BP 6146.1.

Course Requirements

To obtain a diploma of graduation from the district's continuation high school, AUSD students shall complete at least the following courses in grades 9-12, with each course being an equivalent of one year unless otherwise specified (Education Code 51225.3):

1. Three courses in English. (Education Code 51225.3)
2. Two courses in Mathematics, one which must be Algebra I. A student who completes coursework in grades 7 through 12 that meets or exceeds state academic content standards for Algebra I in less than two courses shall be considered to have met the requirement for Algebra I. Completion, prior to grade 9, of Algebra coursework that meets or exceeds state academic content standards shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12 (Education Code 51224.5 and 51225.3)
3. Two courses in Laboratory Sciences (including a year each in both biological and physical lab sciences). Students shall be counseled that foundational science requirements for state public college admission include completion of 1) Biology and 2) Chemistry or Physics. Students shall be counseled that two years of approved laboratory science are required for UC-CSU admission but that three years of lab science are recommended. (Education Code 51225.3)
4. Four courses in Social Studies, including United States History and Geography; World History, culture, and geography; a one semester course in Economics; a one-semester course in American Government and Civics; and a one-semester course in Ethnic Studies. (Education Code 51225.3)
5. One course in Visual and Performing Arts and one course in World Language. For purposes of this requirement, American Sign Language shall qualify as a world language (Education Code 51223).

Students may substitute a course in Career Technical Education for one of these required courses (Assembly Bill 1330). Students shall be counseled that one year of visual and performing arts and two years of world language are required for UC-CSU admission but three years of a world language are recommended for UC-CSU admission. This graduation requirement takes effect for students graduating in 2016 and thereafter.

6. Two courses in Physical Education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3). Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.
7. One course in Navigating Life (one semester).

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

1. Each student must complete a total of 200 credits for graduation.
2. Each student must attain a cumulative Grade Point Average (GPA) of not less than 1.75.
3. Each student shall complete a total of 20 hours of community service work during the 10th, 11th, and/or 12th grade(s).
4. Each student must complete at least two (2) of the following community college experiences:

- a. Meet with a community college counselor
 - b. Complete a community college course
 - c. Create a community college online account
 - d. Participate in an official tour of a community college campus
5. Each student must complete all of the following as part of a career planning course or portfolio:
- a. Resume
 - b. Cover Letter
 - c. Career Interest Survey/Inventory

Only passing grades of "D" or above will be used to establish credit.

Any student enrolled in the Continuation High School who meets all the continuation school graduation requirements will receive an AUSD Diploma of Graduation and may participate in commencement exercises.

Because the prescribed course of study may not accommodate needs of some students, the Board shall provide alternative means for the completion of prescribed course in accordance with law.

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the U.S. or through online or virtual courses.

2. Were interned by order of the federal government during World War II or are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district high school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the U.S. while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school
4. Are former members of the military, a resident of California, and received an honorable discharge, or, are current members of the military, a resident of California, and a resident of California when entering the military

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall evaluate classes completed in any high school, community college, or state college, grant credit toward graduation for military service and training received while in the military, and if satisfied that the person has completed the equivalent of the requirements for graduation from high school, grant the person a diploma of graduation.

5. Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis.

Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district.
2. A student who is terminally ill.

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district.

Certificates of Completion

Any Special Education student who completes a course of study as prescribed in the Individual Education Plan (but whose IEP Team determines s/he is unable to meet AUSD graduation requirements because of disability) will receive an AUSD Certificate of Completion and may participate in commencement exercise. (Education Code 51225.5)

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

Description

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| 5 CCR 1600-1651 | Graduation of students from grade 12 and credit toward graduation |
| 5 CCR 4600-4670 | Uniform complaint procedures |
| Ed Code 60900.2 | Students with Disabilities Graduation Reporting |
| Ed. Code 220 | Prohibition of discrimination |
| Ed. Code 47612 | Average daily attendance in charter school |
| Ed. Code 48200 | Compulsory attendance |
| Ed. Code 48204.4 | Parents/guardians departing California against their will |
| Ed. Code 48412 | Certificate of proficiency |
| Ed. Code 48430 | Continuation education schools and classes |
| Ed. Code 48645.5 | Former juvenile court school students; enrollment |
| Ed. Code 48980 | Parent/Guardian notifications |
| Ed. Code 49701 | Provisions of the Interstate Compact on Educational Opportunities for Military Children |
| Ed. Code 51224 | Skills and knowledge required for adult life |
| Ed. Code 51224.5 | Algebra in course of study for grades 7-12 |
| 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 51225.31 | Graduation exemption for students with disabilities |
| Ed. Code 51225.35 | Mathematics course requirements; computer science |
| Ed. Code 51225.36 | Instruction in sexual harassment and violence; districts that require health education for graduation |
| Ed. Code 51225.5 | Honorary diplomas; foreign exchange and terminally ill students |
| Ed. Code 51225.6 | Instruction in cardiopulmonary resuscitation; districts that require health education for graduation |
| Ed. Code 51225.9 | Courses of study, grades 7 to 12; career technical education |
| Ed. Code 51226.7 | Model curriculum in ethnic studies |
| Ed. Code 51228 | Course of study; offerings and timely opportunity |
| Ed. Code 51230 | Credit for community emergency response training |
| Ed. Code 51240-51246 | Exemptions from requirements |
| Ed. Code 51250-51251 | Assistance to military dependents |
| Ed. Code 51410-51413 | Diplomas |
| Ed. Code 51420-51427 | High school equivalency certificates |

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| Ed. Code 51430 | Retroactive high school diplomas |
| Ed. Code 51440 | Credit and granting of diploma to veterans and members of the military service |
| Ed. Code 51450-51455 | Golden State Seal Merit Diploma |
| Ed. Code 51744-51749.6 | Independent study |
| Ed. Code 56390-56392 | Recognition for educational achievement; special education |
| Ed. Code 60640 | California Assessment of Student Performance and Progress |
| Ed. Code 66204 | Certification of high school courses as meeting university admission criteria |
| Ed. Code 67386 | Student safety; affirmative consent standard |
| Federal | Description |
| 20 USC 7011 | Definition of newcomer student |
| 34 CFR 300.1-300.818 | Individuals with Disabilities Education Act |
| Management Resources | Description |
| Court Decision | O'Connell v. Superior Court (Valenzuela) (2006) 141 Cal.App.4th 1452 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education, High School |
| Website | University of California, List of Approved A-G Courses |
| Website | CSBA |

Cross References

| Code | Description |
|-----------------|---|
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3-E PDF(1) | Uniform Complaint Procedures |
| 4112.2 | Certification |
| 4112.2 | Certification |
| 5113.2 | Work Permits |
| 5113.2 | Work Permits |
| 5126 | Awards For Achievement |
| 5126 | Awards For Achievement |
| 5127 | Graduation Ceremonies And Activities |

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| 5145.6 | <u>Parent/Guardian Notifications</u> |
| 5145.6-E PDF(1) | <u>Parent/Guardian Notifications</u> |
| 5147 | <u>Dropout Prevention</u> |
| 6000 | <u>Concepts And Roles</u> |
| 6011 | <u>Academic Standards</u> |
| 6141 | <u>Curriculum Development And Evaluation</u> |
| 6141 | <u>Curriculum Development And Evaluation</u> |
| 6142.1 | <u>Sexual Health And HIV/AIDS Prevention Instruction</u> |
| 6142.1 | <u>Sexual Health And HIV/AIDS Prevention Instruction</u> |
| 6142.2 | <u>World Language Instruction</u> |
| 6142.2 | <u>World Language Instruction</u> |
| 6142.3 | <u>Civic Education</u> |
| 6142.4 | <u>Service Learning/Community Service Classes</u> |
| 6142.6 | <u>Visual And Performing Arts Education</u> |
| 6142.7 | <u>Physical Education And Activity</u> |
| 6142.7 | <u>Physical Education And Activity</u> |
| 6142.8 | <u>Comprehensive Health Education</u> |
| 6142.8 | <u>Comprehensive Health Education</u> |
| 6142.91 | <u>Reading/Language Arts Instruction</u> |
| 6142.91 | <u>Reading/Language Arts Instruction</u> |
| 6142.92 | <u>Mathematics Instruction</u> |
| 6142.93 | <u>Science Instruction</u> |
| 6142.94 | <u>History-Social Science Instruction</u> |
| 6143 | <u>Courses Of Study</u> |
| 6143 | <u>Courses Of Study</u> |
| 6145 | <u>Extracurricular And Cocurricular Activities</u> |
| 6145 | <u>Extracurricular And Cocurricular Activities</u> |
| 6145.2 | <u>Athletic Competition</u> |
| 6145.2 | <u>Athletic Competition</u> |
| 6145.6 | <u>International Exchange</u> |
| 6145.6 | <u>International Exchange</u> |
| 6146.11 | <u>Alternative Credits Toward Graduation</u> |
| 6146.11 | <u>Alternative Credits Toward Graduation</u> |

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| 6146.2 | Certificate Of Proficiency/High School Equivalency |
| 6146.2 | Certificate Of Proficiency/High School Equivalency |
| 6146.2-E PDF(1) | Certificate Of Proficiency/High School Equivalency |
| 6146.3 | Reciprocity Of Academic Credit |
| 6146.3 | Reciprocity Of Academic Credit |
| 6146.4 | Differential Graduation And Competency Standards For Students With Disabilities |
| 6151 | Class Size |
| 6151 | Class Size |
| 6152.1 | Placement In Mathematics Courses |
| 6152.1 | Placement In Mathematics Courses |
| 6155 | Challenging Courses By Examination |
| 6155 | Challenging Courses By Examination |
| 6158 | Independent Study |
| 6158 | Independent Study |
| 6159 | Individualized Education Program |
| 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 |
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6161.1-E PDF(1) | Selection And Evaluation Of Instructional Materials |
| 6162.5 | Student Assessment |
| 6172.1 | Concurrent Enrollment In College Classes |
| 6172.1 | Concurrent Enrollment In College Classes |
| 6173 | Education For Homeless Children |
| 6173 | Education For Homeless Children |
| 6173-E PDF(1) | Education For Homeless Children |
| 6173.1 | Education For Foster Youth |
| 6173.1 | Education For Foster Youth |
| 6173.2 | Education Of Children Of Military Families |
| 6175 | Migrant Education Program |

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| 6175 | <u>Migrant Education Program</u> |
| 6176 | <u>Weekend/Saturday Classes</u> |
| 6176 | <u>Weekend/Saturday Classes</u> |
| 6177 | <u>Summer Learning Programs</u> |
| 6178 | <u>Career Technical Education</u> |
| 6178 | <u>Career Technical Education</u> |
| 6178.1 | <u>Work-Based Learning</u> |
| 6178.1 | <u>Work-Based Learning</u> |
| 6178.2 | <u>Regional Occupational Center/Program</u> |
| 6179 | <u>Supplemental Instruction</u> |
| 6179 | <u>Supplemental Instruction</u> |
| 6181 | <u>Alternative Schools/Programs Of Choice</u> |
| 6181 | <u>Alternative Schools/Programs Of Choice</u> |
| 6184 | <u>Continuation Education</u> |
| 6184 | <u>Continuation Education</u> |
| 6200 | <u>Adult Education</u> |
| 6200 | <u>Adult Education</u> |
| 6200-E PDF(1) | <u>Adult Education</u> |
| 9000 | <u>Role Of The Board</u> |

Policy 6146.4: Differential Graduation And Competency Standards For Students With Disabilities

Status: ADOPTED

Original Adopted Date: 03/09/2010 | Last Revised Date: 08/22/2023 | Last Reviewed Date: 08/22/2023

The Governing Board recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district's regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student's individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and districtwide assessments.

Exemption from District-Established Graduation Requirements

District students shall complete all course requirements for high school graduation as specified in Board Policy 6146.1 - High School Graduation Requirements. However, a student with a disability that entered the ninth grade in the 2022-23 school year and later may be exempted from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student's IEP provides for both of the following requirements: (Education Code 51225.31).

1. That the student is eligible to take the alternate assessment ~~aligned to alternate achievement standards in grade 11~~ as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

~~Prior to the beginning of grade 10, the IEP team for each student with a disability shall determine whether the student is eligible for the exemption, and if so, notify the student's parent/guardian of the exemption. (Education Code 51225.31)~~

Any such exempted student shall receive a diploma and be eligible to participate in any graduation ceremony and school activity related to graduation in which a student of similar age without a disability would be eligible to participate. (Education Code 51225.31)

The district's responsibility to provide FAPE shall not terminate when a student with a disability who is exempted from district-adopted graduation requirements participates in graduation activities unless the student's IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education code 51225.31)

Certificate of Educational Achievement or Completion

Instead of a high school diploma, a student with a disability may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements: (Education Code 56390)

1. Satisfactorily completed a prescribed alternative course of study approved by the board of the district in which the student attended school or the district with jurisdiction over the³⁰⁹

student as identified in the student's IEP

2. Satisfactorily met the student's IEP goals and objectives during high school as determined by the IEP team
3. Satisfactorily attended high school, participated in the instruction as prescribed in the student's IEP, and met the objectives of the statement of transition services

A student with a disability who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate. (Education Code 56391)

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 3070 | Graduation |
| Ed Code 60900.2 | Students with Disabilities Graduation Reporting |
| Ed. Code 51225.31 | Graduation exemption for students with disabilities |
| Ed. Code 56341 | Individualized education program team |
| Ed. Code 56345 | Individualized education program contents |
| Ed. Code 56390-56392 | Recognition for educational achievement; special education |
| Federal | Description |
| 20 USC 1400-1482 | Individuals with Disabilities Education Act |
| 34 CFR 300.1-300.818 | Individuals with Disabilities Education Act |
| 34 CFR 300.320 | Definition of IEP |
| Management Resources | Description |
| Website | CSBA District and County Office of Education Legal Services |
| Website | U.S. Department of Education, Office of Special Education 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 |
| 5127 | Graduation Ceremonies And Activities |

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| 6146.1 | <u>High School Graduation Requirements</u> |
| 6146.3 | <u>Reciprocity Of Academic Credit</u> |
| 6146.3 | <u>Reciprocity Of Academic Credit</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> |
| 6159.2 | <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> |
| 6162.51 | <u>State Academic Achievement Tests</u> |
| 6162.51 | <u>State Academic Achievement Tests</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> |
| 6200 | <u>Adult Education</u> |
| 6200 | <u>Adult Education</u> |
| 6200-E PDF(1) | <u>Adult Education</u> |

Policy 6146.4: Differential Graduation And Competency Standards For Students With Disabilities

Status: ADOPTED

Original Adopted Date: 03/09/2010 | **Last Revised Date:** 08/22/2023 | **Last Reviewed Date:** 08/22/2023

The Governing Board recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district's regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student's individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and districtwide assessments.

Exemption from District-Established Graduation Requirements

District students shall complete all course requirements for high school graduation as specified in Board Policy 6146.1 - High School Graduation Requirements. However, a student with a disability that entered the ninth grade in the 2022-23 school year and later may be exempted from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student's IEP provides for both of the following requirements: (Education Code 51225.31).

1. That the student is eligible to take the alternate assessment as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

Any such exempted student shall receive a diploma and be eligible to participate in any graduation ceremony and school activity related to graduation in which a student of similar age without a disability would be eligible to participate. (Education Code 51225.31)

The district's responsibility to provide FAPE shall not terminate when a student with a disability who is exempted from district-adopted graduation requirements participates in graduation activities unless the student's IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education code 51225.31)

Certificate of Educational Achievement or Completion

Instead of a high school diploma, a student with a disability may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements: (Education Code 56390)

1. Satisfactorily completed a prescribed alternative course of study approved by the board of the district in which the student attended school or the district with jurisdiction over the student as identified in the student's IEP

2. Satisfactorily met the student's IEP goals and objectives during high school as determined by the IEP team
3. Satisfactorily attended high school, participated in the instruction as prescribed in the student's IEP, and met the objectives of the statement of transition services

A student with a disability who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate. (Education Code 56391)

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 3070 | Graduation |
| Ed Code 60900.2 | Students with Disabilities Graduation Reporting |
| Ed. Code 51225.31 | Graduation exemption for students with disabilities |
| Ed. Code 56341 | Individualized education program team |
| Ed. Code 56345 | Individualized education program contents |
| Ed. Code 56390-56392 | Recognition for educational achievement; special education |
| Federal | Description |
| 20 USC 1400-1482 | Individuals with Disabilities Education Act |
| 34 CFR 300.1-300.818 | Individuals with Disabilities Education Act |
| 34 CFR 300.320 | Definition of IEP |
| Management Resources | Description |
| Website | CSBA District and County Office of Education Legal Services |
| Website | U.S. Department of Education, Office of Special Education and Rehabilitative Services |
| Website | California Department of Education |

Cross References

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|-------------|--|
| Code | Description |
| 0430 | Comprehensive Local Plan For Special Education |
| 0430 | Comprehensive Local Plan For Special Education |
| 5127 | Graduation Ceremonies And Activities |
| 6146.1 | High School Graduation Requirements |
| 6146.3 | Reciprocity Of Academic Credit |

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| 6146.3 | Reciprocity Of Academic Credit |
| 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 |
| 6159.2 | 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 | 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 | Identification And Evaluation Of Individuals For Special Education |
| 6200 | Adult Education |
| 6200 | Adult Education |
| 6200-E PDF(1) | Adult Education |

Policy 6175: Migrant Education Program

Status: ADOPTED

Original Adopted Date: ~~03/26/2019~~07/01/2003 | Last Revised Date: 03/01/2024 | Last Reviewed Date: 03/~~26/2019~~01/2024

The Governing Board desires to provide a comprehensive program for ~~migrant~~ students who are migratory that attempts to mitigate the impact of educational disruption, cultural and language barriers, social isolation, health-related problems, and other factors that may inhibit their ability to succeed in school. The district shall make use of available funds to provide supplementary services for ~~migrant~~ students.

who are migratory.

The Superintendent or designee shall cooperate with the regional migrant service center in outreach and identification of eligible ~~migrant~~ students who are migratory and in the provision of migrant education services. The Superintendent or designee shall also coordinate migrant education services with other programs within the district and with other public agencies that serve migrant workers and their families.

The district shall give first priority for services to ~~migrant~~ students who are migratory who are failing, or are most at risk of failing, to meet state academic standards or have dropped out of school. (20 USC 6394)

The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students. (20 USC 7881; 34 CFR 200.87)

The Superintendent or designee shall ensure that each ~~migrant~~ student who is migratory is placed at the appropriate grade level upon enrollment and is provided services in accordance with an individual needs assessment and learning plan.

The Superintendent or designee shall annually report to the Board regarding student performance on statewide assessments of core academic subjects and English language development, as appropriate, for students enrolled in the district's migrant education program. In addition, the Superintendent or designee shall periodically report to the Board regarding the alignment of district

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services with the needs of students as identified in student needs assessments conducted pursuant to Education Code 54443.1. As necessary, the Board shall seek technical assistance from the migrant education regional service center and/or make changes in the services provided by the district in order to improve student achievement.

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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 3080 | Applicability of uniform complaint procedures to complaints regarding students with disabilities |
| 5 CCR 4600-4670 | Uniform complaint procedures |
| Ed. Code 200 | Equal rights and opportunities in state educational institutions |
| Ed. Code 220 | Prohibition of discrimination |
| Ed. Code 234.7 | Student protections relating to immigration and citizenship status |
| Ed. Code 37220 | School calendar |
| Ed. Code 41601.6 | Extended school year program for migratory students |
| Ed. Code 48204.7 | Enrollment |
| Ed. Code 51225.1 | Exemption from district graduation requirements |
| Ed. Code 51225.2 | Transfer of coursework and credit |
| Ed. Code 51225.3 | High school graduation requirements |
| Ed. Code 54440-54445 | Migrant children |

Federal

| | |
|----------------------|--|
| 20 USC 6311 | State plan |
| 20 USC 6391-6399 | Education of migratory children |
| 20 USC 7881 | Participation of private school students |
| 34 CFR 200.81-200.89 | Migrant education program |

Management Resources

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| California Child Welfare Council Publication | Partial Credit Model Policy and Practice Recommendations, September 2013 |
| California Department of Education Publication | 2017 State Service Delivery Plan |

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| U.S. Department of Education Publication | Education of Migratory Children Under Title I, Part C of the Elementary and Secondary Education Act of 1965, Non-Regulatory Guidance, rev. March 2017 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education, Migrant Education Office |
| Website | U.S. Department of Education, Office of Migrant Education |
| Website | West Ed, Migrant Student Information Network |
| Website | CSBA |

Cross References

| Code | Description |
|-------------------|--|
| 0410 | Nondiscrimination In District Programs And Activities Nondiscrimination In District Programs And Activities |
| 0415 | Equity Equity |
| 0415 | Equity |
| 0500 | Accountability Accountability |
| 1220 | Citizen Advisory Committees Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees Citizen Advisory Committees |
| 1312.3 | Uniform Complaint Procedures Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures Uniform Complaint Procedures |
| 1312.3-E PDF(1) | Uniform Complaint Procedures Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1400 | Relations Between Other Governmental Agencies And The Schools Relations Between Other Governmental Agencies And The Schools |

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| 3553 | <u>Free And Reduced Price MealsFree And Reduced Price Meals</u> |
| 3553 | <u>Free And Reduced Price MealsFree And Reduced Price Meals</u> |
| 4121 | <u>Temporary/Substitute PersonnelTemporary/Substitute Personnel</u> |
| 4121 | <u>Temporary/Substitute PersonnelTemporary/Substitute Personnel</u> |
| 4131 | <u>Staff DevelopmentStaff Development</u> |
| 4131 | <u>Staff Development</u> |
| 4231 | <u>Staff DevelopmentStaff Development</u> |
| 4231 | <u>Staff Development</u> |
| 4331 | <u>Staff DevelopmentStaff Development</u> |
| 4331 | <u>Staff Development</u> |
| 5111.1 | <u>District ResidencyDistrict Residency</u> |
| 5111.1 | <u>District ResidencyDistrict Residency</u> |
| 5113.1 | <u>Chronic Absence And TruancyChronic Absence And Truancy</u> |
| 5113.1 | <u>Chronic Absence And TruancyChronic Absence And Truancy</u> |
| 5113.11 | <u>Attendance SupervisionAttendance Supervision</u> |
| 5125 | <u>Student RecordsStudent Records</u> |
| 5125 | <u>Student RecordsStudent Records</u> |
| 5125.2 | <u>Withholding Grades, Diploma Or TranscriptsWithholding Grades, Diploma Or Transcripts</u> |
| 5132 | <u>Dress And GroomingDress And Grooming</u> |
| 5132 | <u>Dress And GroomingDress And Grooming</u> |
| 5141.26 | <u>Tuberculosis TestingTuberculosis Testing</u> |
| 5141.26 | <u>Tuberculosis Testing</u> |
| 5141.31 | <u>ImmunizationsImmunizations</u> |
| 5141.31 | <u>ImmunizationsImmunizations</u> |

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| 5141.32 | <u>Health Screening For School Entry</u> <u>Health Screening For School Entry</u> |
| 5141.6 | <u>School Health Services</u> <u>School Health Services</u> |
| 5141.6 | <u>School Health Services</u> <u>School Health Services</u> |
| 5145.13 | <u>Response To Immigration Enforcement</u> <u>Response To Immigration Enforcement</u> |
| 5145.13 | <u>Response To Immigration Enforcement</u> <u>Response To Immigration Enforcement</u> |
| 5145.6 | <u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u> |
| 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> |
| 5148 | <u>Child Care And Development</u> <u>Child Care And Development</u> |
| 5148.2 | <u>Before/After School Programs</u> <u>Before/After School Programs</u> |
| 5148.2 | <u>Before/After School Programs</u> <u>Before/After School Programs</u> |
| 5148.3 | <u>Preschool/Early Childhood Education</u> <u>Preschool/Early Childhood Education</u> |
| 5148.3 | <u>Preschool/Early Childhood Education</u> <u>Preschool/Early Childhood Education</u> |
| 6000 | <u>Concepts And Roles</u> <u>Concepts And Roles</u> |
| 6011 | <u>Academic Standards</u> <u>Academic Standards</u> |
| 6020 | <u>Parent Involvement</u> <u>Parent Involvement</u> |
| 6020 | <u>Parent Involvement</u> <u>Parent Involvement</u> |
| 6115 | <u>Ceremonies And Observances</u> <u>Ceremonies And Observances</u> |
| 6115 | <u>Ceremonies And Observances</u> <u>Ceremonies And Observances</u> |
| 6146.1 | <u>High School Graduation Requirements</u> <u>High School Graduation Requirements</u> |

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| 6162.51 | <u>State Academic Achievement Tests</u> <u>State Academic Achievement Tests</u> |
| 6162.51 | <u>State Academic Achievement Tests</u> <u>State Academic Achievement Tests</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> <u>Guidance/Counseling Services</u> |
| 6164.2 | <u>Guidance/Counseling Services</u> |
| 6164.5 | <u>Student Success Teams</u> <u>Student Success Teams</u> |
| 6164.5 | <u>Student Success Teams</u> <u>Student Success Teams</u> |
| 6171 | <u>Title I Programs</u> <u>Title I Programs</u> |
| 6171 | <u>Title I Programs</u> <u>Title I Programs</u> |
| 6174 | <u>Education For English Learners</u> <u>Education For English Learners</u> |
| 6174 | <u>Education For English Learners</u> <u>Education For English Learners</u> |
| 6174-E PDF(1) | <u>Education For English Learners</u> |
| 6177 | <u>Summer Learning Programs</u> <u>Summer Learning Programs</u> |
| 6178 | <u>Career Technical Education</u> <u>Career Technical Education</u> |
| 6178 | <u>Career Technical Education</u> <u>Career Technical Education</u> |

Policy 6175: Migrant Education Program

Status: ADOPTED

Original Adopted Date: 03/26/2019 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board desires to provide a comprehensive program for students who are migratory that attempts to mitigate the impact of educational disruption, cultural and language barriers, social isolation, health-related problems, and other factors that may inhibit their ability to succeed in school. The district shall make use of available funds to provide supplementary services for students who are migratory.

The Superintendent or designee shall cooperate with the regional migrant service center in outreach and identification of eligible students who are migratory and in the provision of migrant education services. The Superintendent or designee shall also coordinate migrant education services with other programs within the district and with other public agencies that serve migrant workers and their families.

The district shall give first priority for services to students who are migratory who are failing, or are most at risk of failing, to meet state academic standards or have dropped out of school. (20 USC 6394)

The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students. (20 USC 7881; 34 CFR 200.87)

The Superintendent or designee shall ensure that each student who is migratory is placed at the appropriate grade level upon enrollment and is provided services in accordance with an individual needs assessment and learning plan.

The Superintendent or designee shall annually report to the Board regarding student performance on statewide assessments of core academic subjects and English language development, as appropriate, for students enrolled in the district's migrant education program. In addition, the Superintendent or designee shall periodically report to the Board regarding the alignment of district services with the needs of students as identified in student needs assessments conducted pursuant to Education Code 54443.1. As necessary, the Board shall seek technical assistance from the migrant education regional service center and/or make changes in the services provided by the district in order to improve student achievement.

Policy Reference Disclaimer:

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State

Description

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| 5 CCR 3080 | Applicability of uniform complaint procedures to complaints regarding students with disabilities |
| 5 CCR 4600-4670 | Uniform complaint procedures |
| Ed. Code 200 | Equal rights and opportunities in state educational institutions |
| Ed. Code 220 | Prohibition of discrimination |
| Ed. Code 234.7 | Student protections relating to immigration and citizenship status |
| Ed. Code 37220 | School calendar |
| Ed. Code 41601.6 | Extended school year program for migratory students |
| Ed. Code 48204.7 | Enrollment |
| Ed. Code 51225.1 | Exemption from district graduation requirements |
| Ed. Code 51225.2 | Transfer of coursework and credit |
| Ed. Code 51225.3 | High school graduation requirements |
| Ed. Code 54440-54445 | Migrant children |
| Federal | Description |
| 20 USC 6311 | State plan |
| 20 USC 6391-6399 | Education of migratory children |
| 20 USC 7881 | Participation of private school students |
| 34 CFR 200.81-200.89 | Migrant education program |
| Management Resources | Description |
| California Child Welfare Council Publication | Partial Credit Model Policy and Practice Recommendations, September 2013 |
| California Department of Education Publication | 2017 State Service Delivery Plan |
| U.S. Department of Education Publication | Education of Migratory Children Under Title I, Part C of the Elementary and Secondary Education Act of 1965, Non-Regulatory Guidance, rev. March 2017 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education, Migrant Education Office |
| Website | U.S. Department of Education, Office of Migrant Education |

Website [West Ed, Migrant Student Information Network](#)

Website [CSBA](#)

Cross References

| Code | Description |
|---------|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 0415 | Equity |
| 0500 | Accountability |
| 1220 | Citizen Advisory Committees |
| 1220 | Citizen Advisory Committees |
| 1312.3 | Uniform Complaint Procedures |
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| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
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| 4231 | Staff Development |
| 4331 | Staff Development |
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| 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 |

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| 5125.2 | Withholding Grades, Diploma Or Transcripts |
| 5132 | Dress And Grooming |
| 5132 | Dress And Grooming |
| 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 |
| 5145.13 | Response To Immigration Enforcement |
| 5145.13 | Response To Immigration Enforcement |
| 5145.6 | Parent/Guardian Notifications |
| 5145.6 | Parent/Guardian Notifications |
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| 5148 | Child Care And Development |
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| 5148.2 | Before/After School Programs |
| 5148.3 | Preschool/Early Childhood Education |
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| 6000 | Concepts And Roles |
| 6011 | Academic Standards |
| 6020 | Parent Involvement |
| 6020 | Parent Involvement |
| 6115 | Ceremonies And Observances |
| 6115 | Ceremonies And Observances |
| 6146.1 | High School Graduation Requirements |
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| 6174 | Education For English Learners |
| 6177 | Summer Learning Programs |
| 6178 | Career Technical Education |
| 6178 | Career Technical Education |

ALAMEDA UNIFIED SCHOOL DISTRICT
SPECIAL AGENDA ITEM

Item Title: Continued Review of Board Policy/Administrative Regulation 6115:
Ceremonies and Observances (10 Mins/Action)

Item Type: Action

Background: *BP/AR 6115 Ceremonies and Observances* was previously brought to the Board Policy Subcommittee for review on October 17, 2023. The recommendation made at that meeting was to bring back the Policy and Administrative Regulation to a subsequent subcommittee meeting.

After further review and discussion, one of the following three action steps will be taken:

1. The policy and administrative regulation will be added to the next Board Policy Subcommittee meeting for further discussion and possible revision by Subcommittee members.
2. The policy and administrative regulation will be added to the agenda for a regularly scheduled Board meeting so the full Board can weigh in on any further changes in public.
3. The policy and administrative regulation will be approved as is by the full Board at a regularly scheduled public Board meeting.

AUSD LCAP Goals: 1. Eliminate barriers to student success and maximize learning time.| 2a. Support all students in becoming college and career ready.| 2b. Support all English Learners (ELs) in becoming college and career ready.| 3. Support parent/guardian development as knowledgeable partners and effective advocates for student success.| 4. Ensure that all students have access to basic services.

Fiscal Analysis

Amount (Savings) (Cost): N/A

Recommendation: Other

Submitted for review and discussion per Board Member Referral.

AUSD Guiding Principle: #1 - All students have the ability to achieve academic and personal success.| #2 - Teachers must challenge and support all students to reach their highest academic and personal potential.| #3 - Administrators must have the knowledge, leadership skills and ability to ensure student success.| #4 - Parental involvement and community engagement are integral to student success.| #5 - Accountability, transparency, and trust are necessary at all levels of the organization.| #6 - Allocation of funds must support our vision, mission, and guiding principles.| #7 - All employees must receive respectful treatment and professional support to achieve district goals.

Submitted By:

Board Member Referral

ATTACHMENTS:

| Description | Upload Date | Type |
|--------------------------------------|--------------------|-----------------|
| ☐ BP 6115_Ceremonies and Observances | 4/8/2024 | Backup Material |
| ☐ AR 6115_Ceremonies and Observances | 4/8/2024 | Backup Material |

Board District Policy Manual
Alameda Unified School District
CSBA Policy Management Console

Policy 6115: Ceremonies And Observances

Status: ADOPTED

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Original Adopted Date: 08/25/200910/01/1994 | Last Revised Date: 03/22/202201/2024 |
Last Reviewed Date: 03/22/202201/2024

The Governing Board recognizes the importance of having students observe holidays, celebrate events of cultural ~~or~~ historical, ~~or~~ present day significance, and acknowledge the contributions of outstanding individuals in society. On days designated by the Board, ~~and as required by law~~, staff shall provide students with appropriate commemorative exercises ~~and educational experiences~~ so that they may acquire the knowledge, skills, and principles essential for informed, responsible citizenship in a democratic society.

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District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board. The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date. ~~—~~ (Education Code 37220)

In addition, the Board may, through the adoption of a resolution, authorize the display of symbolic flags or banners in support of specific awareness months.

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Policy Reference Disclaimer:

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| State | Description |
|-------------------------|--|
| Ed. Code 37220-37222.21 | Holidays and commemorative events |
| Ed. Code 44015.1 | Week of the School Administrator |
| Ed. Code 45203 | Paid holidays |
| Ed. Code 45460 | Classified School Employee Week |
| Ed. Code 49110.5 | Workplace Readiness Week |
| Ed. Code 52720-52730 | Patriotic exercises and instruction |
| Gov. Code 3540-3549.3 | Public education employer-employee relations |
| Gov. Code 430-439 | Display of flags |

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| Federal | Description |
|----------------------|--|
| 36 USC 106 | Constitution Day and Citizenship Day |
| 4 USC 6 | Time and occasion for display of flag |
| 4 USC 7 | Position and manner of display of flag |
| Management Resources | Description |
| Court Decision | Newdow v. Rio Linda Union School District (9th Cir. 2010) 597 F.3d 1007 |
| Court Decision | West Virginia State Board of Education et al. v. Barnette et al. (1943) 319 U.S. 624 |
| Website | CSBA District and County Office of Education Legal Services |
| Website | California Department of Education, History/Social Science Instructional Materials |
| Website | CSBA |

Cross References

| Code | Description |
|-------------------------------|---|
| 1330 | Use Of School Facilities Use Of School Facilities |
| 1330 | Use Of School Facilities Use Of School Facilities |
| 1330-E-PDF(1) | Use Of School Facilities |
| 4156.2 | Awards And Recognition Awards And Recognition |
| 4256.2 | Awards And Recognition Awards And Recognition |
| 4356.2 | Awards And Recognition Awards And Recognition |
| 5113.2 | Work Permits Work Permits |
| 5113.2 | Work Permits Work Permits |
| 6111 | School Calendar School Calendar |
| 6117 | Year-Round Schedules |
| 6141.2 | Recognition Of Religious Beliefs And Customs Recognition Of Religious Beliefs And Customs |
| 6141.2 | Recognition Of Religious Beliefs And Customs Recognition Of Religious Beliefs And Customs |
| 6142.3 | Civic Education Civic Education |

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| 6142.4 | <u>Service Learning/Community Service Classes</u> <u>Service Learning/Community Service Classes</u> |
| 6142.94 | <u>History-Social Science Instruction</u> <u>History-Social Science Instruction</u> |
| 6143 | <u>Courses Of Study</u> <u>Courses Of Study</u> |
| 6143 | <u>Courses Of Study</u> <u>Courses Of Study</u> |
| 6144 | <u>Controversial Issues</u> <u>Controversial Issues</u> |
| 6144 | <u>Controversial Issues</u> <u>Controversial Issues</u> |
| 6145.8 | <u>Assemblies And Special Events</u> <u>Assemblies And Special Events</u> |
| 6175 | <u>Migrant Education Program</u> <u>Migrant Education Program</u> |
| 6175 | <u>Migrant Education Program</u> <u>Migrant Education Program</u> |
| 6178.1 | <u>Work-Based Learning</u> <u>Work-Based Learning</u> |
| 6178.1 | <u>Work-Based Learning</u> <u>Work-Based Learning</u> |

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Regulation 6115: Ceremonies And Observances

Status: ADOPTED

Original Adopted Date: ~~08/25/2009~~11/01/1999 | Last Revised Date: ~~06/28/2023~~03/01/2024 |
Last Reviewed Date: ~~06/28/2023~~03/01/2024

Holidays

District schools shall be closed on the following holidays: (Education Code 37220)

New Year's Day - January 1

Dr. Martin Luther King, Jr. Day - Third Monday in January or the Monday or Friday of the week in which January 15 occurs

Lincoln Day - The Monday or Friday of the week in which February 12 occurs

Washington Day - Third Monday in February

Memorial Day - Last Monday in May

Juneteenth National Independence Day - June 19

Independence Day - July 4

Labor Day - First Monday in September

Veterans Day - November 11

Thanksgiving Day - The Thursday in November designated by the President

Christmas Day - December 25

In addition, schools shall be closed on: (Education Code 37220)

1. Any day appointed by the Governor as a holiday or as a special or limited holiday on which the Governor provides that schools shall close
2. Any day appointed by the President as a holiday, including by executive order or by signing into law legislation that creates a nationwide federal holiday
3. Any other day designated as a holiday by the Governing Board and/or negotiated with employee organizations

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday. If any of the above holidays ~~occurs~~occur under federal law on a date different from that indicated above, the ~~Governing~~ Board may close the schools on the date recognized by federal law instead of on the date above. (Education Code 37220)

Commemorative Exercises

District schools shall hold exercises in accordance with law to commemorate the following special days: (Education Code 37220, 37221, 45460)
, 49110.5)

Dr. Martin Luther King, Jr. Day - The Friday before the day schools are closed for this holiday

Abraham Lincoln's Birthday - The school day before the day schools are closed for this holiday

Susan B. Anthony Day - February 15

George Washington's Birthday - The Friday preceding the third Monday in February

Black American Day - March 5

Conservation, Bird, and Arbor Day - March 7

Workplace Readiness Week - The week that includes April 28

Classified Employee Week - Third week in May

U.S. Constitution and Citizenship Day - On or near September 17

Commemorative exercises shall be integrated into the regular educational program ~~to the extent feasible~~as required by law.

Patriotic Exercises

Each school shall conduct patriotic exercises daily, which may include the Pledge of Allegiance to the Flag of the United States and/or instruction that promotes understanding of the concepts of "pledge," "allegiance," "republic," and "indivisible" and understanding of the importance of the pledge

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as an expression of patriotism, love of country, and pride in the United States. (Education Code 52720, 52730)

At elementary schools, such exercises shall be conducted at the beginning of each school day. (Education Code 52720)

At secondary schools, such exercises shall be conducted during the homeroom period.

A student may choose not to participate in the flag salute or Pledge of Allegiance for personal reasons.

Display of Flag

The flag of the United States and the flag of California shall be displayed during business hours at the entrance or on the grounds of every district school and on or near the district office. At all times, the national flag shall be placed in the position of first honor. (Government Code 431, 436; 4 USC 6)

When displayed on a building or on a flagstaff in the open, the national flag shall be displayed only from sunrise to sunset unless properly illuminated during the hours of darkness. The flag should not be displayed during inclement weather unless an all-weather flag is used. (4 USC 6)

The national flag shall fly at half-staff on the following occasions: (4 USC 7)

1. For 30 days from the death of the President or a former President
2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, or the Governor of a state
4. On the day of death and the following day for a Member of Congress
5. On Memorial Day, until noon only
6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day
7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government ~~or~~, a member of the Armed Forces from the state who has died while serving on active duty, or the death of a first responder working in the state who dies while serving in the line of duty
8. On other occasions by order of the President and in accordance with presidential instructions or orders

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State

Ed. Code 37220-37222.21

Description

[Holidays and commemorative events](#)

Ed. Code 44015.1

[Week of the School Administrator](#)

Ed. Code 45203

[Paid holidays](#)

Ed. Code 45460

[Classified School Employee Week](#)

Ed. Code 49110.5

Workplace Readiness Week

Ed. Code 52720-52730

[Patriotic exercises and instruction](#)

Gov. Code 3540-3549.3

[Public education employer-employee relations](#)

Gov. Code 430-439

[Display of flags](#)

Federal

36 USC 106

Description

Constitution Day and Citizenship Day

4 USC 6

Time and occasion for display of flag

4 USC 7

Position and manner of display of flag

Management Resources

Court Decision

Description

Newdow v. Rio Linda Union School District (9th Cir. 2010) 597 F.3d 1007

Court Decision

West Virginia State Board of Education et al. v. Barnette et al. (1943) 319 U.S. 624

Website

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

Website

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Website

[CSBA](#)

Cross References**Code**

1330

Description

[Use Of School Facilities](#)[Use Of School Facilities](#)

1330

[Use Of School Facilities](#)[Use Of School Facilities](#)

[1330-E-PDF\(1\)](#)

[Use Of School Facilities](#)

4156.2

[Awards And Recognition](#)[Awards And Recognition](#)

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| 4256.2 | <u>Awards And RecognitionAwards And Recognition</u> |
| 4356.2 | <u>Awards And RecognitionAwards And Recognition</u> |
| 5113.2 | <u>Work PermitsWork Permits</u> |
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| 6178.1 | <u>Work-Based LearningWork-Based Learning</u> |
| 6178.1 | <u>Work-Based LearningWork-Based Learning</u> |

ALAMEDA UNIFIED SCHOOL DISTRICT
SPECIAL AGENDA ITEM

Item Title: Review of Board Policies and Administrative Regulations Related to Visitors, Outsiders, and Disruptions (10 Mins/Action)

Item Type: Action

Background: *BP 1250 Visitors and Outsiders and BP/AR 3515.2 Disruptions* are being added to the agenda for review and discussion on the request of a Board Member. After discussion, one of the following action steps will be taken:

1. The policy and administrative regulation will be added to the next Board Policy Subcommittee meeting for further discussion and possible revision by Subcommittee members.
2. The policy and administrative regulation will be added to the agenda for a regularly scheduled Board meeting so the full Board can weigh in on any further changes in public.
3. The policy and administrative regulation will be approved as is by the full Board at a regularly scheduled public Board meeting.

AUSD LCAP Goals: 1. Eliminate barriers to student success and maximize learning time.| 2a. Support all students in becoming college and career ready.| 2b. Support all English Learners (ELs) in becoming college and career ready.| 3. Support parent/guardian development as knowledgeable partners and effective advocates for student success.| 4. Ensure that all students have access to basic services.

Fiscal Analysis

Amount (Savings) (Cost): N/A

Recommendation: Other

Submitted for review and discussion per Board Member Referral.

AUSD Guiding Principle: #1 - All students have the ability to achieve academic and personal success.| #2 - Teachers must challenge and support all students to reach their highest academic and personal potential.| #3 - Administrators must have the knowledge, leadership skills and ability to ensure student success.| #4 - Parental involvement and community engagement are integral to student success.| #5 - Accountability, transparency, and trust are necessary at all levels of the organization.| #6 - Allocation of funds must support our vision, mission, and guiding principles.| #7 - All employees must receive respectful treatment and professional support to achieve district goals.

Submitted By: Board Member Referral

ATTACHMENTS:

| | Description | Upload Date | Type |
|---|--|--------------------|-----------------|
| ▣ | BP 1250_Visitors and Outsiders | 4/8/2024 | Backup Material |
| ▣ | BP 1250 Redline Version to Show Proposed Changes | 4/17/2024 | Backup Material |
| ▣ | BP 3515.2_Disruptions | 4/8/2024 | Backup Material |
| ▣ | AR 3515.2_Disruptions | 4/8/2024 | Backup Material |

Policy 1250: Visitors/Outsiders

Original Adopted Date: 09/28/2010 | **Last Revised Date:** 12/10/2019 |

Last Reviewed Date: 12/10/2019

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

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 32210 | Willful disturbance of public school or meeting |
| Ed. Code 32211 | Threatened disruption or interference with classes |
| Ed. Code 32212 | Classroom interruptions |
| Ed. Code 35160 | Authority of governing boards |
| Ed. Code 35292 | Visits to schools (Board members) |
| Ed. Code 49091.10 | Parental right to inspect instructional materials and observe school activities |
| Ed. Code 51101 | Parents Rights Act of 2002 |
| Ed. Code 51512 | Prohibited use of electronic listening or recording device |
| Evid. Code 1070 | Refusal to disclose news source |

State**Description**

Lab. Code 230.8

[Discharge or discrimination for taking time off to participate in child's educational activities](#)

Pen. Code 290

[Sex offenders](#)

Pen. Code 626-626.11

[Weapons on school grounds and other school crimes](#)

Pen. Code 626.81

[Misdemeanor for registered sex offender to come onto school grounds](#)

Pen. Code 627-627.10

[Access to school premises](#)

Pen. Code 627.1

[Definitions](#)

Pen. Code 627.2

[Necessity of registration by outsider](#)

Pen. Code 627.7

[Misdemeanors; punishment](#)

Management Resources**Description**

Attorney General Opinion

[95
Ops.Cal.Atty.Gen.
509 \(1996\)](#)

Court Decision

[Reeves v. Rocklin
Unified School](#)

State**Description**

[District \(2003\) 109
Cal.App.4th 652](#)

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

Website

Cross References

Code**Description**

1100

[Communication
With The Public](#)

1100

[Communication
With The Public](#)

1112

[Media Relations](#)

1240

[Volunteer
Assistance](#)

1240

[Volunteer
Assistance](#)

1312.1

[Complaints
Concerning
District Employees](#)

1312.1

[Complaints
Concerning
District Employees](#)

1312.2

[Complaints
Concerning
Instructional
Materials](#)

1312.2

[Complaints
Concerning](#)

| Code | Description |
|-----------------|---|
| | <u>Instructional Materials</u> |
| 1312.2-E PDF(1) | <u>Complaints Concerning Instructional Materials</u> |
| 1312.3 | <u>Uniform Complaint Procedures</u> |
| 1312.3 | <u>Uniform Complaint Procedures</u> |
| 1312.3-E PDF(1) | <u>Uniform Complaint Procedures</u> |
| 1312.4 | <u>Williams Uniform Complaint Procedures</u> |
| 1312.4-E PDF(1) | <u>Williams Uniform Complaint Procedures</u> |
| 1700 | <u>Relations Between Private Industry And The Schools</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3515 | <u>Campus Security</u> |
| 3515 | <u>Campus Security</u> |

| Code | Description |
|-------------|--|
| 3515.2 | Disruptions |
| 3515.2 | Disruptions |
| 3515.5 | Sex Offender Notification |
| 3515.5 | Sex Offender Notification |
| 5020 | Parent Rights And Responsibilities |
| 5020 | Parent Rights And Responsibilities |
| 5142 | Safety |
| 5142 | Safety |
| 6020 | Parent Involvement |
| 6020 | Parent Involvement |
| 6116 | Classroom Interruptions |

Policy 1250: Visitors/Outsiders

Original Adopted Date: 09/28/2010 | Last Revised Date: 12/10/2019 | Last Reviewed Date: 12/10/2019

Status: ADOPTED

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days, and to any other District facilities, including the District Office and other administrative offices, during regular business days. Visits to school sites during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session or during business hours at the District Office and other administrative offices or facilities. The Superintendent or designee can designate which areas of district facilities are open to the public and which are restricted to employees only. If the Superintendent or the designee deems a visit to a restricted area necessary, in areas that are restricted, all visitors will be accompanied by employees.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom or school office without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds or any other district facility.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

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Version: 25.0.1.06



» Policy 3515.2: Disruptions

Status: ADOPTED

Original Adopted Date: 11/15/2016 | Last Reviewed
Date: 11/15/2016

[see more](#)

The Governing Board is committed to providing a safe and orderly environment for students, staff, and others on district property or while engaged in school activities.

The Superintendent or designee shall remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other district facility, threatens the health or safety of anyone on district property, or causes or threatens to cause damage to district property or to any property on school grounds.

The Superintendent or designee shall establish a plan describing staff responsibilities and actions to be taken when an individual is causing or threatening to cause a disruption. The plan shall address, as appropriate, visitor registration procedures; campus security measures; evacuation procedures; lock-down procedures; possible responses to an active shooter situation; communications within the school and with parents/guardians, law enforcement, and the media in the event of an emergency; and crisis counseling or other assistance for students and staff after a disruption. In developing such a plan, the Superintendent or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention when necessary.

The Superintendent or designee shall provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption.

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

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 32210 | Willful disturbance of public school or meeting |
| Ed. Code 32211 | Threatened disruption or interference with classes |
| Ed. Code 35160 | Authority of governing boards |
| Ed. Code 44810 | Willful interference with classroom conduct |
| Ed. Code 44811 | Disruption of classwork or extracurricular activities |
| Ed. Code 48902 | Mandatory notification of law enforcement authorities |
| Pen. Code 12556 | Imitation firearms |

| State | Description |
|----------------------|--|
| Pen. Code 243.5 | <u>Assault or battery on school property</u> |
| Pen. Code 30310 | <u>Prohibition against ammunition on school grounds</u> |
| Pen. Code 415.5 | <u>Disturbance of peace of school</u> |
| Pen. Code 626-626.11 | <u>Weapons on school grounds and other school crimes</u> |
| Pen. Code 626.7 | <u>Failure to leave campus or facility; wrongful return; penalties; notice; exceptions</u> |
| Pen. Code 626.8 | <u>Disruptions</u> |
| Pen. Code 626.81 | <u>Misdemeanor for registered sex offender to come onto school grounds</u> |
| Pen. Code 626.85 | <u>Misdemeanor for specified drug offender presence on school grounds</u> |
| Pen. Code 626.9 | <u>Gun-Free School Zone Act of 1995</u> |
| Pen. Code 627-627.10 | <u>Access to school premises</u> |
| Pen. Code 653b | <u>Loitering about schools or public places</u> |

| Federal | Description |
|----------------|----------------------|
| 20 USC 7961 | Gun-Free Schools Act |

| Management Resources | Description |
|--|--|
| Attorney General Opinion | 79 Ops.Cal.Atty.Gen. 58 (1996) |
| Court Decision | In Re Jimi A. (1989) 209 Cal.App.3d 482 |
| Court Decision | In Re Joseph F. (2000) 85 Cal.App.4th 975 |
| Court Decision | In Re Oscar R. (1984) 161 Cal.App.3d 770 |
| Court Decision | Reeves v. Rocklin Unified School District (2003) 109 Cal.App.4th 652 |
| U.S. Department of Education Publication | Guide for Developing High-Quality School Emergency Operations Plans, 2013 |
| Website | <u>CSBA District and County Office of Education Legal Services</u> |
| Website | <u>U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities</u> |
| Website | <u>California Department of Education, Safe Schools</u> |
| Website | <u>CSBA</u> |

Cross References

| Code | Description |
|------------------|---|
| 0450 | <u>Comprehensive Safety Plan</u> |
| 0450 | <u>Comprehensive Safety Plan</u> |
| 1112 | <u>Media Relations</u> |
| 1240 | <u>Volunteer Assistance</u> |
| 1240 | <u>Volunteer Assistance</u> |
| 1250 | <u>Visitors/Outsiders</u> |
| 1250 | <u>Visitors/Outsiders</u> |
| 1330 | <u>Use Of School Facilities</u> |
| 1330 | <u>Use Of School Facilities</u> |
| 1330-E PDF(1) | <u>Use Of School Facilities</u> |
| 1330.1 | <u>Joint Use Agreements</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3515 | <u>Campus Security</u> |
| 3515 | <u>Campus Security</u> |
| 3515.21 | <u>Unmanned Aircraft Systems (Drones)</u> |
| 3515.5 | <u>Sex Offender Notification</u> |
| 3515.5 | <u>Sex Offender Notification</u> |
| 3515.7 | <u>Firearms On School Grounds</u> |
| 3516 | <u>Emergencies And Disaster Preparedness Plan</u> |
| 3516 | <u>Emergencies And Disaster Preparedness Plan</u> |
| 3543 | <u>Transportation Safety And Emergencies</u> |
| 4118 | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4118 | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4119.21 | <u>Professional Standards</u> |
| 4119.21-E PDF(1) | <u>Professional Standards</u> |
| 4131 | <u>Staff Development</u> |
| 4131 | <u>Staff Development</u> |
| 4158 | <u>Employee Security</u> |
| 4158 | <u>Employee Security</u> |
| 4218 | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4218 | <u>Dismissal/Suspension/Disciplinary Action</u> |

| Code | Description |
|------------------|---|
| 4219.21 | <u>Professional Standards</u> |
| 4219.21-E PDF(1) | <u>Professional Standards - Code Of Ethics Classified Employees</u> |
| 4231 | <u>Staff Development</u> |
| 4231 | <u>Staff Development</u> |
| 4258 | <u>Employee Security</u> |
| 4258 | <u>Employee Security</u> |
| 4319.21 | <u>Professional Standards</u> |
| 4319.21-E PDF(1) | <u>Professional Standards</u> |
| 4331 | <u>Staff Development</u> |
| 4331 | <u>Staff Development</u> |
| 4358 | <u>Employee Security</u> |
| 4358 | <u>Employee Security</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 6116 | <u>Classroom Interruptions</u> |
| 6145.2 | <u>Athletic Competition</u> |
| 6145.2 | <u>Athletic Competition</u> |
| 6145.5 | <u>Student Organizations And Equal Access</u> |
| 6145.5 | <u>Student Organizations And Equal Access</u> |

Regulation 3515.2: Status: ADOPTED
Disruptions

Original Adopted Date: 11/15/2016 | **Last Reviewed Date:** 11/15/2016[see more](#)

The principal or designee may direct any person, except a student, school employee, or other person required by his/her employment to be on school grounds, to leave school grounds or school activity if:

1. The principal or designee has reasonable basis for concluding that the person is committing or has entered the campus with the purpose of committing an act which is likely to interfere with the peaceful conduct, discipline, good order, or administration of the school or a school activity, or with the intent of inflicting damage to any person or property. (Education Code 44810, 44811; Penal Code 626.7)
2. The person fights or challenges another person to a fight, willfully disturbs another person by loud and unreasonable noise, or uses offensive language which could provoke a violent reaction. (Penal Code 415.5)
3. The person, without lawful business for being present, loiters around a school or reenters a school within 72 hours after he/she was asked to leave. (Penal Code 653b)
4. The person is required to register as a sex offender pursuant to Penal Code 290 and does not have a lawful purpose and written permission from the principal or designee to be on school grounds. (Penal Code 626.81)
5. The person is a specified drug offender, as defined in Penal Code 626.85, and does not have written permission from the principal or designee to be on school grounds. However, such specified drug offender may be on school grounds during any school activity if he/she is a student or the parent/guardian of a student attending the school. (Penal Code 626.85)
6. The person willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of students, staff, or others while attending, arriving at, or leaving school. (Penal Code 626.8)
7. The person has otherwise established a continued pattern of unauthorized entry on school grounds. (Penal Code 626.8)

The principal or designee shall allow a parent/guardian who was previously directed to leave school grounds to reenter for the purpose of retrieving his/her child for disciplinary reasons,

medical attention, or family emergencies, or with the principal or designee's prior written permission. (Penal Code 626.7, 626.85)

When directing any person to leave school premises, the principal or designee shall inform the person that he/she may be guilty of a crime if he/she: (Education Code 32211; Penal Code 626.7, 626.8, 636.85)

1. Fails to leave or remains after being directed to leave
2. Returns to the campus without following the school's posted registration requirements
3. Returns within seven days after being directed to leave

Whenever an individual is causing or threatening to cause a disruption at any district facility other than a school campus, the Superintendent or designee may direct that individual to leave the facility consistent with this regulation and the accompanying Board policy.

Appeal Procedure

Any person who is asked to leave a school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the principal or designee and the person making the appeal, the Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)

The decision of the Superintendent or designee may be appealed to the Governing Board. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final. (Education Code 32211)

In any circumstance where a person has been directed to leave a school building or ground where the Superintendent's or Board's office is situated, he/she may nevertheless enter the school building or ground solely for the purpose of making the appeal. (Education Code 32211)

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 32210 | <u>Willful disturbance of public school or meeting</u> |
| Ed. Code 32211 | <u>Threatened disruption or</u> |

| State | Description |
|----------------------|--|
| | <u>interference with classes</u> |
| Ed. Code 35160 | <u>Authority of governing boards</u> |
| | <u>Willful interference with classroom conduct</u> |
| Ed. Code 44810 | |
| | <u>Disruption of classwork or extracurricular activities</u> |
| Ed. Code 44811 | |
| | <u>Mandatory notification of law enforcement authorities</u> |
| Ed. Code 48902 | |
| Pen. Code 12556 | <u>Imitation firearms</u> |
| | <u>Assault or battery on school property</u> |
| Pen. Code 243.5 | |
| | <u>Prohibition against ammunition on school grounds</u> |
| Pen. Code 30310 | |
| | <u>Disturbance of peace of school</u> |
| Pen. Code 415.5 | |
| | <u>Weapons on school grounds and other school crimes</u> |
| Pen. Code 626-626.11 | |
| | <u>Failure to leave campus or facility; wrongful return; penalties; notice; exceptions</u> |
| Pen. Code 626.7 | |
| Pen. Code 626.8 | <u>Disruptions</u> |
| | <u>Misdemeanor for registered sex offender to come onto school grounds</u> |
| Pen. Code 626.81 | |
| | <u>Misdemeanor for specified drug offender presence on school grounds</u> |
| Pen. Code 626.85 | |

| State | | Description |
|--|--|---|
| Pen. Code 626.9 | | <u>Gun-Free School Zone Act of 1995</u> |
| Pen. Code 627-627.10 | | <u>Access to school premises</u> |
| Pen. Code 653b | | <u>Loitering about schools or public places</u> |
| Federal | | Description |
| 20 USC 7961 | | <u>Gun-Free Schools Act</u> |
| Management Resources | | Description |
| Attorney General Opinion | | <u>79 Ops.Cal.Atty.Gen. 58 (1996)</u> |
| Court Decision | | <u>In Re Jimi A. (1989) 209 Cal.App.3d 482</u> |
| Court Decision | | <u>In Re Joseph F. (2000) 85 Cal.App.4th 975</u> |
| Court Decision | | <u>In Re Oscar R. (1984) 161 Cal.App.3d 770</u> |
| Court Decision | | <u>Reeves v. Rocklin Unified School District (2003) 109 Cal.App.4th 652</u> |
| U.S. Department of Education Publication | | <u>Guide for Developing High-Quality School Emergency Operations Plans, 2013</u> |
| Website | | <u>CSBA District and County Office of Education Legal Services</u> |
| Website | | <u>U.S. Department of Education - Education for Homeless Children and Youths Grants</u> |

Management Resources**Description**

for State and Local
Activities

California
Department of
Education, Safe
Schools

Website

Website

CSBA

Cross References

| Code | Description |
|---------------|---|
| 0450 | <u>Comprehensive Safety Plan</u> |
| 0450 | <u>Comprehensive Safety Plan</u> |
| 1112 | <u>Media Relations</u> |
| 1240 | <u>Volunteer Assistance</u> |
| 1240 | <u>Volunteer Assistance</u> |
| 1250 | <u>Visitors/Outsiders</u> |
| 1250 | <u>Visitors/Outsiders</u> |
| 1330 | <u>Use Of School Facilities</u> |
| 1330 | <u>Use Of School Facilities</u> |
| 1330-E PDF(1) | <u>Use Of School Facilities</u> |
| 1330.1 | <u>Joint Use Agreements</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3513.3 | <u>Tobacco-Free Schools</u> |
| 3515 | <u>Campus Security</u> |
| 3515 | <u>Campus Security</u> |
| 3515.21 | <u>Unmanned Aircraft Systems (Drones)</u> |
| 3515.5 | <u>Sex Offender Notification</u> |
| 3515.5 | <u>Sex Offender Notification</u> |
| 3515.7 | <u>Firearms On School Grounds</u> |
| 3516 | <u>Emergencies And Disaster Preparedness Plan</u> |
| 3516 | <u>Emergencies And Disaster Preparedness Plan</u> |

| Code | Description |
|------------------|---|
| 3543 | <u>Transportation Safety And Emergencies</u> |
| 4118 | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4118 | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4119.21 | <u>Professional Standards</u> |
| 4119.21-E PDF(1) | <u>Professional Standards</u> |
| 4131 | <u>Staff Development</u> |
| 4131 | <u>Staff Development</u> |
| 4158 | <u>Employee Security</u> |
| 4158 | <u>Employee Security</u> |
| 4218 | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4218 | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4219.21 | <u>Professional Standards</u> |
| 4219.21-E PDF(1) | <u>Professional Standards - Code Of Ethics Classified Employees</u> |
| 4231 | <u>Staff Development</u> |
| 4231 | <u>Staff Development</u> |
| 4258 | <u>Employee Security</u> |
| 4258 | <u>Employee Security</u> |
| 4319.21 | <u>Professional Standards</u> |
| 4319.21-E PDF(1) | <u>Professional Standards</u> |
| 4331 | <u>Staff Development</u> |
| 4331 | <u>Staff Development</u> |
| 4358 | <u>Employee Security</u> |
| 4358 | <u>Employee Security</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 5131.4 | <u>Student Disturbances</u> |
| 6116 | <u>Classroom Interruptions</u> |
| 6145.2 | <u>Athletic Competition</u> |

| | Code | Description |
|--------|-------------|---|
| 6145.2 | | <u>Athletic Competition</u> |
| 6145.5 | | <u>Student Organizations And Equal Access</u> |
| 6145.5 | | <u>Student Organizations And Equal Access</u> |

ALAMEDA UNIFIED SCHOOL DISTRICT
SPECIAL AGENDA ITEM

Item Title: Agenda Planning and Calendaring of Board Policy Meetings for 2024 (10 Mins/Information)

Item Type: Information

Background: Members of the subcommittee will discuss and make suggestions on topics that staff would bring to subsequent meetings as well as determine future meeting dates for 2024.

AUSD LCAP Goals: 1. Eliminate barriers to student success and maximize learning time.| 2a. Support all students in becoming college and career ready.| 2b. Support all English Learners (ELs) in becoming college and career ready.| 3. Support parent/guardian development as knowledgeable partners and effective advocates for student success.| 4. Ensure that all students have access to basic services.

Fiscal Analysis

Amount (Savings) (Cost): N/A

Recommendation: Other

Discussion of future topics and meeting dates.

AUSD Guiding Principle: #1 - All students have the ability to achieve academic and personal success.| #2 - Teachers must challenge and support all students to reach their highest academic and personal potential.| #3 - Administrators must have the knowledge, leadership skills and ability to ensure student success.| #4 - Parental involvement and community engagement are integral to student success.| #5 - Accountability, transparency, and trust are necessary at all levels of the organization.| #6 - Allocation of funds must support our vision, mission, and guiding principles.| #7 - All employees must receive respectful treatment and professional support to achieve district goals.

Submitted By: Kirsten Zazo, Assistant Superintendent of Educational Services
